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| **Title** | Plan-Do-Check-Act Process |
| **Duration (in weeks)** | 2 |
| **Starting / ending week** | 19 / 20 |
| **Key Concepts and Issues** | cycle of continual improvement, PDCA approach, energy baseline, energy performance indicators |
| **Intended Purpose** | Provide an overview of the PDCA continual improvement cycle as an introduction to EnMS implementation |
| **Learning Outcomes** | The learners will be able to continually improve energy management policies, targets and monitoring systems |
| **Basic Learning Material** | Presentation slides [PDCA Process](https://www.dropbox.com/home/EPOQUE%20project/epoque_o5/Course%20IV/Module%203?preview=%5B4.3.001%5D+O5_EnMS_CourseIV_Module3_Topic1.pptx) provided in online format |
| **Additional Learning Material** | Presentation:   * [PDCA (Plan/Do/Check/Act)](https://www.dropbox.com/home/EPOQUE%20project/epoque_o5/Course%20IV/Module%203?preview=%5B4.3.001%5D+O5_EnMS_CourseIV_Module3_Topic1.pptx) * [Continuous Quality Improvement: Principles, Practices and Tools](https://www.dropbox.com/home/EPOQUE%20project/epoque_o5/Course%20IV/Module%203?preview=%5B4.3.003%5D+Patricia_Porter.pdf)   Website:   * [Plan-Do-Check-Act (PDCA) Implementing New Ideas in a Controlled Way](https://www.mindtools.com/pages/article/newPPM_89.htm) |
| **Educational video** | * [Important Terms - ISO 50001 Energy Management - Pt 2 of 4, BSI Group](https://www.youtube.com/watch?v=g_kQve_-D3g) * [Measuring Performance - ISO 50001 Energy Management - Pt 3 of 4](https://www.youtube.com/watch?v=OPgyrYit3qM) |
| **Reading materials** |  |
| **Activities** | Assignment were the learners are asked to describe the PDCA process as applied to EnMS implementation. Time allocated: 15hrs |
| **Checklist** | At the end of this learning module, the learners will be able to:   * Conduct an energy review * Identify significant energy uses and prioritise opportunities for energy savings * Define energy baselines and EnPIs * Set objectives and targets for energy savings |
| **Evaluation** | Evaluation is done through grading of the assignments. |