

Energy Management Matrix

Level	Energy Policy	Organization	Motivation	Information System	Marketing	Investment
4	Energy policy, action plan and regular review, have commitment as part of an environmental strategy	Energy management has been fully intergrated into management structure Clear delegation of responsibility for energy consumption	Formal and informal channels of communication regularly exploited by energy manager and energy staff at all levels	Comprehensive system sets targets, monitors consumption, identified faults, quantifies saving and provides budget tracking	Marketing the value of energy efficiency and the performance of energy management both within and outside the organization	Positive disrimination in favor of "green" schemes with detailed investment appraisal of all new build and refurbishment opportunities
3	Formal energy policy, but no active commitment from top management	Energy manager accountable to energy committee representing all users, chaired by a member of the managing board	Energy committee used as main channel together with direct contact with major users	M&T reorts for individual premises based on sub-metering, but savings not reported effectively to users	Programme of staff awareness and regular publicity campaigns	Same payback criteria employed as for all other investment
2	Unadopted energy policy set by energy manager or senior department manager	Energy manager in post, reporting to ad-hoc committee, but line management and authority are unclear	Contact with major users through ad-hoc committee chaired by senior department manager	Monitoring and targeting report based on supply meter data, Energy unit has ad-hoc involvement in budget setting	Some ad-hoc staff awareness training	Investment using shot term payback criteria only
1	An unwritten set of guideline	Energy management is the part-time responsibility of someone with only limited authority or influrence	informal contacts between engineer and a few users	Cost reporting based on invoice data. Engineer complies reports for internal use within techical department	Informal contacts used to promote energy efficiency	Only low cost measures taken
0	No explicit policy	No energy management or any formal delegation of responsibility for energy consumption	No contact with users	No information system, No accounting for energy consumption	No promotion of energy efficiency	No investment in increasing energy efficiency in premises

Instructions

The Energy Management Matrix consists of 6 columns and 5 rows. Each column deals with one of six organizational aspects. The ascending rows, represent from 0 to 4, increasingly sophisticated handling of these aspects. When you draw a line through each matrix cell which describes your current status of energy management, you will get your organisational profile. The organisational profile will tell you how well you are doing and where you are in energy management.

There are four steps to establish organisational profile for your organisation.

1. Consider each column, one at a time: mark the place in each column which best describes where you think you are currently located: place your mark anywhere between 0 and 4 on scale
2. Join up your marks across the columns to create a graph line. This is the first organisational profile established by yourselves. It will indicate your idea on how well and where you are in energy management.
3. Ask your energy conservation staff to establish another organisational profile, by repeating step 1 and 2. This will give a second organisational profile which will indicate another point of view on how well and where your organization is positioned in energy management.
4. Compare the two organisational profiles. Where they disagree, discuss your assessments to see if you can reach an agreed compromise position. If you can agree, then draw the third organisational profile. If you cannot agree, draw both profiles on and label them as separate views. Do not regard failure to agree as a problem. There are no right or wrong answers in the organisational profile. It simply reflects your different ideas and understanding.