TG3
Project Plan + Establishment
Nordic Energy Data Quality Improvement – Phase 1

Author: NordicTech Solutions AB – S&BS Team
Status Report Date: 28 Nov 2025

- Nordic Energy Data Quality Improvement – Phase 1

TG3 Project Plan + Establishment

Project Information:

Project ID	PRJ-NE-DQP-001 / CAT4-E-0785
Project Portfolio Owner	Emma Lindström
Project Sponsor	Jonas Hallberg
Project Manager	Maria Svensson +46 70 123 45 67 maria.svensson@nordictechsolutions.com
SAP code	Not applicable
Project Period	1 Nov 2025 – 28 Nov 2025

Revision History:

Revision	Description of Change	Resp.	Effective Date
1.0	First version	T. Carbin	2025-11-01 (project start / first approved plan)
1.1	Dummy data added to project plan sections	M. Svensson	2025-11-08 (one week later, still early in the period)

Appendices:

Appendix 1: Meter Data Overview

Appendix 2: Data Cleaning Rules

Novision Criteria:

<Mark Novision Criteria by changing to Checkmark Bullets>

	Criteria	Comment
❑	Strategic focus area compliance checked	Aligns with CO_2 reduction target
❑	KPIs & Benefit realization detailed	KPIs created in scope section
❑	Business Case detailed	Simple internal-cost model
❑	Purpose, goals & deliverables detailed	Clear 3-task pilot scope
❑	Scope/WBS & delimitations detailed	WBS provided in section 3
❑	Requirements detailed	Minimal; access to meter files
❑	Consequences, Dependencies, Risks & Handover detailed	Included in dedicated slide
❑	Budget detailed and secured	€10,000 internal budget
❑	Tender evaluation and final partner(s) selected	Not applicable
❑	Solution implementation plan detailed	Timeline prepared
❑	Partner contract & SLAs final commitment detailed	Not applicable
❑	Organization allocated and approved	Small project team assigned
❑	Communication Plan detailed	Weekly email updates
❑	Support after Go-live detailed	Maintained by Energy Team
❑	Lessons Learned documented	Will be added at TG4

Current revision: 1.1
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Project Description and Background:

The project aims to improve the quality of electricity meter data for three pilot buildings within the Nordic region.
Currently, the data is stored in separate files with inconsistent formats, missing days, and manual corrections.
This pilot project focuses on cleaning and standardizing the data to prepare for future reporting and analytics.

Purpose and Benefit Realization:

The purpose is to establish reliable and consistent energy consumption data.
This improves reporting accuracy and supports the company's CO_2 reduction and energy-efficiency goals.

Benefits:
Higher data accuracy
Faster monthly reporting
Foundation for future automation and dashboards

KPIs:
95% clean and validated data
One combined dataset for all 3 buildings
Monthly usage summary delivered

Goals and Deliverables:

Goals:
Create a clean, unified dataset for 3 buildings
Enable simple monthly reporting
Ensure data reliability

Deliverables:
Cleaned dataset
Data validation summary
One monthly energy usage report

Resource or Expertise needs:

Project Manager – coordination and communication
Data Analyst – data cleaning and validation
IT Technician – access to meter data and source files

Expertise required:
Basic data analysis, Excel file handling, and understanding of meter data structure.

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Business Impact, Cost, Benefits and ROI:

This pilot provides reliable energy data that supports sustainability reporting, cost efficiency, and CO_2 reduction strategy.

Cost:
Approx. **75,000 SEK** internal labor only.

Benefits:
- More reliable monthly energy reporting
- Reduced manual correction effort (approx. 10–12 hours saved per month)
- Faster availability of validated energy insights for operations
- Fewer reporting anomalies and less rework

- **ROI:**
  Short-term: Positive due to reduced manual work
- **Long-term**: High if expanded to additional buildings
- **Break-even**: Within the first reporting year

Scope/WBS and Delimitations

In Scope (3 simple tasks)
1. Extract meter data from 3 buildings
2. Clean & standardize the data
3. Produce a monthly energy summary report

Out of Scope
- Automation
- Real-time dashboards
- Predictive analytics
- Hardware upgrades

WBS
1. Data Extraction
2. Data Cleaning
3. Summary Reporting

Requirements:

- Access to energy meter files for all 3 buildings
- Support from IT Technician for data retrieval
- Compliance with company data handling procedures
- Results should support CO_2 reduction and internal sustainability goals
- No special health or safety requirements

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Consequences:
If the project is not executed:
- Monthly energy reporting will continue to rely on inconsistent and incomplete data.
- CO_2 reduction and energy-saving initiatives will lack accurate baseline data.
- Manual corrections will remain time-consuming and error-prone.
- Future automation and dashboard development will be delayed.

