



Standard Work Specifications

May 5, 2015

Ben Tucker & Jake McAlpine

Minnesota Department of Commerce

Division of Energy Resources

Welcome & Introductions

- Housekeeping
- Overview of SWS training agenda

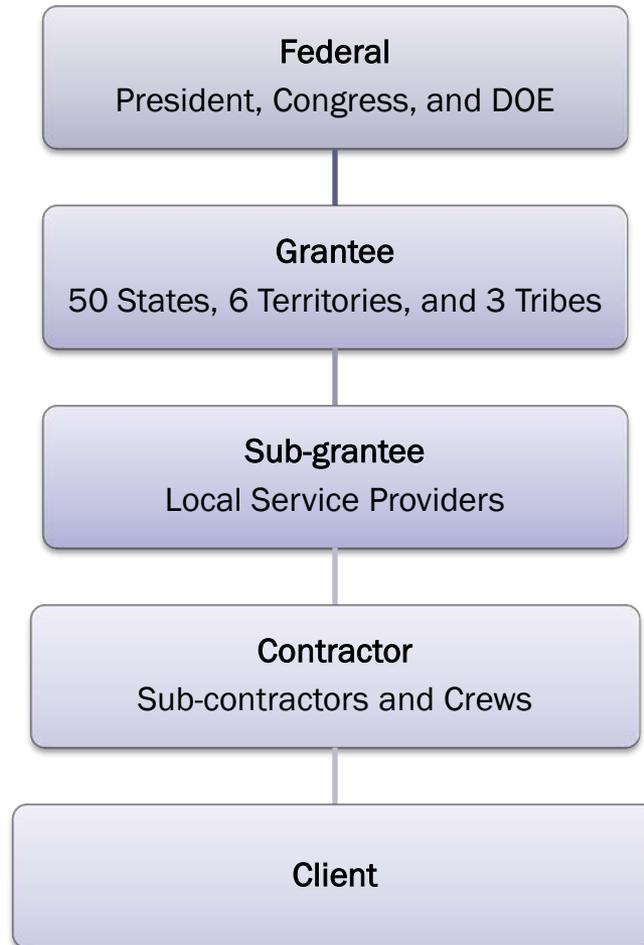
Our Goals

- Introduce the Standard Work Specification (SWS)
- Demonstrate how to use the SWS in your daily work.
- Preview the new MN Field Guide
- Get feedback on how to improve the SWS and or MN Field Guide.

