Sustainability Reporting Sample Flow

Organisational Consultation

Step 1 - Identify

Process	Method Options
Scoping ▪ Establish report objectives ▪ Delineate focus of report ▪ Define subject areas of interest ▪ Identify stakeholder, audience and respondent populations ▪ Identify report contributors and process of participation ▪ Determine deliverables ▪ Establish success criteria	✧ Discussion

Step 2 – Informed Design

Process	Method Options
Data Collection ▪ Define metrics related to subject areas of interest ▪ Gather data ♦ Overview of organisation, values, activities etc (inc relevant social and environmental initiatives)	✧ Review of organisational documentation ✧ Facilitated discussion ✧ Electronic communication ✧ On-line survey
Analysis ▪ Statistical analysis of data as required ▪ Collate results focussing on pre-defined areas of interest	
Future Intention ▪ Determine and define targets and focus areas for coming year	✧ Discussion

Step 3 - Implement

Process	Method Options
Report ▪ Management and incorporation of key stakeholder report contributions ▪ Present results addressing areas of interest (format as previously determined)	✧ Written report(s) ✧ Presentations
Evaluate and Review ▪ Consider alignment of report with predefined objectives and review against success criteria ▪ Assess functionality of the report from stakeholder perspectives ♦ Content ♦ Format ♦ Publication/Communication method	✧ Individual feedback/discussions ✧ Stakeholder sample survey
Survey Template Development ▪ Construct on-going sustainability survey template ▪ Confirm survey template functionality	✧ Discussion ✧ User Acceptance Test
Foundations for Implementation ▪ Determine communication and implementation plan for ongoing Sustainability Report	✧ Discussion

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