Dependencies:
- **Access to meter data** from Building A, B, and C.
- **IT support** to retrieve and share the raw data files.
- **Energy Team availability** to review the cleaned dataset.
- **Shared folder structure** for storing consolidated data.

These dependencies are simple and minimal for this pilot phase.

Risks:
- Missing or corrupted meter data for specific days.
- Delays in obtaining files from IT or building operations.
- Inconsistent data formats that require extra cleaning time.
- Limited availability of the Data Analyst during key steps.

Risk exposure is low due to the small scope of the pilot.

Strategic focus area(s):
<mark applicable by changing to Checkmark Bullet(s)>
- ✓ 1. We help our customer to reduce their CO2 footprint
- ❑ 2. We develop our electricity business to meet new demands
- ❑ 3. We build new business in flexibility services & integrated energy solutions
- ✓ 4. We develop IT into a strategic advantage
- ❑ 5. We engage our employees

Project Governance and Handover:

- **Project Portfolio Owner:** Emma Lindström
- **Handover Partner:** Lars Nyberg (Energy Operations Lead)

The cleaned dataset and monthly report will be handed over to the Energy Operations Team at project completion (expected 22–28 Nov 2025).
They will use this data for monthly reporting and sustainability analyses.

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Acceptance to include Project in Project Portfolio:

- **Project Portfolio Owner PPO**

Emma Lindström

<date>_____

- **Project Sponsor**

Jonas Hallberg

<date>_____

- **Handover Partner**

Lars Nyberg

<date>_____

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Tender outcome:
No external tendering process was required for this pilot phase.
All activities will be performed using internal resources from NordicTech Solutions AB, including data extraction, cleaning, and reporting.
No external vendors, software purchases, or contracts were involved.

Implementation plan:

A simple 4-week implementation plan, aligned with the 3 tasks:

Week 1 — Data Extraction (Completed)

1–7 Nov 2025

- IT Technician retrieves meter data from all 3 buildings
- Files validated and stored in shared workspace

Week 2–3 — Data Cleaning (In Progress)

8–21 Nov 2025

- Combine and standardize the datasets
- Remove duplicates, fill gaps, validate consumption values
- Review with Energy Team

Week 4 — Summary Report Preparation (Not Started)

22–28 Nov 2025

- Create monthly usage report
- Prepare clean dataset handover package
- Final review and closure meeting

Internal stakeholders:
Project Manager, Data Analyst, IT Technician, Energy Team

External stakeholders:
None for this pilot project

Contract, SLA and Payments
As this is an internal pilot project, no external contract or SLA is required.
All work is executed under existing internal agreements and standard working procedures.

Payment Terms:

- Total estimated cost: **75,000 SEK** (internal labor only)
- No external supplier costs
- No invoices or payment schedules needed

Scope and Quality:

- Deliverables: Clean dataset + monthly summary report
- Quality criteria: 95% validated and complete data
- Testing: Manual validation by Energy Team

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Acceptance of Contract, SLA and Payment Terms:

- **Project Portfolio Owner PPO**

Emma Lindström

Approved on: 1 Nov 2025

- **Project Sponsor**

Jonas Hallberg

Approved on: 2 Nov 2025

- **Handover Partner**

Lars Nyberg

Approved on: 2 Nov 2025

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Risk Management:

Nr	Description	Probability (1-5)	Consequence (1-5)	Value (1-25)	Mitigation Action	Responsible
1	IT Technician not available to retrieve meter data on time	3	3	9	Book technician time in advance and have a backup contact in IT	IT Technician
2	Delay in receiving meter data from one or more buildings	3	3	9	Send early data requests to building staff and follow up regularly	Project Manager
3	Missing or corrupted data in meter files	2	4	8	Use fallback sources where possible; document gaps and correct manually	Data Analyst
4	Inconsistent data formats between buildings	3	2	6	Define a standard format template and apply common cleaning rules	Data Analyst
5	Final report delayed due to review taking longer than planned	2	2	4	Schedule review slot with Energy Team in advance; share draft early	Handover