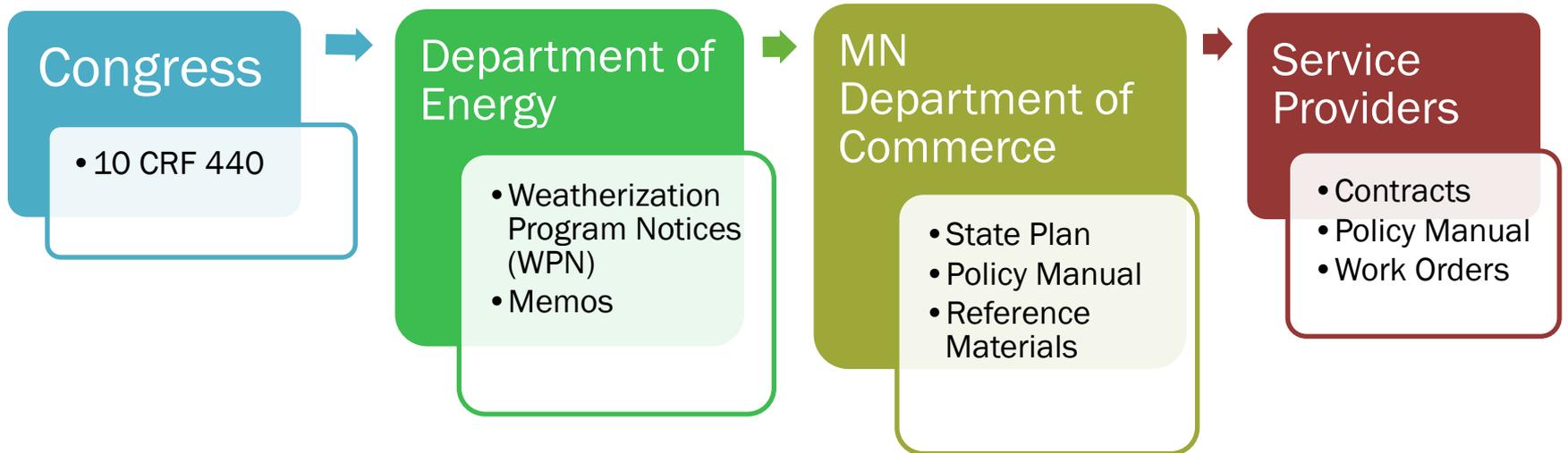
Our Goals

- Improve the MN WAP!!

