

H. Project Action Plan Template



2017 Gardinier Grant Application Proposed Project Action Plan

Readington Township Public School District

Please use this form to outline the specific steps or tasks needed to complete the proposed project. It should begin with the key planning tasks and end with project evaluation and completion of the final grant report. Per the terms of the grant, the project needs to be completed within an 18-month performance period.

Steps/Tasks that the Project Team will take to Complete the Proposed Grant Project	Team Member Responsible	Target Completion Date
Planning Steps		
1. Direct Energy Business on site detailed evaluation and scope determination.	J. Bettermann, J. Stout	March 2018
2. Review detailed proposal and requirements with Tech and Facilities Depts.	J. Bettermann, D. Race, J. Belske	March 2018
3. Provide overview to Green Committee and receive feedback.	J. Bettermann	April 2018
4. Finalize planned installations and timelines.	All	May 2018
Implementation Steps		
1. Get wiring diagrams for electrical panels in each building.	D. Race	May/June 2018
2. Direct Energy to identify circuits and complete mapping.	Direct Energy	June/July 2018
3. Direct Energy installation and setup.	Direct Energy	July/August 2018
4. Customize data dashboard.	J. Bettermann, Direct Energy	August 2018
5. Collect data up to 60 days to establish baseline device usage.	Direct Energy	Sept/Oct 2018
6. Match data with awareness opportunities and NEED Energy Kits and schedule education sessions.	J. Bettermann, Direct Energy	Sept/Oct 2018
7. Identify savings and maintenance opportunities.	All	Nov/Dec 2018
8. Present educational activities in classrooms.	J. Bettermann	Jan – March 2019
9. Implement energy savings recommendations as appropriate.	All	Jan – April 2019
Evaluation and Reporting Steps		
1. Discuss data evaluation, savings options with Green Committee.	J. Bettermann	Nov 2018
2. Ongoing Facilities and Maintenance feedback.	D. Race	August – Dec 2018
3. Input from staff on NEED energy kit usage via survey and informal feedback.	J. Bettermann	Jan – March 2019