**ENERGY AWARENESS PLAN Questionnaire**

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Answers/Notes** |
| **Message** |
| 1 | What does a successful Energy Awareness Program mean to you? |   |
| 2 | What information do you expect to communicate to the audience? |  |
| **Audience** |
| 3 | What audience are you targeting with the Energy Awareness Program? |   |
| **Awareness Venue** |
| 4 | What types of regular meetings are already in place for this target group? |  |
| 5 | How does the facility currently communicate its safety, quality, environmental, and HR messages?  |   |
| 6 | Can energy awareness be easily added to any existing meetings (for example: new employee orientation, safety, quality, kaizen, Lean, Six Sigma, shift change, HR benefit updates, production, department, management)?  |   |
| **Facilitator** |
| 7 | Who needs to approve or be informed? Who needs to be enrolled for support? |  |
| **Frequency** |
| 8 | How frequently will the Energy Awareness Program be communicated? |   |
| 9 |  What is the schedule of specific events to support energy awareness goals and plans? |   |
| **Activities** |
| 10 | How will information be shared (for example: energy use per unit produced, energy efficiency ideas from employees, communication of new energy efficiency protocols and procedures)? |  |
| 11 | What objective(s) will this plan help achieve? |  |
| 12 | How does energy awareness involve and engage your utilities, both electric and gas? |  |
| 13 | How will the energy awareness program be integrated to continually reinforce the messages, incorporate new employees, and track training?  |  |
| **Tools and Resources** |
| 14 | What tools do you already have to help with communicating the message (for example: posters, dashboards)? |  |
| 15 | What tools would you like to develop to help communicate the message? |  |
| **Success Metric** |
| 16 | What training/awareness approach has been successful, and why? |   |
| 17 | How will the energy management team measure success of the awareness efforts? |   |
| 18 | What training/awareness approaches have failed in the past, and why?  |   |
| 19 | What metrics will be used to measure success (for example: kWh/pound, ideas submitted by employees, ideas implemented per ideas submitted, energy units saved from energy ideas)? |   |
| 20 | What are the financial impacts on the facility?  |   |

**ENERGY AWARENESS PLAN**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Awareness Venue** | **Frequency** | **Facilitator** | **Audience** | **Message** | **Tools & Resources** | **Activities** | **Success Metric** |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |