

GUIDE TO THE MPOWER PROJECT PLAN

Use this guide to help you complete the required Project Worksheet.



As an MPower 2014 Champion, you will be implementing 5 or more MPower Projects at your workplace. We suggest you have a variety of projects, for example: 2 focusing on energy efficiency, 1 on employee engagement, 1 easy win, 1 longer term, etc. Your team knows your business best, so consider how each project will support the goals and values of your organization. Use the Vision and Goals worksheet to identify projects that are feasible, build momentum, involve those with personal passion, and/or attract the attention of executive management.

- **Worksheet Item #1: Organization Name**
The full name of your company.
- **Worksheet Item #2: Project Name**
Please give a concise and descriptive name to your project. The project name will be used at future events such as the MPower Showcase and the MPower Celebration.
- **Worksheet Item #3: Contact Person**
Please provide contact information for the person who will keep track of and answer questions about this project. This is who we will contact when we have questions and who we will recommend other green teams get in touch with should they want to learn more about your project.
- **Worksheet Item #4: Description of Project**
Please share the details of what your project will entail and a general idea of how you will go about implementing the project.
- **Worksheet Item #5: Business Case/Statement of Need**
Consider the business case for your project, i.e. why it makes sense for your team to take on. Making a business case for your project will help you gain and maintain support from management and other decision makers in your organization. Examples of questions to ask include: Why is your project good for your organization? How does it fit into the vision, goals, values, and mission of your organization? How will it benefit your team? Is there a financial gain? What about HR or marketing benefits? Does your project put you in the position of being a model in our community? Did equipment already need to be replaced or upgraded? Is the project helping to reduce risk? Would the project increase employee safety and comfort? Does the project ensure compliance?
- **Worksheet Item #6: Focus Area(s)**
What are the main focus areas of this project?
- **Worksheet Item #7: What Success Looks Like**
Take the time to consider what your goals are for this project and how you will know when you've accomplished them. Knowing what success looks like means you know when to celebrate!



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- **Worksheet Item #8: Expected Impacts**

Environment: As applicable, please quantify the annual expected environmental resource savings and share what assumptions and estimations are being made. Examples of how we measure environmental resources: kWh (electricity), therms (natural gas), gallons of water, gallons of fuel, units of waste (by weight or volume). How much do you expect to avoid in CO₂ emissions (see table below)?

Note: Not all projects will have quantifiable environmental resource savings. That's okay.

Financial Savings: Often times, sustainability projects go hand in hand with financial savings. What do you expect to save annually? What is the ROI for the project? Are there upfront costs? If you are replacing equipment, don't forget to look at the life-cycle cost of ownership, not just the upfront purchase cost. What will purchase, plus the running of the equipment, cost for 5 years? For the lifetime of the equipment? How does this compare to costs of not replacing?

Work Culture: It's very likely that your project will influence the culture in the workplace, especially as you communicate about it. What are your expectations?

Community: Projects may have an impact in the broader community, along with the other impacts above. How do you expect this particular project to impact your community?

Other: Are there other impacts not mentioned above that you expect from this project?

- **Worksheet Item #9: Measurement and Documentation of Impacts**

How will the impacts above of this project (as mentioned above) be measured? Examples: energy can be tracked through Energy Stewards, Energy Star Portfolio Manager, or your utility bills; waste can be weighed, often times by your hauler; miles can be tracked through the National Bike Challenge, the Hub (an on-site tracking system for biking); participants or respondents can be counted, etc.

Beyond measurement, or when measurement alone won't communicate the impacts of this project, how will you document the broader effects of this project.

- **Worksheet Item #10: Timeline of Implementation**

Provide the estimated dates by when you expect to have the various components of the project complete.

- **Worksheet Item #11: Quick Conversion Table**

This table – created using EPA conversion factors - will help you to convert your expected environmental resource savings to CO₂ emissions avoided. For more EPA conversions, visit:

<http://www.epa.gov/cleanenergy/energy-resources/calculator.html>



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Additional questions to be answered internally that may help your team move your project forward:

- **Potential Project Barriers**

Barriers are elements that may restrict or place control over a project, project team, or project action. Have you thought about potential barriers that might come up? How will you address those barriers and overcome them? Spending time now identifying these will save you time later on.

- **Communication Plan**

What elements of your project need to be communicated, with whom, and how frequently? How will you communicate? Effective communication is necessary for a successful project!

- **Change Management**

Have you thought about a process for addressing the concerns of those impacted by the project? Once it's underway, how will decisions about the project be made? How will any needed changes be made and implemented? How will changes to other people's work life be handled?

- **Project Team Roles and Responsibilities**

Who is on the team for this project? What are their roles and responsibilities? Clearly defining who is responsible for each aspect of a project will help move it along smoothly!