



Chapter 11 - Presenting Results to Your Client



Objectives of Chapter

This Chapter will review how to:

- Communicate with your client after the site visit
- Organize and present a written report summarizing your analyses and recommendations
- Follow up with your client regarding implementation of E2 changes

Communicating with your client



- Introduce key concepts before submitting report to avoid surprises
- Send rough draft ahead for sophisticated clients
- Meet with client to go over report



Preparing Your E2 Study Report

Elements of an E2 report:

- | Executive Summary
- | Facility Description
- | Summary of Energy Conservation Measures (ECMs)
 - | energy savings calculation
 - | cost estimate
 - | steps to implementation



E2 Study Report - Executive Summary

- Goal of Summary: to provide quick overview of ECM recommendations
- For each ECM, Summary should describe
 - Energy savings
 - Cost estimate
 - Payback period
 - Financial incentive programs (if available)

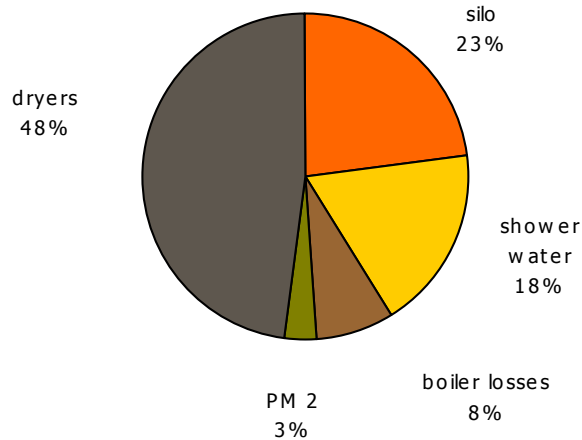
E2 Study Report - Facility Description



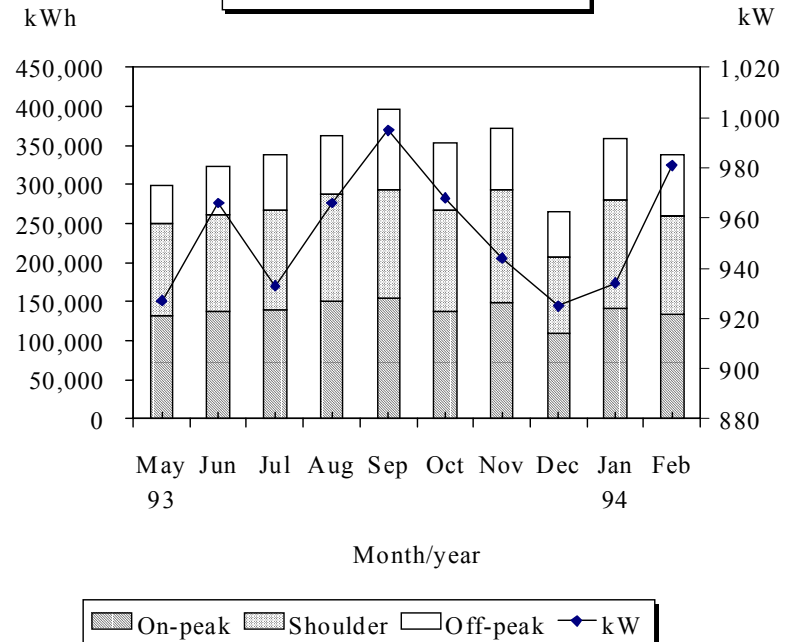
- Goal: to describe operations, energy use, utility sources
- Include information on facility's current energy costs
- Optional: use graphical format to depict end-uses of energy (see next slide)

Facility Description - Graphics

Steam and fuel end uses - paper mill



Sample Customer
Billing History (Electricity)



E2 Study Report - Description of ECMs



For each ECM (Energy Conservation Measure),

- Describe existing and proposed conditions
- Estimate energy and \$ savings
- Estimate cost of implementation, payback period
- Lay out implementation steps

E2 Study Report - Conclusion



- Present your recommendations
- Help client determine which ideas to pursue

E2 Study Report - Appendix



For each ECM (Energy Conservation Measure), provide

- Detailed calculation of energy and \$ savings
- Detailed calculation of cost estimates
- Equipment cut sheets
- Performance criteria

Following Up with Your Client



- Purpose of follow-up is to ensure implementation of E2 recommendations
- Goal is to get client to
 - buy in to concepts
 - identify desired projects
 - appoint internal “champion” for each one