



## E.8 Management of energy efficiency projects

*The process to actually implement the chosen energy efficiency measure, and to monitor its results, requires time, resources and strategic planning. SMEs might not have the motivation or the possibility to invest any of these three elements in energy efficiency measures, and it has therefore been assessed that they will need support throughout the process.*

Once several potential energy efficiency measures are identified, the SME needs to get started. Sometimes the number of different actions required to get started with an energy project can constitute an obstacle, especially for smaller companies too busy in their day-to-day business to care about long-term projects not directly related to their main business.

In this phase, the Trusted Partner can provide support in setting up a clear, well-defined action plan that the SME can include in its standard activities and easily follow (see e.g. the templates for energy action plans in Appendix E.1). However, to reach to this point, a number of actions need to be completed that also require additional support, such as finding the supplier, finding financing, applying for funding, etc. (see also Section C.2.2).

There are a few tools that can address this need that covers many aspects. For example, there are tools that are helpful in setting up a plan of actions to be taken once the energy efficiency measures are identified. Efficient planning of the energy efficiency measure reduces the time and effort required to complete the measure. Since this specific need also covers other actions and needs to be supported, you can also find more guidance on useful tools in the other subsections of Chapter E.



## APPENDIX E.1: Templates for energy efficiency action plans

There are two version of templates for an energy efficiency action plan. Both should be approved by management, with clear responsibilities and timeframes.

**Compact:** This template focuses on the plan as being a plan of action. It is focused on the implementation. What should be done, by whom, and when? And how will the measure be evaluated to see if it gave the expected result? If this version of the template is used, the analysis that led to a measure being prioritized and put on the action plan also needs to be documented. Such, more detailed information about individual measures, like energy savings and profitability can then be presented separately. A proposal for how the individual measures can be documented is provided after the two action plan templates.

**Detailed:** This template contains all information from the compact version, but here you also have a possibility to add information about energy savings, emission reductions, costs and multiple benefits. This means that this template collects a lot of information in the same place. To get room to enter all information, it is probably necessary to copy the template to a spreadsheet, where the columns can be wider.



Action plan for energy efficiency  
(compact)

Updated  
date:

#	Description of measure	Persons(s) responsible	Status	Target date	Method for follow-up
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Action plan approved by:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_



Action plan for energy efficiency (detailed)

Updated date:

#	Energy target addressed	Area/ Equipment	Description of measure	Type of measure	Person(s) responsible	Status	Target date	Expected energy saving (kWh/yr)	Reduced CO2 emissions (kg/yr)	Net cost savings (euro/yr)	Investment cost (euros)	Non-energy benefits / Other consequences	Method for follow-up	Result of follow-up	Comment
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

Action plan approved by: \_\_\_\_\_

Signatur \_\_\_\_\_

Datum \_\_\_\_\_



Measure:	
Area / Equipment:	
Description:	
Energy saving (MWh/yr)	
Cost saving (euro/yr)	
Investment cost (euros)	
Life cycle cost saving (euros)	
Payback time (yr)	
Reduced emissions of fossil CO <sub>2</sub> (kg/yr)	
Method for follow-up (key performance indicators, measurements/monitoring ...):	
Other consequences of implementing the measure (multiple benefits, other costs, how the measure affects or is affected by implementation of other measures ...):	