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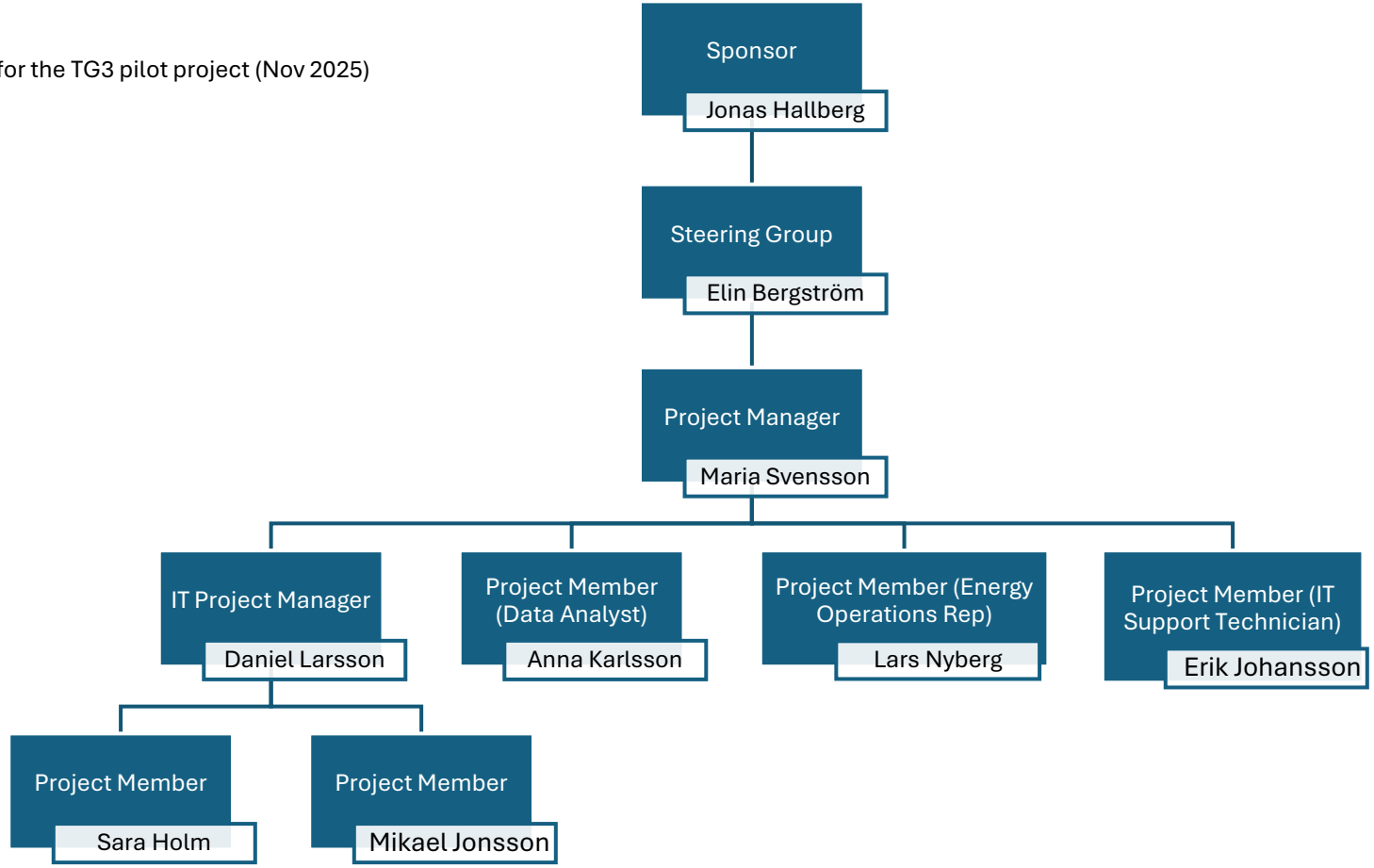
Project Organization:
Organizational structure for the TG3 pilot project (Nov 2025)



