**WWSEC Homework Up to Session 3**

Session 3

* Create Opportunity Register - build on O&M ideas
* Draft a master calendar (year-long) include frequency and time of:
  + Energy Policy review;
  + Energy measurement reviews against baseline;
  + Energy Team meetings;
  + Milestones for major projects – employee engagement; communication updates
* Deploy an employee engagement activity
* Check-in with peer mentor

Session 2

* Summary of Energy Team Meetings
  + Dates and number of meetings
  + For each meeting - attendees and agendas
* Start at least one of the O&M Projects
* Select Calculate Key Performance Indicators (min below)
  + For wastewater plants
    - kWh/MG treated  and mmBTU/MG treated
    - kWh / 1000 lb BOD Removed and mmBTU/1000 lb BOD removed
  + For water plants:
    - kWh / MG produced and mmBTU/MG produced

Session 1

* Identify and report on Energy Champion and Energy team (who and meeting schedule)
* Executive Sponsor engagement (presentation about this session and program – sample provided)
* Finalize and have approved the Energy Policy
* Review Spider assessment diagram with Energy Team and finalize