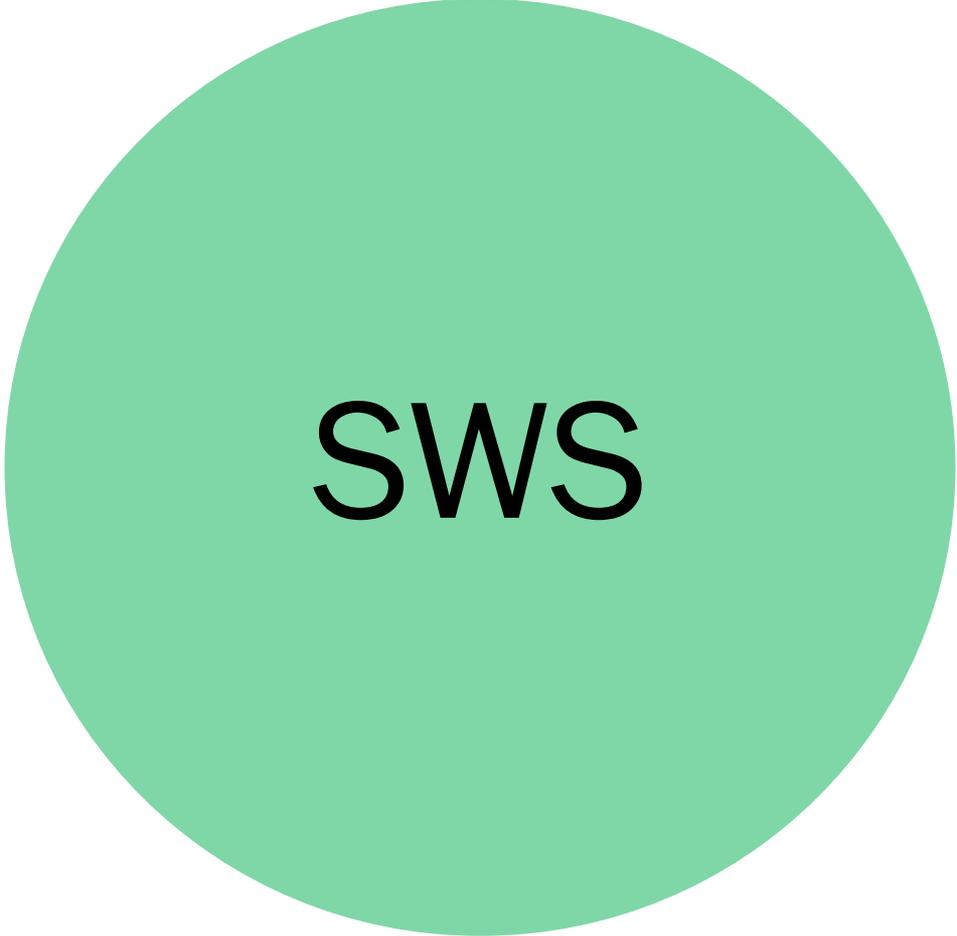
Big Picture



Big Picture

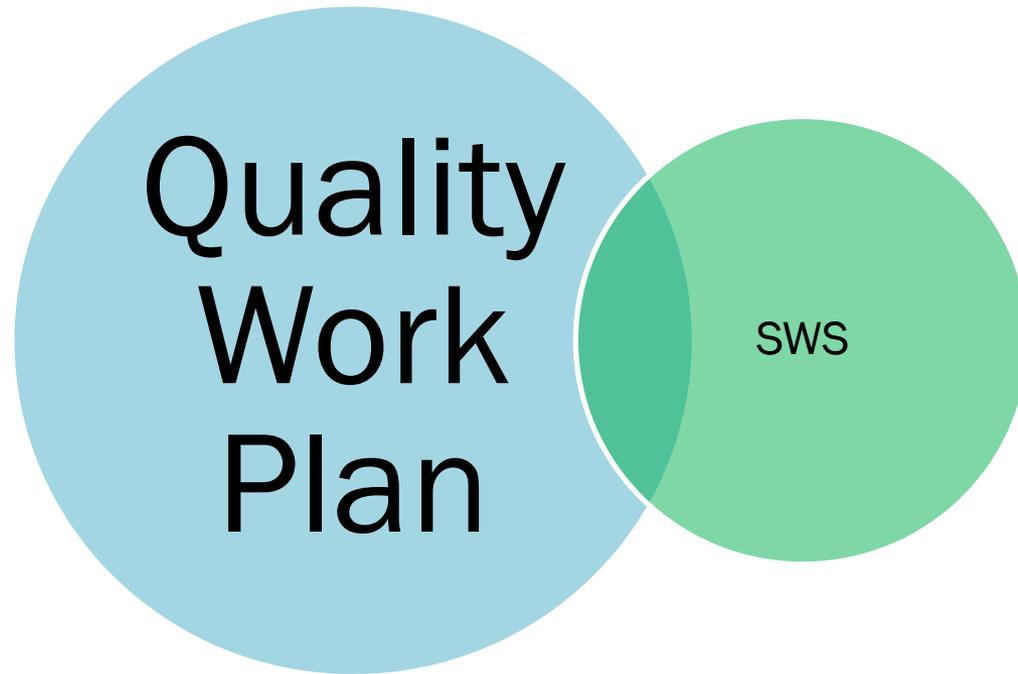


Big Picture



SWS

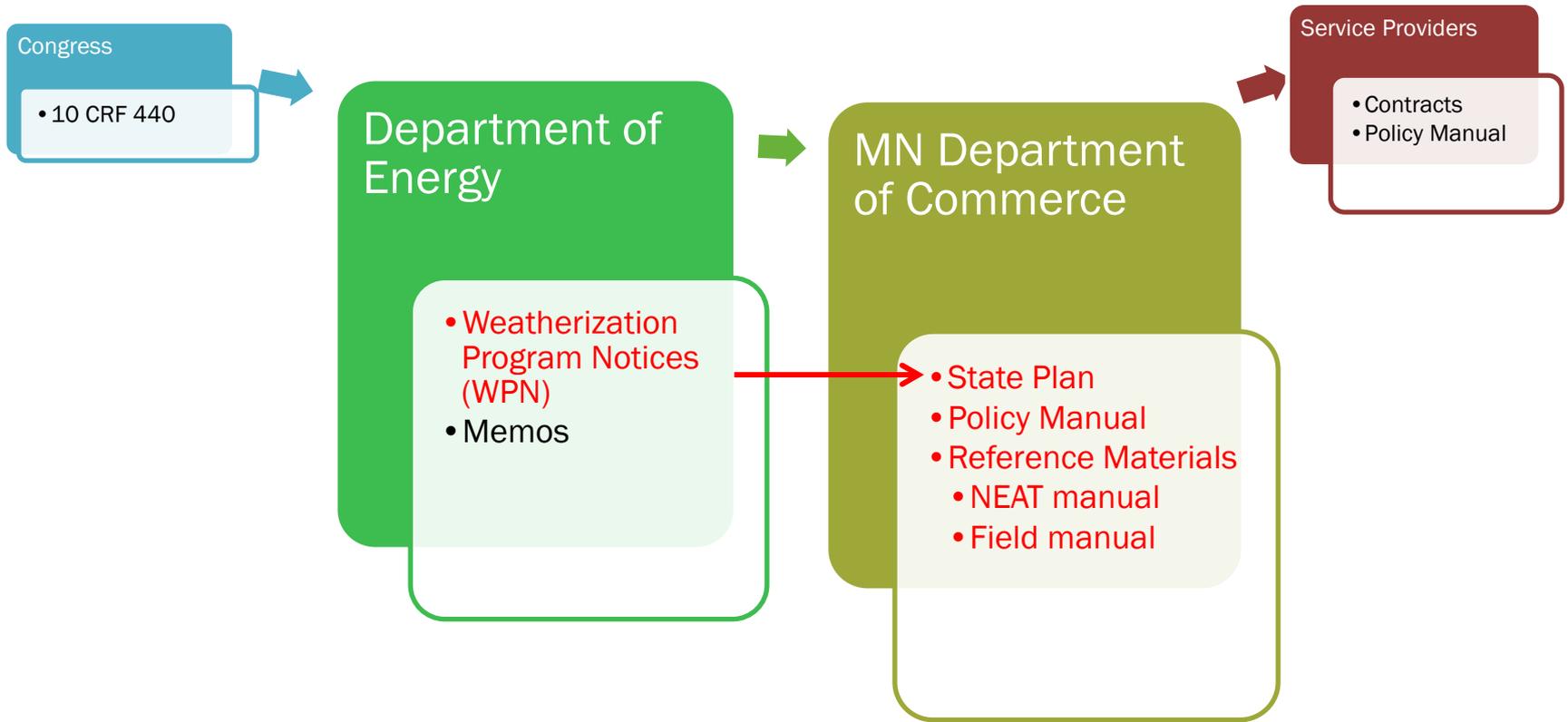
Big Picture