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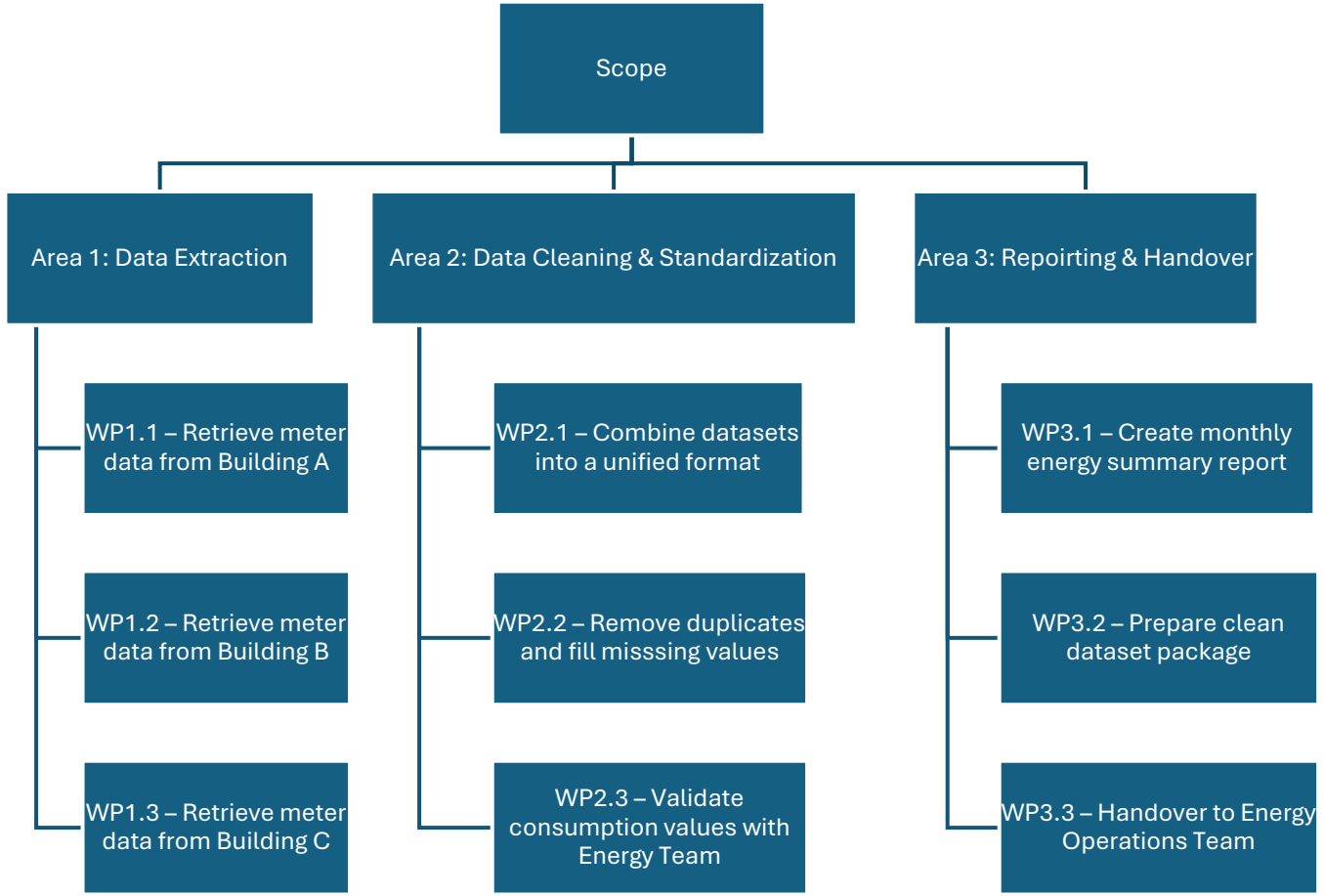
Work Breakdown Structure - WBS:



Timeline:

- *WP1.x tasks take place in Week 1 (1–7 Nov)*
- *WP2.x tasks take place in Weeks 2–3 (8–21 Nov)*
- *WP3.x tasks take place in Week 4 (22–28 Nov)*

