

Mpower Major Project Worksheet

Updated 9/14/09 - Version 1.0

Project Name		Upgrade overhead lighting at 2001 Fish Hatchery Road facility
Project Manager		James Amundson, Sergenian's Floor Coverings, Inc.
Primary Stakeholder(s)		Sergenian's Floor Coverings, Inc. and Capital Newspapers, Inc. (CNI)
Project Description / Statement of Work		
Facilitate replacement of overhead fluorescent fixtures/ballasts in office areas and warehouse, to accommodate T8 bulbs.		
Business Case / Statement of Need		
Because 71% of our energy bill is for electricity, our major opportunity for energy savings will be realized in upgrading the lighting fixtures to accommodate HPT8 lamps. Our preliminary information regarding the costs (after any FOE incentives) would suggest a payback within approximately 2.5 years.		
Project Definition		
Project Goals	To replace existing lighting fixtures with high performance T8 fixtures throughout Sergenian's leased space at 2001 Fish Hatchery Road.	
Project Deliverables	New lighting fixtures/ballasts	
How will progress be measured?	Ultimately, if the fixtures are replaced, our initiative will have been successful.	
Expected environmental benefits	If all fixtures are replaced, the preliminary information received from Focus On Energy indicates the following: Annual energy savings = \$2,558.00 Annual kWh savings = 23,600 CO2 based on kWh savings = 52,392 lbs	Quick Conversion Factors <ul style="list-style-type: none"> • 2.22 lbs CO₂ / kWh saved • 11.76 lbs CO₂ / therm saved • / gallon saved • / vmt reduced
Project Constraints / Risks / Key Inputs <i>(Elements that may restrict or place control over a project, project team, or project action; results from other projects or input from other sources needed for project to be successful)</i>		
Because Sergenian's leases the facility at 2001 Fish Hatchery Road, any decision made must involve the landlord (Capital Newspapers, Inc.) It is the role of Sergenian's to provide as much information as possible to enable CNI to understand the mutual benefits of the project, relative to cost, payback time, and environmental benefits. The state of the economy and the financial performance of the individual businesses may also impact the project.		
Implementation Plan / Milestones <i>(Due dates and durations)</i>		
As a result of an energy audit performed by Focus on Energy in May 2009, the management team of Sergenian's met recently with the Director of Operations of CNI (Rob Strabala) to discuss the possibility of undertaking the project. It was determined that we should take the next step and invite an electrical contractor (Schultz Electric) in to prepare an estimate. Todd Krley of Schultz Electric was in to gather information on August 7, 2009, and he has been in touch with FOE regarding custom incentives. Once the proposal has been received, Sergenian's and CNI will meet again to discuss the next steps.		
Communication Plan <i>(What needs to be communicated? When is communication needed? To whom? How?)</i>		
The costs and benefits of the project have been clearly presented by Sergenian's to the management team at CNI. The fact that the project makes financial sense in terms of payback time must be strongly presented. The state of the national economy, not to mention the state of the newspaper, dictates as much. The environmental benefits may be viewed as secondary by CNI.		
Change Management / Issue Management <i>(What is process for addressing concerns of those impacted? How decisions will be made? How changes will be made?)</i>		
Decisions as to the viability of the project must be made jointly and cannot proceed unilaterally. Sergenian's will act as a facilitator and a potential financial partner with CNI if the costs can be justified by both parties. It is unlikely, given the lessor/lessee relationship that without financial participation from CNI, the project's chances of success are virtually nonexistent.		
Project Team Roles and Responsibilities		
Team Members	Roles	Responsibilities
James Amundson	Sergenian's Management	Project leader/facilitator
James Garner	Sergenian's Management	Decision-maker on financial terms, project participation
Rob Strabala	CNI Management	Decision-maker on financial terms, project