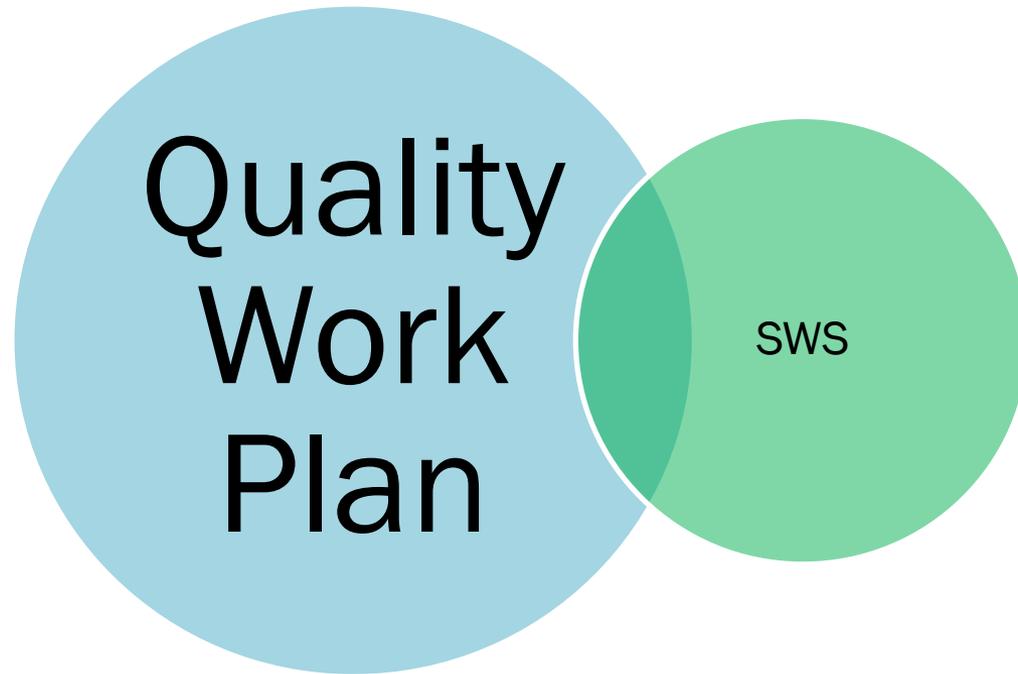
Big Picture

- Quality Work Plan
 - WPN 14-4
 - Issued 12/16/2013
 - WPN 15-4 supersedes WPN 14-4
 - Issued 11/24/14
 - Goes into effect in MN 7/1/2015

