



## Invest in the success of your fellowship.

Develop a draft workplan before your fellowship begins. This is an important first step to ensuring a successful EDF Climate Corps fellowship. Planning with this template will allow you to use your time most effectively and help clarify your host's and EDF expectations and the specific final deliverables required.

**Collaborate with your host supervisor to develop this workplan and upload a completed version to the [Fellow Portal](#) by April 30<sup>th</sup>.**

Note the following considerations as you draft your workplan:

- The completed draft should be concise (1-2 pages long) and include a level of detail useful in planning and organizing your summer.
- You are **required** to submit several EDF-specific deliverables. These are noted in the template boxes and must be included in your workplan.
- Include the details of **additional deliverables** required by your host, including deadlines and any required status updates, in the workplan draft. Be advised that you are also required to submit these deliverables and supporting materials to EDF. By the end of this summer, you'll be able to put these final deliverables on your resume and say you've successfully become an EDF Climate Corps Alumnus!

EDF Climate Corps Fellowship 2018 Workplan:

Organization Name

Fellow Name

**Project Objective**

[Describe the primary objective(s) of your summer fellowship.]

**Scope (Timing and Location)**

[List the start and end dates of your fellowship, as well as the location(s) and numbers of buildings your projects will examine.]

**Approach**

[Determine a timeline for your summer and identify the major tasks associated with your projects. Required components to this section include:

- Survey the state of energy management and uncover barriers within your host organization using EDF's Fellowship Onboarding recommendations, the EDF Smart Energy Diagnostic and, if applicable, relevant information from past fellowships at host organization (Weeks 1-2).
- Draft Web Summary (Weeks 7-8).
- Submit all final deliverables to EDF (Weeks 9-10).
- Complete end-of-fellowship meeting with EDF Engagement Manager (Week 9).]

**Deliverables**

[List the final deliverables that you will provide to EDF and your host organization. Required components for EDF include:

- **FINAL REPORT**- Final written report with [Enter a description of what your final report will include]
- **PROJECT DATABASE**- Submission to EDF of descriptive information about each project worked on, including financial and environmental impact where estimated
- **FINANCIAL ANALYSIS**- CCFAT/Excel financial analysis of projects (Only required for projects with estimated or measurable financial impact)
- **WEB SUMMARY**- High-level project summary – EDF will obtain written approval from host prior to publishing to the web
- **EDF PRESENTATION**- 15-minute presentation during end-of-fellowship meeting for EDF Engagement Manager and host supervisor on the project objectives, findings, and recommendations (An additional, lengthier presentation to host organization is HIGHLY RECOMMENDED).

## SAMPLE A: Building Energy Efficiency

### Project Objective

---

The primary objective of the 2018 EDF Climate Corps Fellowship at Organization XYZ is to identify and analyze energy efficiency opportunities to be pursued for cost savings and GHG emissions reductions. The projects identified will be evaluated by financial returns and environmental impact. Fellow will provide vendor recommendations and implementation guidance for each project opportunity.

### Scope (Timing and Location)

---

Three office buildings in Smart City, USA will be assessed for energy reduction measures. The official time commitment will be from June 2<sup>st</sup> – August 8<sup>st</sup>. The scope of this project could expand to examine additional office locations, time permitting.

### Approach

---

#### Phase 1: Research and Data Gathering (Weeks 1-4)

- Survey the state of energy management and uncover barriers within your host organization using EDF's Fellowship Onboarding recommendations, the EDF Smart Energy Diagnostic, and if applicable relevant information from past fellowships at host organization.
- Gather data from energy audit and utility bills including: current leasing structure, energy consumption, cost of electricity, etc.
- Research rebates and incentives offered by city, county, state, and federal government.
- Identify upcoming capital expenditures for HVAC, EMS, data center, and replacement schedules for PCs, lightning, and other office equipment.

#### Phase 2: Analysis (Weeks 5-8)

- Obtain quotes and bids on projects that require external expertise.
- Conduct environmental and financial analysis on projects identified.
- Rank projects and perform analysis to understand how they interact (i.e. the combined payback of several projects may be greater than the sum of the individual components).
- Draft Web summary and begin obtaining necessary approval to publish.
- Draft final presentation and report.

