

Establishing internal parameters

Budget

Your answer to these questions will help you work out the rough budget per action. If there is no budget available, you should instead prioritise actions that rely on behaviour change or existing resources.

Is there a budget for taking these actions? If so, how much?

Is the budget meant to cover more than one action?

Resourcing

The answers to these questions will help you identify what resources are available for taking actions.

Can certain staff be used to help with implementing actions, if so, who?

What knowledge and resources do you have in house to work on it?

Timeframe

Use the answers to these questions to determine the ideal timeframe for taking and proving climate actions - for example, 1-3 months, 6-12 months, >1yr etc.

Do you need to show a 'quick win' (for example to maintain senior management support)?

How long is the budget/resourcing available for?

If you need to share results, when do you need to do this by?

Choosing the best-fit actions

List as many actions as you can find that are relevant to your company. This should be based on the top ten actions listed for your sector, and the links to additional guidance.

Use the internal parameters to develop 'low, medium, high' parameters for budget, resource commitment and timing

For example, budget low = £0k - £10k, resourcing low = 1 staff, timing low = <1month).

Assess the 'fit' of each action in terms of

- i) anticipated cost (low/medium/high)
- ii) resourcing commitment (low/medium/high)
- iii) timeframe of roll out (short/medium/long)

For each action you list, score the parameter as low/medium/high for budget, resource and timing.

You should then rank the actions in order of which best meet the internal parameters.

| | ACTION | LOW | MEDIUM | HIGH |
|----------|--------|-----|--------|------|
| BUDGET | | | | |
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| | | | | |
| RESOURCE | | | | |
| | | | | |
| | | | | |
| TIMING | | | | |
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|----------------------------|---------|------------|----------|
| Budget parameters | Low = £ | Medium = £ | High = £ |
| Resource parameters | Low = | Medium = | High = |
| Timing parameters | Low = | Medium = | High = |