



# GETTING STARTED WITH ENERGY MANAGEMENT

Establishing energy management best practices in your organization is a great way to jump-start energy savings and get on track to achieve long-term energy savings and GHG emission reductions.

However, taking the first step can seem overwhelming. This fact sheet presents common starting points for organizations to help you narrow down first steps that make sense for you.



 **Management Commitment**

A lack of management commitment and support is the number one reason energy management efforts fail.

**COMMON FIRST STEPS**

- Identify an executive sponsor who will help establish energy management as a priority.
- Create a cross-departmental energy team to lead efforts.
- Develop an energy policy that aligns energy management with existing priorities and documents specific commitments, targets and responsibilities.

 **Planning**

Effective planning helps you focus your efforts where they will have the most impact, and establish a roadmap that will guide you to your goals.

**COMMON FIRST STEPS**

- Identify significant energy users to focus efforts where they will have the most impact.
- Establish an opportunity register to document energy-saving opportunities, prioritize actions, and track project status.
- Conduct an energy management assessment with key stakeholders to identify gaps and prioritize opportunities for improvement.

 **Opportunity Identification Implementation**

Achieving your energy goals requires building a pipeline of projects that will generate energy savings and reduce GHG emissions.

**COMMON FIRST STEPS**

- Involve staff in hunts for energy waste to identify efficiency improvements.
- Start reviewing energy data to see where opportunities may lie.
- Prioritize quick wins, like behavioural and operational improvements that save energy, to build momentum.

 **Monitoring & Reporting**

Establishing regular monitoring and reporting of energy metrics to inform data-driven decisions and monitor progress towards targets.

**COMMON FIRST STEPS**

- Develop a reporting plan and assign responsibility for monitoring and tracking key energy metrics using the data you currently have.
- Develop a baseline model to normalize energy consumption against drivers like production, occupancy, or outside temperature.

 **Operational Integration**

Integrating energy efficiency across your organization means that everyone is working together to achieve your goals—from management to operators, design and procurement, human resources, and finance.

**COMMON FIRST STEPS**

- Develop guidelines and procedures to ensure efficient operation of equipment and systems.
- Incorporate life-cycle energy consumption and costs into design and procurement decisions.
- Ensure staff are aware of and trained on their roles in energy management.

 **Employee Engagement**

Involving employees in energy management can not only help achieve your goals, but it can also lead to higher employee retention and increased job satisfaction.

**COMMON FIRST STEPS**

- Regularly communicate the importance, status and outcomes of energy management initiatives.
- Seek input and ideas from staff and celebrate and recognize their contributions to improved energy management.
- Establish engagement campaigns with a specific objective or goal in mind to move beyond just promoting awareness.

This short list of common first steps can seem like a lot, but remember that energy management is a process of continuous improvement. Choosing two to three improvements to focus on implementing over the next six months is a great start to building your foundation for success.

For additional guidance on getting started with energy management, visit Save on Energy's For Business and Industry/Training and Support website, or register for [Energy Manager Support Services](#) to gain access to the [Energy Manager Learning Platform](#).