

SPaRK™ Better Ideas!

Sustainability Planning and Reporting Kit

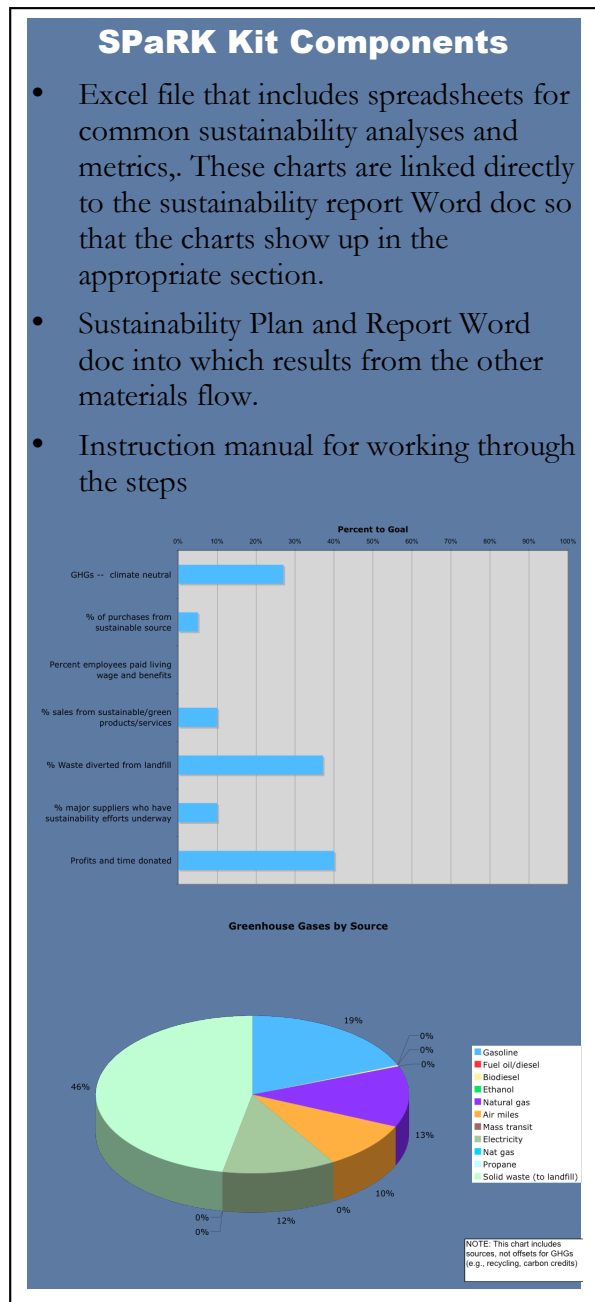
An easy-to-follow, systematic process for quickly leading an organization to a first- or second-generation sustainability plan and report.

AXIS Performance Advisors, after years of experimentation, has developed the SPaRK™ process for getting clients who want to implement sustainability off and running quickly. We have now packaged that process into an easily replicated process called SPaRK, the Sustainability Planning and Reporting Kit, which includes an Excel file with pre-formatted worksheets for common analyses and metrics. This is linked to an MS Word template to capture your Sustainability Plan and annual internal Sustainability Report so that charts and graphs in the Excel file automatically appear in the Word document.

SPaRK™ Steps

We usually lead clients through these steps to develop a coherent sustainability plan:

1. **Customized executive briefing** on sustainability (Purpose: To educate executives about the risks and opportunities related to sustainability and provide a shared mental model to define sustainability.)
2. **Business case and strategy** discussion (Purpose: To build an understanding of the strategic reasons for pursuing sustainability and make a go/no-go decision)
3. **Impacts assessment** and priorities (Purpose: To identify the sustainability issues and impacts of highest importance and begin to identify projects to manage the risks associated with them.)
4. **Baseline** assessment (Purpose: Determine the metrics, baseline, and future vision.)
5. **Sustainability planning** to identify goals, projects and support systems (Purpose: Develop a long-term plan to reach sustainability.)
6. **Sustainability report format** (Purpose: Create a draft template for sustainability report(s) so that it's easy to gather the data and anecdotes over the year.)



Ask us to facilitate your SPaRK process or host a workshop to learn how to do it yourself.
 Contact: Darcy Hitchcock, darcy@axisperformance.com 503 288-7704

SPaRK™—Supporting electronic files

- Excel file with all the spreadsheets and graphs already set up
 - MS Word sustainability plan and report template
 - Instructional manual

Tabs in the Excel File	Table of Contents in the MS Word Template
<p>GENERAL Comparison to Global Reporting Initiative indicators Process overview</p> <p>PLANNING TOOLS Business Case analysis (2 versions) Vision/Intention/Policy worksheet Impacts Assessment Strategic Summary (org and community versions) Sustainability Plan</p> <p>METRICS AND GRAPHS Major metrics & progress Financial log Return on Investments (capital expenditures) GHGs (greenhouse gases, multiple charts) Green Procurement Wages (living wage; gender parity) Turnover Sustainability Sales Water Charity Waste Paper Toxics</p> <p>SUSTAINABILITY MANAGEMENT SYSTEM Structure System Communication plan Metrics Worksheet (details the process of gathering/reporting)</p> <p>PROJECT TOOLS Project plan Purchasing audit Chemical inventory</p>	<p>Executive Summary</p> <ul style="list-style-type: none"> • Business Case for Sustainability • Vision • Strengths & Areas for Improvement • Priorities for Next Year <p>Sustainability Assessment and Systems</p> <ul style="list-style-type: none"> • Impacts Assessment • Sustainability Metrics • Long-Term Sustainability Plan • Structures • Systems <p>Sustainability Progress Report for Last Year</p> <ul style="list-style-type: none"> • Sustainability Scorecard of Major Metrics • Progress toward Goals • Special Projects <p>Sustainability Plan for Next Year</p> <ul style="list-style-type: none"> • Major Projects and Goals • Barriers and Responses • Plan for Involvement and Communication • Action Plans for Projects