**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