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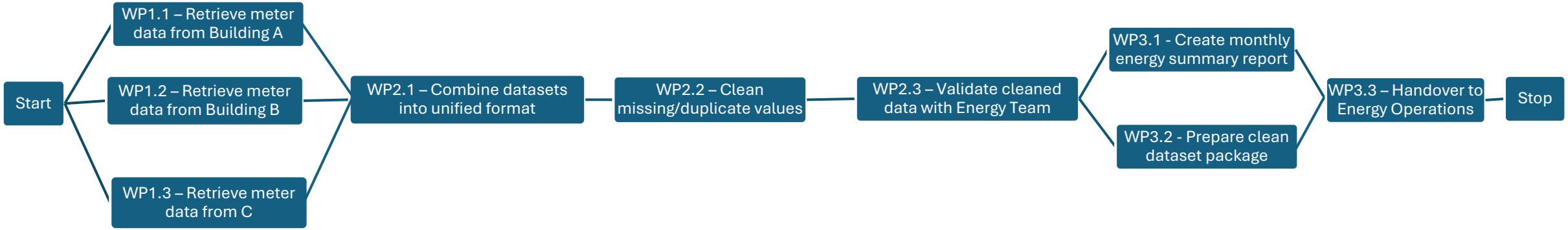
Network Diagram

Timeline:

- *WP1.x tasks take place in Week 1 (1–7 Nov)*
- *WP2.x tasks take place in Weeks 2–3 (8–21 Nov)*
- *WP3.x tasks take place in Week 4 (22–28 Nov)*



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Activity List:

Activity	Description	Start (Date)	Stop (Date)	Duration (Hours/Days)	Dependency
Data Extraction	Retrieve meter data from Buildings A, B, C and check that files are complete	1/11/2025	7/11/2025	7	Start
Data Cleaning & Standardization	Combine datasets, remove missing/duplicate values, standardize columns	8/11/2025	21/11/2025	14	Activity 1
Reporting & Handover	Validate cleaned dataset with Energy Team	15/11/2025	21/11/2025	7	Activity 2 (Overlaps allowed)
Reporting – Summary Report	Create monthly summary report	22/11/2025	24/11/2025	3	Activity 2 & 3
Reporting – Dataset Package	Prepare clean dataset package	22/11/2025	26/11/2025	5	Activity 2 & 3
Final Handover	Final handover to Energy Operations	27/11/2025	28/11/2025	2	Activity 4 & 5

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Gantt Chart:

Activity	Week 1 (Nov 1–7)	Week 2 (Nov 8–14)	Week 3 (Nov 15–21)	Week 4 (Jun 22–28)
Data Extraction	(7 Days)			
Data Cleaning & Standardization		(7 Days)	(7 Days)	
Reporting & Handover				(7 Days)

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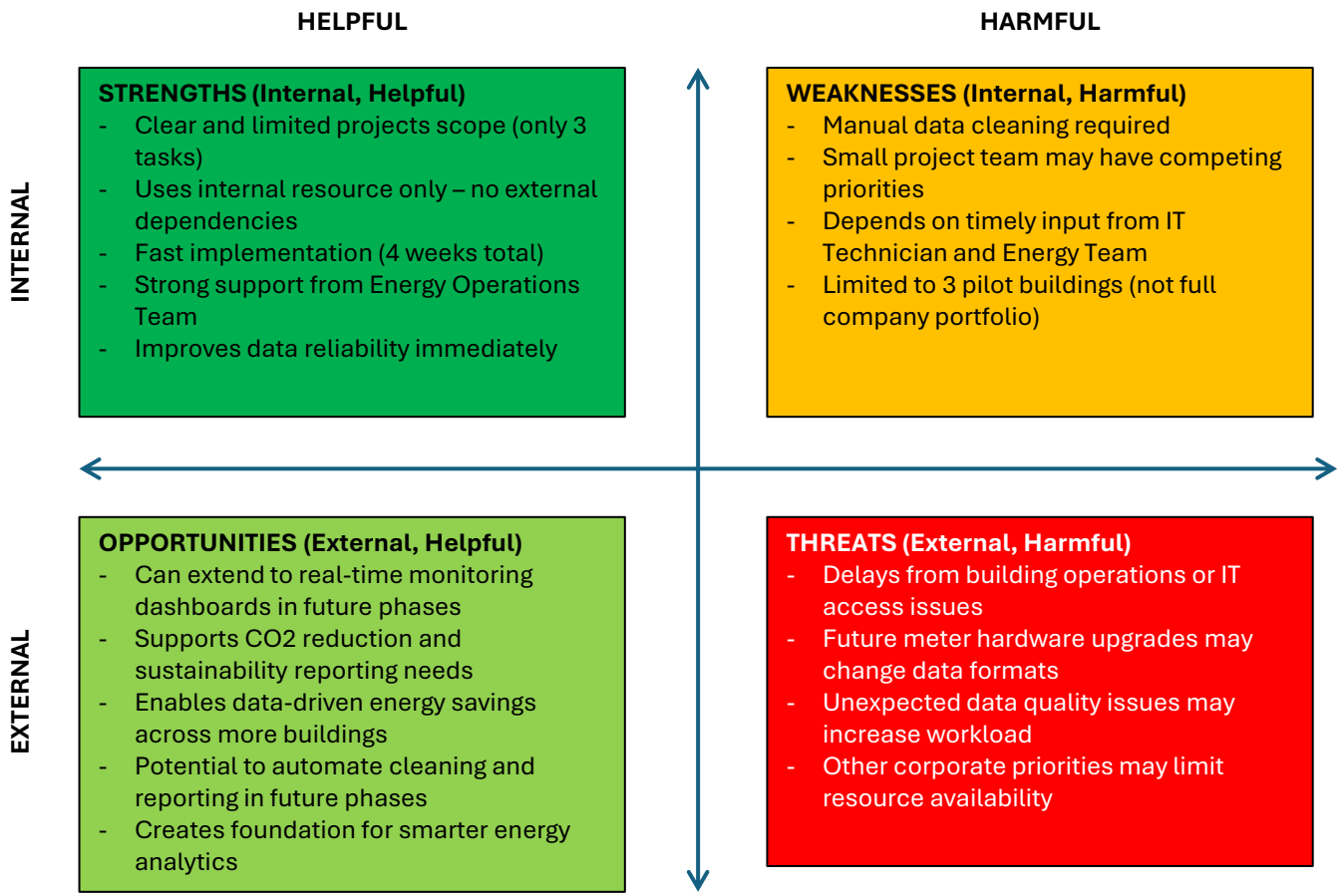
SWOT Analysis:



