



Mpower Major Project Worksheet

Updated ####/###/### - Version 1.1

Project Name	Sub-metering mains	
Project Manager	Dale Ripp Sustainability & Safety Manager, 442-1710,drripp@ebcrafters-inc.com	
Action topic	<i>Improve Energy Efficiency</i>	
Project Description		
Install 5 to 7 sub meters at main distribution points throughout both facilities. Each meter will be hard wired into network for data collection and live viewing from remote location.		
Business Case / Statement of Need		
Due to the size of our facilities and the fact that all electrical usage is recorded on one monthly bill, it is next to impossible to isolate potential opportunities for energy conservation. Once the meters are installed, a base line will be established on each meter using a comparable individual reference point for each one.		
Project Definition		
Project Goals	Establish a base line on each meter. Isolate poor energy usages and study possible opportunities for the team to make recommendations to upper management.	
How will progress be measured?	Once we are seeing live data and logging daily we will have made progress. Until you know what you didn't know, you don't know where to start or what the impact will be.	
Expected environmental benefits	We expect a see a 5% reduction in our overall electric usage in the first year.	Quick Conversion Factors <ul style="list-style-type: none"> • 2.22 lbs CO₂ / kWh saved • 11.76 lbs CO₂ / therm saved • 4.4 lbs CO₂/ 1000 gallons water • 19.56 lbs CO₂ / gallon of gas saved
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>		
Educating ourselves on the topic of sub metering and selecting a meter package that will do everything we want, including designing some of the reports and software internally, has been challenging. Installation will be a problem because of the location of the meters and the need to shut the power down at the primary main.		
Implementation Plan <i>(Due dates and durations)</i>		
Complete the comparison of the sub metering packages by September 25 th . Present final numbers to the Sustainability Oversight Committee for final approval (first week in Oct). Delivery of the meters could take up to 6 weeks once the order has been placed (Third week in Oct). Work with MG&E to shut the main power off at each location (third week in November Company is closed). Fine tune the data collection (first week in December).		
Communication Plan <i>(What needs to be communicated? When is communication needed? To whom? How?)</i>		
Communication is minimal in the beginning with everyone outside the core group. Once we are logging data and opportunities are identified, that information will be communicated to the affected employees looking for noticeable changes in the data.		
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>		
Once the team is able to identify opportunities and develop some new solutions it will be up to the department leaders to see that they are followed up on.		
Project Team Roles and Responsibilities		
Team Members	Roles	Responsibilities
Dale Ripp	Lead the efforts	Schedule meetings and conduct follow up
Mike Seija	Lead electrician – Fordem location	Line up Fordem location installation
Al Statz	Lead electrician – Westport location	Line up Westport location installation
Julie Kachel	Account department	Anaylsis type of helpful reports

Management Sign-Off

SIGNATURE _____

Date: _____