

Phase 1: Review the landscape and gather the team

## Step 2

Assemble internal and external stakeholders and create a project management strategy

### Things to do

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- Identify the roles and departments that electrification may touch (including but not limited to the list below) and bring them onto the project to ensure alignment early in the process:
  - Fleet implementation
  - Procurement
  - Finance
  - Executive sponsor
  - Sustainability leadership
  - Utility issues (the appropriate role may be in Procurement or Government Affairs)
- Select an internal “champion” to be the project manager who can spearhead the endeavor.
- Begin working with the financial team to address how changes in “fuel” source will affect accounting/budget practices within departments (i.e., transitioning from a gas/diesel expense to an expense within the utility bill).
- Do preliminary research on available funding, incentives or grants to help finance the venture and ease initial sticker shock when pitching the plan to stakeholders.
- Tell your electric utility (or utilities, if applicable) that you’re considering electrifying your fleet and that you’ll be able to give them more information about energy needs (including geographic specifics) after your feasibility assessment (which will come in Step 3).
- Begin asking your utility questions about infrastructure and resources (see Step 2 resources to learn more):
  - Does the utility have a hosting capacity map available for developers?
  - What does the utility cover in terms of make ready?
  - What is the process and time frame for make ready work?
  - What utility, state and federal incentives or programs are there for...
    - Electric vehicle supply equipment (EVSE)?
    - Managed charging?
    - Distributed energy resources that limit peak demand?
- Begin asking your utility questions about pricing rates and timing (see this fact sheet for details):
  - Are there special rates for EVs?
  - What is the current rate structure?
  - Are there peak demand or other time-related rates?
  - What is the cost per kWh?
  - Are there incentives for electrification available?