Data Collection Responsibilities Table

*Purpose: To assist the user in defining and assigning responsibilities for the energy management data collection process.*

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| **Action** | **Role** | **Responsibility** | **Assigned Responsible Position** |
| What? | Identify needed data | Define all data needed to meet energy management system needs. |  |
| Form? | Determine what form the data is in | After types of data are defined, find form of stored data, i.e. paper utility bill, digital file from utility for interval data, etc. |  |
| Where and when? | Determine location of data and frequency of collection | Once data source is determined, identify location of data and frequency of occurrence. |  |
| Get it! | Acquire data | Obtain data from identified location. |  |
| Check it! | Verify accuracy of data | Check accuracy of data by examining for correct date, proper units, etc. Make note if the data is based on estimated values. |  |
| Store it! | Record needed data in appropriate location | Acquired data must be recorded and maintained in the proper place so it will be available for analysis and reference. |  |
| Is it working? | Check functioning of data collection process | Check on functioning of data collection process, data accuracy and storage of data. |  |
| Anything missing? | Examine process to determine if something is missing | Study data collection process to find if all needed steps are covered or if more steps need to be added to fit with current organizational needs and structure. |  |

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_