#### Phase 3: Present Business Case (Weeks 9-10)

- Organize analysis based on best financial and environmental return.
- Develop list of next steps and suggestion of timetable for implementation.
- Deliver final report, presentation, and supporting data to stakeholders.
- Submit all final deliverables to EDF and complete end-of-fellowship meeting with EDF Engagement Manager.

### Deliverables

---

As a result of the above activities, I will provide Organization XYZ and Environmental Defense Fund with the following:

- **FINAL REPORT**- Final written report with key findings and implementation strategies
- **PROJECT DATABASE**- Submission to EDF of descriptive information about each project worked on, including financial and environmental impact where estimated
- **FELLOWSHIP PROJECTS OVERVIEW**- An overview survey related to your fellowship as a whole
- **FINANCIAL ANALYSIS**- CCFAT/Excel financial analysis of projects
- **WEB SUMMARY**- Project summary that EDF will post on their website
- **EDF PRESENTATION**- 15-minute presentation on project objectives, findings, and recommendations.
- Employee engagement poster with information on how to acquire funding for energy efficiency projects
- Additional supporting materials such as PowerPoint decks, memos, etc.

## SAMPLE B- Strategy and Data Management

### Project Objective

---

The primary objective of the 2018 EDF Climate Corps Fellowship at Entity JKL is to identify and analyze global and country specific trends for carbon cap and trade systems, regulations concerning national or regional carbon emission taxation, and their existing and potential future implications for Entity JKL. Strategies and opportunities to manage future energy cost and reduce GHG emissions will also be considered, and to the extent feasible required financial investments and return on investment of various opportunities will be estimated at a high-level.

### Scope (Timing and Location)

---

The official time commitment will be from June 2<sup>nd</sup> – August 8<sup>th</sup>. The fellowship is based in Solarville, USA.

### Approach

---

#### Phase 1: Research and Data Gathering (Weeks 1-4)

- Survey the state of energy management and uncover barriers within your host organization using EDF's Fellowship Onboarding recommendations, the EDF Smart Energy Diagnostic, and if applicable relevant information from past fellowships at host organization.
- Research global carbon cap and trade systems, carbon taxation policies, and incentives offered by various federal and state governments to improve energy efficiency and reduce GHG emissions, and compile information into a concise outline.
- Prioritize jurisdictions where current or future policy environment suggests a high priority for energy consumption and emissions reduction efforts.

#### Phase 2: Analysis (Weeks 5-8)

- Estimate typical capital expenditure requirements for major energy conservation/ greenhouse gas reduction projects including renewable energy, cogeneration, and other options.
- Research list of vendors that can be approached to execute renewable energy projects or partner with Entity JKL in the form of power purchase agreements (PPAs).
- Conduct analysis of possible energy cost implications (possible GHG emission reductions) for available options/programs, broken down by a country by country basis and a global summary.
- Priority rank various projects/programs by accounting for factors such as projected financial returns, lowering of GHG emission in host country, associated risk.
- Draft web summary and begin obtaining necessary approval to publish.
- Draft final presentation and report.

#### Phase 3: Present Business Case (Weeks 9-10)

- Organize analysis and develop list of next steps and suggestion of timetable for implementation.
- Deliver final report, presentation, and supporting data to stakeholders.
- Submit all final deliverables to EDF and complete end-of-fellowship meeting with EDF Engagement Manager.

### Deliverables

---

As a result of the above activities, I will provide JKL and Environmental Defense Fund with the following:

- **FINAL REPORT**- Final written report with key recommendations for managing future energy cost and reducing GHG emissions
- **PROJECT DATABASE**- Submission to EDF of descriptive information about each project worked on, including financial and environmental impact where estimated
- **FELLOWSHIP PROJECTS OVERVIEW**- An overview survey related to your fellowship as a whole
- **FINANCIAL ANALYSIS**- CCFAT/Excel financial analysis of projects
- **PUBLIC SUMMARY**- Project summary that EDF will post on their website
- **EDF PRESENTATION**- 15-minute presentation on project objectives, findings, and recommendations.
- Blog to post on organization and EDF website
- Additional supporting materials such as PowerPoint decks, memos, etc.