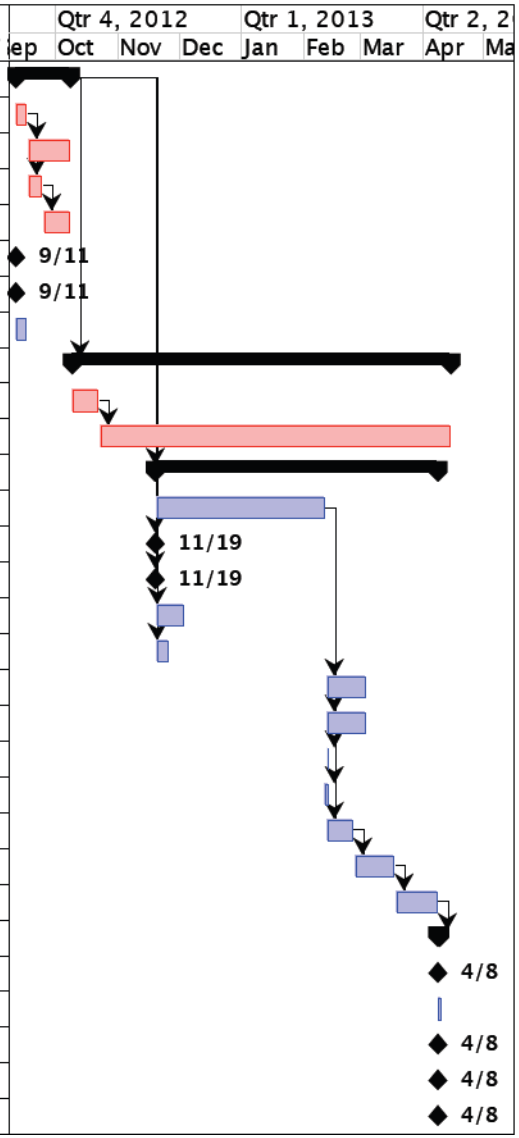
3. Project Plan sample

		Name	Duration	Start	Finish	...	...
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:...		
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:...		
29		Monitor operational control	0 days	4/8/13 5:...	4/8/13 5:...		
30		Manage non-conformities	0 days	4/8/13 5:...	4/8/13 5:...