Tool 0.1: CESP Planning Worksheet

| CESP Steps | Phases | Lead | Resources needed | Time Frame |
| --- | --- | --- | --- | --- |
| People; facilities; etc. | $$ |
| Some Steps have an initial set-up phase AND ongoing activity throughout the process | Identify who is responsible for each Step | List resources needed to accomplish each Step | Estimate how much it will cost to accomplish each Step | Indicate which months this Step will encompass & set milestones |
| Project Management | Manage the CESP process |  |  |  | (throughout planning horizon) |
| Step 1: Leadership | Initial phase: Establish Leadership Team |  |  |  |  |
| Ongoing participation by Leadership |  |  |  | (throughout planning horizon) |
| Step 2: Stakeholder Engagement | Initial phase: Identify stakeholders and plan for ongoing engagement |  |  |  |  |
| Ongoing stakeholder engagement |  |  |  | (throughout planning horizon) |
| Step 3: Vision |  |  |  |  |  |
| Step 4: Energy Profile |  |  |  |  |  |
| Step 5: Goals and Strategies |  |  |  |  |  |
| Step 6: Actions |  |  |  |  |  |
| Step 7: Financing |  |  |  |  |  |
| Step 8: Implementation Blueprint |  |  |  |  |  |
| Step 9: Ongoing Monitoring and Evaluation Plan |  |  |  |  |  |
| Step 10: Finalize, Adopt and Publicize Plan | Develop CESP |  |  |  |  |
| Adopt CESP |  |  |  |  |
| Establish plan for ongoing reporting and outreach |  |  |  |  |