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Stakeholder mapping:

Stakeholder	Description of interest / impact / or need of information	Commitment
Jonas Hallberg (Sponsor)	Ensures project funding and approves final deliverables. Needs regular status updates.	1
Maria Svensson (Project Manager)	Coordinates tasks, ensures progress, manages risks, needs full visibility.	1
Daniel Larsson (IT Project Manager)	Ensures technical access and supports IT coordination.	2
Anna Karlsson (Data Analyst)	Performs data cleaning and standardization, critical for task completion.	2
Lars Nyberg (Energy Operations Lead)	Reviews cleaned dataset, receives final deliverables.	3
Erik Johansson (IT Technician)	Retrieves meter files and ensures technical access.	3
Energy Team (Operations)	Uses the final dataset for reporting; needs final update only.	4
Building Staff (A, B, C)	Provides meter access if needed. Only requires minimal notifications.	5

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Communication Plan:

Nr	How? (Meeting)	When? (Frequency)	What? (Agenda)
1	Project Team Meeting	Weekly, 30 min	Progress updates, upcoming tasks, risks, data issues
2	Steering Group Update	Bi-weekly, 20 min	Status, risks, decisions needed
3	Data Review Session	At completion of data cleaning	Review cleaned dataset, validate results, confirm correctness
4	Final Handover Meeting	End of Week 4	Present summary report, deliver clean dataset, confirm transition

