

Project Management

Energy committees are made up of people from all walks of life and while some may be familiar with project management techniques, some may not be, so here are some suggestions to make your projects as successful as possible.

- Agree on a brief description of what you want to do and why it's important like how it helps meet the committee's goals.
- Set some high level objectives (i.e. reach 25% of residents (or businesses), % energy reduction expected per resident). Note that no one should feel bad if these aren't met – it simply helps you understand what you are trying to achieve.
- Enlist a Champion to guide the overall project (they don't do all the work but coordinate others & help solve problems).
- Define some concrete work products (i.e. marketing materials, creating a website, develop a training program, etc.).
- Set some high level work steps with estimated dates where they & deliverables will be done (i.e. assemble a team of volunteers, sign up partners to support the project, perform training if required, X% of targeted resident reached, etc.).
- Enlist people who are willing to work on each of these work steps.
- Have regular meetings (probably monthly) where everyone involved talks about how they are doing on their piece and if necessary the group looks for ways to pitch in to help when it might be needed. Resetting your estimated dates as needed as you go along.

If you want more information we highly recommend the [Strategic Energy Action Toolkit](#) from the Local Energy Solutions Work Group.