



NET CARBON NEGATIVE 3-MONTH KICKSTARTER PROGRAMME



3-month Kickstarter programme

What's involved:

Week	Activities	Effort (hours)
Week 1	Read through the starter-pack	2
	Setup your task board to manage the process	1
Week 2	Send out commute and work travel survey	1
	Request information for electricity/ gas bills	0.5
	Request information on hotel spending and other consumables	0.5
Week 3	Request information on mileage claims	0.5
	Model your base footprint	2
	Investigate switching your offices to 100% renewable energy suppliers	1
Week 4	Present your budget to the senior team	2
	Setup the "Reduction log"	0.5
	Setup the "Ideas log"	0.5
	Setup the "Personal log"	0.5
Week 5	Setup the guidance for the personal log	1
	Setup your community (Slack or Teams channel)	0.5
	Launch your internal Net Carbon Negative team	2
Week 6	Launch your community (optional)	2
Week 7	Setup your salary sacrifice scheme for carbon offsetting	2
Week 8	Kick-off the setup of other salary sacrifice schemes	2
Week 9	Planning to use the "Workstream emissions calculator" (existing and new business)	2
Week 10	Launch your sacrifice scheme for carbon offsetting	2
Week 11	Calculate your current footprint	2
	Planning for your first reporting cycle	2
Week 12	Updating your website and the Net Carbon Negative logo	2