PDCA Form Template Example

Project Name	Reducing Office Energy Consumption by 15%
Project Lead	Brian Gorman

Team Members

Name	Title
Henry McNeal	Facilities Manager
Diana Kennedy	IT Department Head
Jamal King	Sustainability Officer
Sasha Petrov	Office Manager

Act · Plan · PDCA · Check · Do
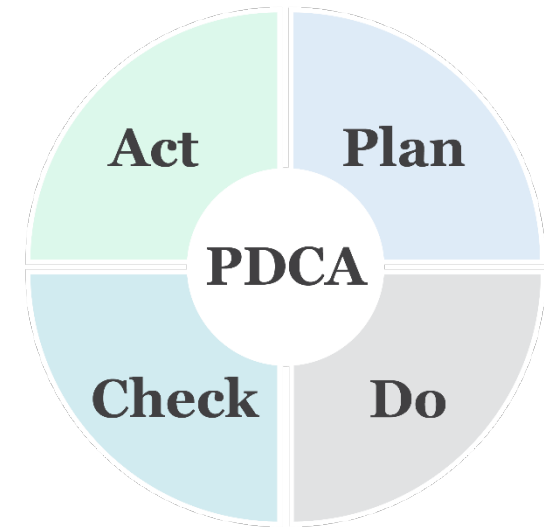
Problem Statement

Energy costs are high, and the company wants to lower its carbon footprint by reducing energy consumption.

Current State

1. Lights remain on during nonbusiness hours.
2. Energy-intensive equipment remains plugged in when not in use.
3. Employees leave devices running unnecessarily.

Plan

Goals

1. Reduce total energy consumption by 15% over the next six months.
2. Ensure that employees adopt energy-efficient habits, like turning off lights and unplugging devices when not in use.

Measures

1. Measure energy consumption through monthly utility bills and real-time energy monitoring.
2. Conduct employee surveys to track awareness and behavioral changes regarding energy-saving practices.

Proposed Solutions

1. Implement motion-sensor lighting in common areas.
2. Launch an internal campaign to raise employee awareness of energy conservation.
3. Set up automatic shutoff for computers and printers after a set period of inactivity.

Action Plan

Task	Owner	Start Date	End Date	Location / Test Population	Expected Outcomes
Install motion sensors in conference rooms, hallways, and bathrooms.	Henry McNeal	MM/DD/YY	MM/DD/YY	Corporate headquarters, 3rd and 4th floors	Energy usage will drop by at least 5% in the first month
Configure computer systems to automatically enter sleep mode after 15 minutes of inactivity.	Diana Kennedy			Corporate headquarters	
Organize staff training on energy-saving habits and best practices.	Jamal King			All locations	Improving staff awareness should further reduce energy consumption within three months.

Do

Completed Actions and Data

1. Installed motion sensors in all conference rooms and bathrooms. Henry coordinated the installation with the facilities team.
2. Diana programmed all office computers to enter sleep mode after 15 minutes of inactivity, and printers to turn off after two hours of nonuse.
3. Jamal launched the "Save Energy, Save Money" campaign with flyers, emails, and a kickoff presentation to staff.
4. Collected initial data by comparing energy usage before and after implementation (November vs. December utility bills).

Check

What Worked?

1. Energy consumption dropped by 8% in the first month.
2. Employees responded well to the campaign; 70% reported turning off lights more often and being mindful of device use.

What Didn't Work?

1. IT systems failed to shut down printers as planned, requiring troubleshooting.
2. Motion sensors in some rooms were too sensitive, causing lights to turn off during use and frustrating employees.

Data Review

1. Monthly energy usage decreased from 10,000 kWh to 9,200 kWh in the first month, slightly below the 5% predicted drop.
2. Survey data showed increased awareness but indicated the need for better IT system adjustments.

Act

Adopt, Adapt, or Abandon the Changes?

1. Modify and retest: Adjust the sensitivity of motion sensors in high-traffic rooms and fix the auto-shutdown issue for printers.
2. Sustain the change: Continue the internal campaign with monthly reminders and add a leaderboard showing which departments save the most energy.

Next Steps

1. Reassess energy usage in two months after implementing these modifications.
2. Test new energy-efficient light bulbs in high-use areas and consider expanding the motion sensor setup to all office floors.

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