

Activity Plan Template

How to use this document: This worksheet is a tool for planning and designing informative, fun, and empowering energy-awareness activities. Complete or adapt this plan for your own facility or workplace to select and implement activities and special events that facilitate and reinforce energy-reduction behaviors among members of your targeted audience(s).

Activity: _____

Description: Brief description of the activity and expected outcomes. (Suggested potential activities listed on last page).

Development: What needs to be done to develop the activity and how will it be accomplished (steps)? Who will do it? How long will it take?

Implementation: How will the activity be implemented? Who will be responsible, and who else needs to be involved? What is the time frame?

Resources: What is the staff time and dollar commitment required to develop and implement the activity? Who in the organization needs to approve these resources?

Development:

Implementation:

Benefits: How does the organization benefit? What are the anticipated energy savings? How does the activity fit with the energy management plan?

Suggested potential activities:

Special events

- *Sustainability/energy fair*
- *Night walks/audits*
- *Introduce enabling technology*

Friendly competitions

- *Building/facility competitions*
- *Competition within a building (by floor/dept.)*

Games

- *Energy bingo*
- *Energy puzzles*
- *Scavenger hunt*

Reinforcement

- *Reminders of good habits and routines*
- *Reference cards (toolkit)*
- *Signage, posters, magnets*
- *Dashboard*
- *Suggestion box*

Rewards and Recognition

- *Game winners*
- *Competitions (best, most improved, inspirational)*
- *Top employee idea*
- *Top facilities management O&M suggestion*
- *Top energy team member contribution*
- *Most conscientious employee or group*