Big Picture

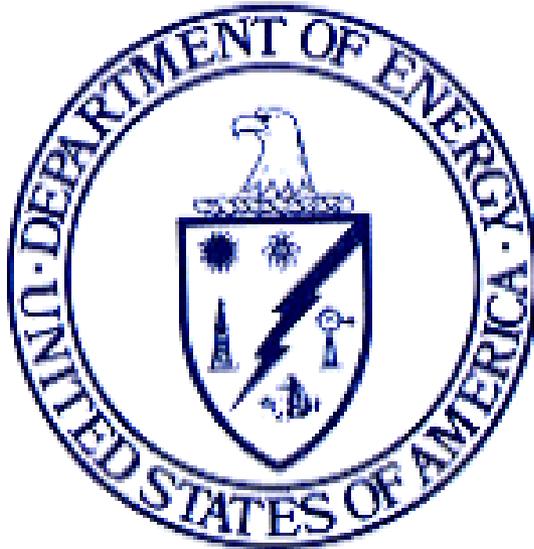


Big Picture



Big Picture

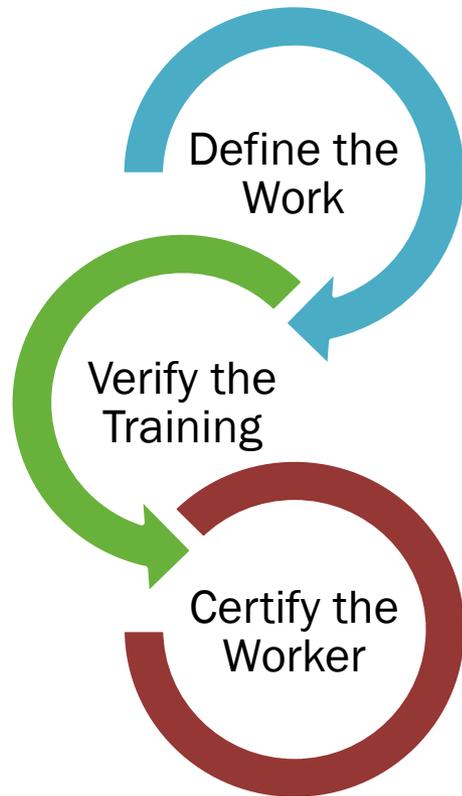
QWP was developed by DOE with the goals of:



- Creating consistency in work quality nation wide.
- Providing consistency in what DOE expects of people working in the WAP
- Creating consistency in level of quality of training

Big Picture

Quality Work Plan Resources



- SWS
 - <https://sws.nrel.gov/>
- IREC Accredited Training
 - <https://www.irecusa.org/credentialing>
- Home Energy Professional Certifications
 - <https://www.bpi.org>
- Job Task Analyses
 - <https://eere.energy.gov/wip/wap.html>

Big Picture

- Quality Work Plan – WPN 15-4
 - Section 1: Definition of Work Quality, Guidelines and Standards
 - Section 2: Communication of Guidelines and Standards
 - Section 3: Inspection and Monitoring of Work Using Guidelines and Standards
 - Section 4: Training to Implement and Maintain Guidelines and Standards
 - Section 5: Exemptions

Big Picture

- Quality Work Plan - Section 1: Standards

Background:

The intent is to ensure that all instructional material directs workers to install work that will meet the **specifications, objectives** and **desired outcomes** outlined in the **SWS**.

Summary of Requirement:

All field guides and standards will be written to ensure that the content meets or exceeds the SWS and that all SWS references are appropriate. Allows for variance requests.

Big Picture

- Quality Work Plan - Section 2: Communication

Background:

Ensure that all organizations and individuals in the WAP delivery systems are aware of and have access to the national expectations for work quality.

Summary of Requirement:

Grantee will provide subgrantees and/or contractors with comprehensive and clear requirements for work quality in contract language.

Grantee will ensure that subgrantees vendor contracts contain the same requirements.

Grantee will confirm receipt of these requirements and provide clarification on requests.

Big Picture

- Quality Work Plan - Section 3: Inspection & Monitoring

Background:

Ensure that all homes receive a quality control inspection, by a qualified individual, that ensures that work has been installed in accordance with national and local requirements.

Summary of Requirement:

All individuals performing quality inspections in client homes must be QCI certified.

All homes will receive a quality control inspection that ensures that all work has been performed in accordance with the SWS.

