

# Climate Action Planning Analysis Worksheet

A) Summary and Main Takeaways:

B) Potential Interviewing Questions and Curiosities:

C) Analysis Questions:

## 1. Does the CAP include information on creating a baseline?

Does the plan discuss its baseline? In other words, does the plan reference its natural greenhouse gas emissions (GHG) levels used to inform planning, goal-setting, and climate policy structure? There are several possibilities for setting a baseline. Some plans may focus on a single historical emissions level, while others may reference future baseline projections.

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**Summary:**

## 2. By what measure is success tracked and reported?

Does this plan discuss how progress is tracked and reported? Does the plan reference a system that assesses its sustainability performance? Many different approaches can be used, but make sure to take note of STARS and AASHE.

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- Quote....

**Summary:**

### 3. Does the CAP set goals, strategies, or action items for implementation?

Does the plan address potential next steps for the plan to be carried out? Take note if plans mention tracking progress or improvements. Does the plan provide recommendations, contain reduction and mitigation strategies, or set interim goals to ensure implementation?

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**Summary:**

### 4. How is the CAP funded?

Does the plan discuss funding efforts? In particular, where do sources of funding come from? Are these sources public or private entities?

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**Summary:**

## 5. How did the CAP inform/engage stakeholders?

Did the plan include discussions about stakeholder involvement? Specifically, how did the plan address engaging stakeholders in participating in the CAP?

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**Summary:**

## 6. Does the CAP mention gaps in data, uncertainties, or other challenges encountered?

Does the CAP address where data may be insufficient or unavailable? Take note of barriers to planning and implementation, uncertainties in climate projections or future emission scenarios, inconsistencies in data collection, etc.

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**Summary:**

## 7. What purpose do the appendices serve?

How extensive is the appendices section? Take note if they include extra graphs, tables, data, methodology, further detail and explanations, information on the planning process, etc.

- Quote....
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- Quote....

**Summary:**

**8. Interesting notes and observations:**

Does this CAP discuss anything else of interest? What observations did you make that might be of value further exploring? What about this CAP seems particularly unique or noteworthy?

- Quote....
- Quote...
- Quote....

**Summary:**