

Carbon Reduction Action Plan Template

1. Organization Details

Organization Name

Contact Person

Email

Reporting Period

2. Current Carbon Footprint

Total Emissions (tCO₂e)

Scope 1

Scope 2

Scope 3

3. Reduction Targets

Short-term Target(s)

Long-term Target(s)

Target Year(s)

4. Action Plan

Action
Owner
Start Date
End Date
Estimated Impact (tCO2e)
Status

5. Progress Monitoring

Metrics for Monitoring Progress

Review Frequency

Last Review Date

6. Additional Notes