



Preparing an Introductory Memorandum and Work Plan

Why prepare such a memorandum? Because it is extremely helpful to assemble in one place a summary of the information gathered during this fact-finding phase. It assists the entrepreneur to keep moving forward on many different fronts and offsets the tendency we have to focus on what we like to do and avoid the things we find unpleasant.

- What to include in such a memorandum?
- Location
- Technology
- Choice and justification of location and technology
- Customers
- Utility
- Businesses
- Households
- Community Services
- Other
- Ability and Willingness to pay
- Required business relationships
- Suppliers
- Contractors
- Fuel
- Energy Sales
- Required permits
- To use natural resources
- To produce energy
- To sell energy hardware
- To sell energy services
- Market Conditions
- Energy plans and policies
- Investment policies
- Inflation
- National economic growth
- Local economic conditions
- Local environmental and social conditions

Work Plan -- Chapter 2 of this toolkit will focus on thirteen tasks that need to be managed. At this point a great amount of information has been collected, but now it is necessary to pause, assess what information has been gathered and determine where the gaps exist.



Work Plan

How much is known about the quantity of natural resources – wind, water, biomass, sunlight – proposed to be used?

- All the information needed has been gathered _____
- The following information needs to be gathered _____

Is the information gathered on what is required to obtain the exclusive use of water or biomass for the project?

- All the information has been collected. _____
- The following information is still needed. _____

Is the information on required land known?

- All the information has been collected. _____
- The following information is still needed. _____

Have all the permits needed been identified?

- All the information has been collected. _____
- The following information is still needed. _____

Is the research completed on the conversion process?

- All the information has been collected. _____
- The following information is still needed. _____

Are customers identified? Has their credit-worthiness been assessed?

- All the information has been collected. _____
- The following information is still needed. _____

Has information on energy plans and other projects been collected?

- All the information has been collected. _____
- The following information is still needed. _____

Has data on the macroeconomic, legal and political situation been researched?

- All the information has been collected. _____
- The following information is still needed. _____



Has an examination been made of the skills needed to implement this project and has this been compared with the skills and experience of the project team?

- All the information has been collected. ____
- The following information is still needed. _____

Has information on multiple suppliers of equipment and services been gathered?

- All the information has been collected. ____
- The following information is still needed. _____

Has information on the cost of the project been gathered and has research been done on the revenues the project might produce?

- All the information has been collected. ____
- The following information is still needed. _____

Has a general model been made of how the project will pay its bills and produce a profit? Has the needed information been gathered?

- All the information has been collected. ____
- The following information is still needed. _____

Has a list of people and companies who might invest in the project been drawn up?

- All the information has been collected. ____
- The following information is still needed. _____