



3. Project Plan sample

ID	Name	Duration	Start	Finish	Lags	Qtr 4, 2012				Qtr 1, 2013			Qtr 2, 2013		
						Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
1	Preparation & Commitment	20 days	9/11/12...	10/8/12...											
2	Define scope and boundaries of the EnMS	5 days	9/11/12...	9/17/12...											
3	Manage roles and responsibilities (KC #1)	15 days	9/18/12...	10/8/12...	2										
4	Develop the energy policy	5 days	9/18/12...	9/24/12...	2										
5	Review/Approve the energy policy	10 days	9/25/12...	10/8/12...	4										
6	Participate in management review	0 days	9/11/12...	9/11/12...		◆									
7	Consider energy performance in long term planning	0 days	9/11/12...	9/11/12...		◆									
8	Set objectives and targets	5 days	9/11/12...	9/17/12...											
9	Planning	135 days	10/9/12...	4/15/13...	1										
10	Legal and other requirements	10 days	10/9/12...	10/22/12...											
11	Complete the energy review steps (ER1 to ER8)	125 days	10/23/12...	4/15/13...											
12	Operating	100 days	11/19/12...	4/8/13 5:...											
13	Implement training	60 days	11/20/12...	2/11/13...											
14	Internal Communication	0 days	11/19/12...	11/19/12...	1										
15	External Communication	0 days	11/19/12...	11/19/12...	1										
16	Promote energy awareness	10 days	11/20/12...	12/3/12...											
17	Document Control	5 days	11/20/12...	11/26/12...											
18	Operational Control – operation of SEUs (KC #5)	15 days	2/12/13...	3/4/13 5:...											
19	Operational Control – maintenance of SEUs (KC #5)	15 days	2/12/13...	3/4/13 5:...											
20	Critical Operating Parameters (KC #5)	2 days	2/12/13...	2/13/13...											
21	Energy Efficient Design	1 day	2/12/13...	2/12/13...											
22	Procurement – Energy	10 days	2/12/13...	2/25/13...											
23	Procurement – Equipment	15 days	2/26/13...	3/18/13...											
24	Procurement – Services	15 days	3/19/13...	4/8/13 5:...											
25	Checking	1 day	4/8/13 5:...	4/9/13 5:...											
26	Monitor energy metrics	0 days	4/8/13 5:...	4/8/13 5:...											◆ 4/8
27	Internal Audits	1 day	4/9/13 8:...	4/9/13 5:...											
28	Review action plan progress	0 days	4/8/13 5:...	4/8/13 5:...											◆ 4/8
29	Monitor operational control	0 days	4/8/13 5:...	4/8/13 5:...											◆ 4/8
30	Manage non-conformities	0 days	4/8/13 5:...	4/8/13 5:...											◆ 4/8