



# MAKING AN ACTION PLAN



**FOR  
YOUR  
WORLD**



Once you have established your carbon emissions, the next key step is to create an emission reduction action plan that will set out your approach to reducing emissions in line with what is required to achieve your targets. It should be ambitious and achievable and should set out the key steps you will take to reduce emissions alongside how you will resource and implement these actions. Engagement is essential to enabling strategy and action plan delivery as this will ensure buy-in from key stakeholders. The following steps will help you effectively develop an emission reduction plan.

1



### REVIEW EMISSIONS

Review your carbon emissions breakdown to identify hotspots – this will also help you determine scope of actions.

2



### STAKEHOLDER ENGAGEMENT

Undertake stakeholder engagement exercises to help you identify structures, priorities, existing actions – this can include workshops, surveys and feedback sessions.

3



### DEVELOP LIST OF ACTIONS

Develop a list of proposed actions that can address emissions reduction requirements that also considers stakeholder feedback.

4



### DEVELOP RESOURCE PLAN

Collaboratively develop a resource plan with key stakeholders – this will help identify resource requirements and potential issues.

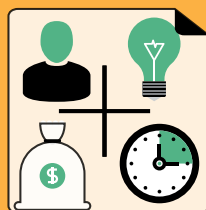
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### FINALISE ACTION PLAN

Finalise the action plan with consideration of stakeholder feedback ensuring that the actions are SMART\*. Assess the costs and benefits including carbon savings.

6



### DEVELOP IMPLEMENTATION PLAN

Develop an implementation plan that sets out the timeframes for delivery, responsibilities and resources, major costs and funding options.

7



### REVIEW PROGRESS

Continue to measure progress against commitments, actions and timeframes to keep on track to deliver emission reduction targets.

\*SMART stands for Specific, Measurable, Achievable, Realistic, and Timely