

Decarbonization Strategy & Action Accelerator Program

A Playbook



Module 1 Playbook

Building the Foundation

How to use this playbook

This playbook serves as both a reference guide and a checklist for completing required activities in Module 1. Please carefully review the module outcomes, resources and assignments, and instructions to help guide you through the module and track your progress.

Be sure to submit all required assignments and resources at the end of the module to receive credit for completion.

Module Overview & Outcomes

This module introduces the core concepts and roadmap for developing an effective decarbonization strategy, beginning with the foundational elements that are critical for success throughout the decarbonization journey. The curriculum will review key milestones in strategy development, provide insight into the drivers of corporate climate action, and outline principles for effectively communicating the business case for decarbonization to leadership.

By the end of the module, participants will understand the key concepts and milestones involved in developing a decarbonization strategy, be equipped to identify well-rounded project teams and stakeholders, and recognize the drivers that can help build support and move initiatives from strategy to action.

Module Resources & Assignments

Module 1 Session

“Building the Foundation”

Module 1 Homework Assignment #1

“Building Internal Support”

Module 1 Homework Assignment #2

“Data Collection Exercise”

Module 1

Module Instructions

Module instructions

To complete Module 1, please follow the instructions outlined below. All materials, including session recordings, resources, and homework assignments, are available on the program SharePoint page. Be sure to download and save copies of all materials before editing them.

- ☐ 1. Watch or attend the **Module 1 Session: “Building the Foundation”**
 - a. If you are unable to attend the session at the scheduled time and date, please watch the session recording
- ☐ 2. Complete **Module 1 Homework Assignment #1: “Building Internal Support”**
 - a. Follow the homework instructions using the tables provided to identify relevant decision makers and stakeholders, project team members, and key decarbonization drivers for your organization. Use this information to engage organizational leaders in a discussion about developing a decarbonization strategy and the program outcomes

Please Note

Identifying and engaging key stakeholders who are decision makers or members of your project team may require internal conversations

- ☐ 3. Complete **Module 1 Homework Assignment #2: “Data Collection Exercise”**
 - a. Follow the homework instructions, collecting and verifying key organizational and greenhouse gas (GHG) inventory information that is required for Module 2: “Understanding Your GHG Emissions”
- ☐ 4. [Optional] If your organization would prefer to have a Non-Disclosure Agreement (NDA) in place before sharing company data or information with the program administrators, please contact the program inbox and a member of the team will follow up with next steps

Once the steps above are complete, please confirm you have finished the module by emailing the following items to the program inbox:

- 1. Copy of the completed Module 1 Homework Assignments (#1 and #2)
- 2. If you did not attend the module session live, please confirm in the email message that you have watched the Webinar

Receipt of these items is required to be marked as having completed the module and to be eligible to receive a certificate at the end of the program.



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