

Community Energy Project Checklist: Vision, Purpose & Scope

Step 1: Community & Stakeholder Engagement

	Notes
☐ Identify key stakeholders	
☐ Speak to local community to assess support	
☐ Plan engagement strategy and develop key messages	
☐ Identify initial supporters and challenges	

Step 2: Project Research

	Notes
☐ Define goal, technology and scope	
☐ Consider appropriate legal structure	
☐ Assess project finances: estimated costs, funding sources, revenue etc.	
☐ Consider knowledge gaps for feasibility study support	
☐ Consider any potential ongoing obligations: monitoring, record keeping, O&M etc.	

Step 3: Feasibility

	Notes
☐ Identify key stakeholders	
☐ Speak to local community to assess support	
☐ Plan engagement strategy and develop key messages	
☐ Identify initial supporters and challenges	

Step 4 : Technical Assistance

	Notes
☐ Assess need for technical assistance across the project	
☐ Discuss projects grid connection with SP Energy Networks	
☐ Consider support for moving project forward from feasibility	

Step 5 : Financial Support

	Notes
☐ Estimate project costs	
☐ Identify funding sources	
☐ Define revenue streams	
☐ Assess operational costs	

**Step 6 : Install &
Ongoing Obligations**

	Notes
☐ Promote the project appropriately	
☐ Plan operations	
☐ Consider potential maintenance needs	
☐ Plan for end-of-life	