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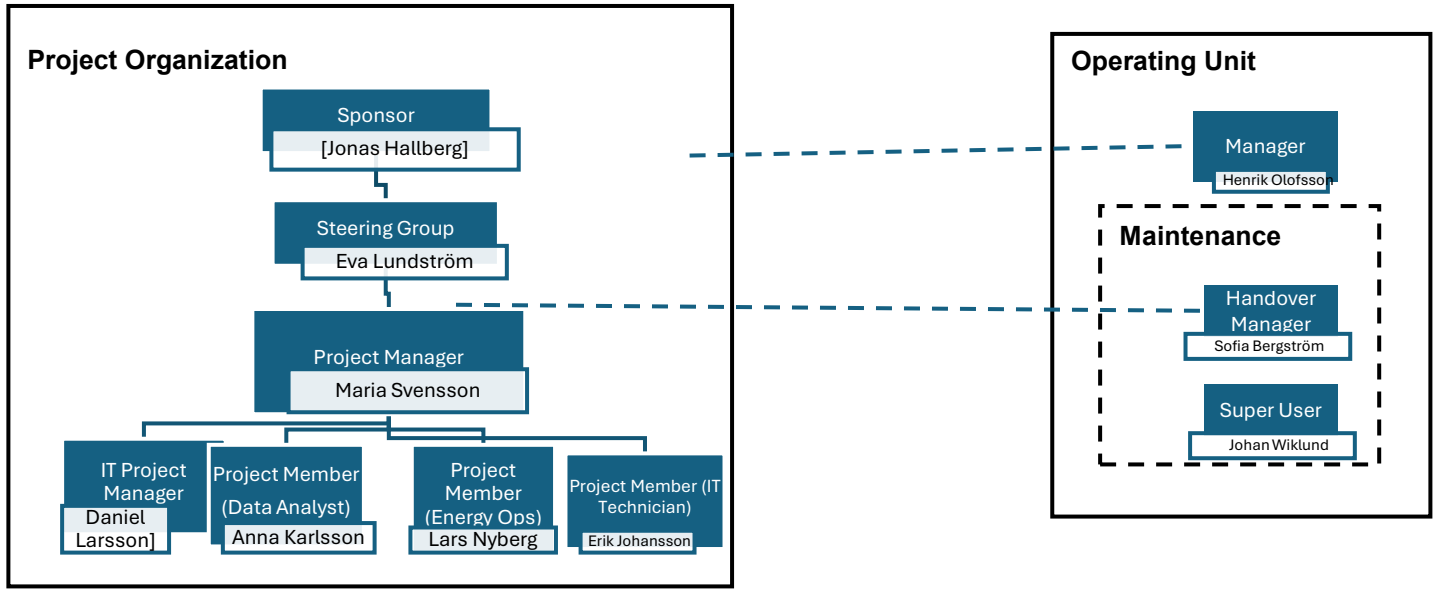
Handover Management:
The Project Manager hands over the cleaned dataset and summary report to the Handover Manager in the Operating Unit once TG4 is approved.
The **Handover Manager** is responsible for ensuring that the Energy Operations team receives all updated documentation and that the data is ready for ongoing monthly reporting.
The **Operating Unit Manager** must ensure resources are available for the transition and appoint a **Super User** who will support daily operations after the project ends. The Super User will act as the local contact for any questions regarding the cleaned dataset and reporting process.
The **Sponsor** approves the final delivery and ensures that expected benefits (improved data quality, smoother reporting, reduced manual corrections) are realized over time.



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Lessons Learned:

Nr	Area	What went well?	What could have been done better?
1	Project Planning	Scope was clear, timeline was easy to follow, and responsibilities were well-defined.	Earlier alignment with the Operating Unit could have reduced last-minute questions.
2	Data Extraction	Meter data from Buildings A, B, and C was retrieved smoothly with good support from IT.	Some file structures were inconsistent; a standard format request could have saved time.
3	Data Cleaning	Cleaning and standardization tools worked efficiently; few technical issues occurred.	More automation could reduce manual steps in future phases.
4	Collaboration	Communication between PM, IT, and Energy Ops was effective and timely.	Availability of IT Technician was limited on some days; early scheduling could help.
5	Reporting & Handover	Final dataset and summary report were delivered on time and accepted without major changes.	More visual dashboards could be added to make insights clearer for stakeholders.

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Rest Activities:

Nr	Activity	Description	Deadline
1	Dashboard Prototype	Create a simple Power BI dashboard using the cleaned dataset (Phase 2 item)	15/01/2026
2	Automation Proposal	Prepare a short proposal for automating monthly data cleaning (future improvement)	12/1/2026
3	Data Dictionary	Document each column, units, and data rules for long-term usage	10/1/2026

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Financial Performance

Nr	Cost Category	Planned (SEK)	Actual (SEK)	Difference
1	Personnel Cost	60,000	100,000	-40,000
2	IT Support / Access	10,000	11,000	-1,000
3	Reporting & Documentation	5,000	4,000	1,000
4	Total	75,000	115,000	-40,000

Benefits / Value (Financial + Operational)

Value Delivered

- Reduced manual data cleaning time by ~12 hours/month
- Improved data quality → fewer reporting errors
- Potential long-term savings through automation
- Faster monthly reporting process

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ROI Snapshot

ROI Assessment

- **Short-term ROI:** Moderate, due to small pilot scope
- **Long-term ROI:** High, if extended to more buildings and
- **Break-even:** Achievable within the first full reporting cycle if scaled

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