



Mpower Major Project Worksheet

Updated 08/26/09 - Version 1.1

Project Name		Re-roofing the building
Project Manager		Yvette Jones & John Lombardo
Action topic		<i>Improve Energy Efficiency; Install Renewable Energy (in addition, this is the first step towards installing solar)</i>
Project Description		
Install a white roof that will have better insulation properties & longer durability to reduce the need for frequent repairs. Additionally, this will prepare the area should we move forward with the installation of a solar powered hot water heater.		
Business Case / Statement of Need		
<i>Reduce need for frequent repairs. Mitigate the heat loss or heat gain through the roof, which will reduce how often the heating & cooling systems run & therefore save energy. Ideally, we want to increase emissivity, reflectivity & R-value with the new roof.</i>		
Project Definition		
Project Goals	Improve energy efficiency & start the process for installing a solar water heater	
How will progress be measured?	Monitor pre- & post- implementation water heating costs & energy bills-Laura Ovberg, seasonally starting after the roof is on (target date 11/30/09), so 12/09	
Expected environmental benefits	We think the installation of white roofing material with higher insulation properties will reduce energy use in the cold weather months and reduce air conditioning needs in warmer months (white roofing materials have a thermal reflectance of 60-80% while a normal dark-colored roof reflects 5%)	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>		
May be priced out of our ability to implement		
Implementation Plan <i>(Due dates and durations)</i>		
<ol style="list-style-type: none"> 1) Get quotes: July-September 09 (ongoing due to reluctance of roofing contractors to quote a small job) 2) Set date for installation: target date of 11/30/09 3) Installation: TBD 4) Follow-up: TBD 		
Communication Plan <i>(What needs to be communicated? When is communication needed? To whom? How?)</i>		
Tenant was made aware of the likelihood of reroofing & insulation advantages will be explained: Yvette Jones, verbally, 8/09 & 11/09 respectively		
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>		
The process for addressing concerns will revolve around the Project Manager & through on-site supervision All employees & the tenants will be apprised of the progress of the quoting & construction schedule: ongoing process Any concerns must be brought to their attention verbally & changes made or problems resolved in an appropriate & timely manner		
Project Team Roles and Responsibilities		
Team Members	Roles	Responsibilities
Yvette Jones	On-site supervision	Keep tenants & employees informed
John Lombardo	Project manager	Research materials, obtain quotes, choose firm, interact with contractors

Management Sign-Off