Big Picture

- Quality Work Plan - Section 4: Training

Background:

WAP training funds are spent on resources that have been accredited to provide comprehensive training.

Summary of Requirement:

Two categories of training:

Tier 1 – Regular, comprehensive training for field staff that is accredited to align with the JTA

Tier 2 – issue specific, single trainings to address special skills or acute issues.

Grantees training plans must focus on providing field staff with regular Tier 1 trainings.

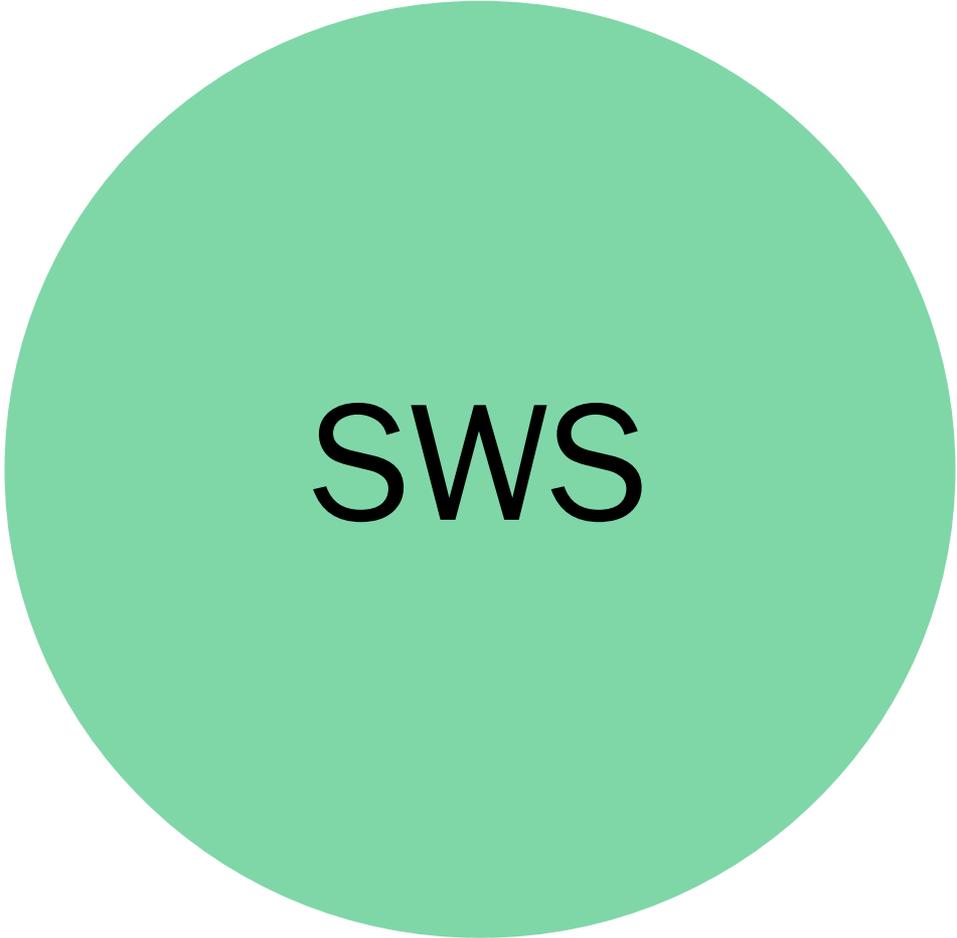
Big Picture



Big Picture



Big Picture

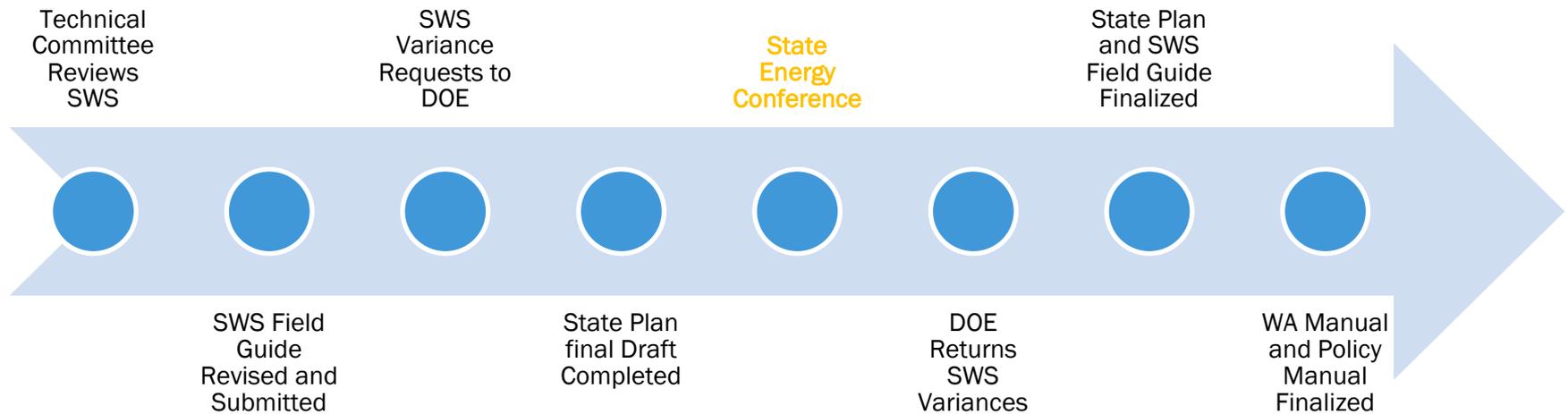


SWS

Minnesota Response

- Timeline
 - Technical review
 - Make up of technical review committee
 - Field guide selection/review
 - Variances
 - Training

Minnesota's SWS Review Process is about 80% complete.



Minnesota Response

- Service Provider Input
 - Solutions based approach
 - Input forms based on DOE variance form
 - The SWS will not be a static thing.
 - Variances
 - New guidance from new WPN's or memos
 - Any changes between now and PY15 will be presented at the policy rollout, second week of July
 - Training needs assessment will be part of session 6

Standard Work Specifications

The screenshot shows the NREL website interface for the Standard Work Specifications Tool. At the top right, there are navigation links: Home, About, Help, My Account, and Sign In. The NREL logo is on the left. Below the logo is the title "Standard Work Specifications Tool" and a search bar with a "Go" button. A blue navigation bar contains the following categories: Health & Safety, Air Sealing, Insulation, Heating & Cooling, Ventilation, and Baseload. The main content area features a large image of architectural blueprints. Overlaid on the blueprints is the title "Standard Work Specifications for Home Energy Upgrades" and a paragraph of text. To the right of the text are two callout boxes: one with a wrench icon labeled "Learn" and one with a book icon labeled "Read".

NREL
NATIONAL RENEWABLE ENERGY LABORATORY

Home | About | Help | My Account | Sign In

Standard Work Specifications Tool

Search All Topics Go

Health & Safety | Air Sealing | Insulation | Heating & Cooling | Ventilation | Baseload

Standard Work Specifications for Home Energy Upgrades

Standard Work Specifications (SWS) are a major component of the Guidelines for Home Energy Professionals project and define the minimum requirements to ensure that the work performed during home energy upgrades is effective, durable, and safe. The SWS can be used as an industry guide for workers, training instructors, homeowners, and program administrators involved in the home performance industry.

Learn
how to use this tool

Read
an introduction to the Standard Work Specifications

Standard Work Specifications

- SWS breaks down Wx measures
 - Desired Outcomes - broad
 - Objectives – more specific
 - Specification (tasks) – very detailed
- For each task it asks:
 - What would a high quality outcome be?
 - What steps are need to achieve that outcome?

Standard Work Specifications

- SWS doesn't tell us everything we need to know, so we have a field guide
 - Field guide give more context
- The field guide doesn't tell us everything either, we need to go to back to the MN policy manual and ref. materials

Standard Work Specifications

- SWS – **how**
- Policy Manual and Ref. Material – **when**
- SWS brings together knowledge from all different aspects of the JTA into one place

Standard Work Specifications

- I believe the SWS can make us all better at our jobs, we'll see more of the process.
- It will be a change.
- It will require effort up front from all of us.

- It will become second nature.

Standard Work Specifications

– Questions?

Standard Work Specifications

- Break
 - COFFEE!!