Pilot Completion Report

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# **Background and Purpose**

The E-liability Institute (“ELI”) provides support and expertise to organizations interested in piloting the E-ledger methodology, on a pro bono basis. As mutually agreed upon by the pilot organization and ELI, the purpose of this Report is to summarize the objectives, design, processes, and insights from the completed pilot project, for the pilot organization, the E-liability Institute, potential pilot organizations and partners, and the general public.

# **Project Objectives[[1]](#footnote-0)**

[The pilot organization should define its overarching objective(s) for this pilot project.]

i.e., Through this pilot project, what key question(s) are you trying to answer? What problem(s) are you trying to solve?

* *“Learn how to work with our supply chain partners to develop real-time, accurate, and verifiable carbon accounting of our direct and upstream emissions.”*
* *“Identify priority areas for decarbonization innovations and investments.”*
* *“Provide internal incentive and accountability metrics for decarbonisation.”*
* *“Generate actionable data on the best practices for reducing emissions.*”

# **Project Design and Scope**

| **Project scope** |
| --- |
| Organization overview | *What is the mission of your company? What products or services do you provide?*  |
| Product(s) or service(s) selected | *What product(s) or service(s) did you select to measure carbon footprint with the E-liability approach?*  |
| Key stakeholders involved | *Who were the key stakeholders for this product or service?* *e.g., suppliers, customers, and internal business unit(s)* |
| Timeline | *How long did the project take from start to finish? What were the start and end dates?*  |
| Internal team members involved and time consumed | *Who within your organization were involved in this project?* *What were their roles in the organization and in this pilot project, respectively?* *How many people were involved?* *How much time per week was spent on pilot tasks?*  |
| External parties involved | *e.g., key suppliers, key customers, technology provider, assurance provider, environmental consultant, etc.* |

| **Project design** |
| --- |
| Why was this product or service selected? | e.g., this product has the highest carbon footprint, our customers are interested in our developing a lower-carbon alternative to the existing product, etc.  |
| Why did you involve these internal team members? | *e.g., an executive sponsor, a strong project manager, someone with on-the-ground knowledge, someone with certain specialty skills relevant to the pilot, etc.* |
| Why did you engage these external parties?  | e.g., a key supplier for a carbon-intensive raw material input, a key customer that cares about the carbon intensity of products or services it purchases, a consultant providing advice on the organization’s decarbonization journey, etc. |
| How did the project get management endorsement internally?  | e.g., a C-level executive was introduced to the E-liability approach, someone convinced senior management of a business case for this pilot, etc. |
| What was the planned data collection process? | e.g., based on existing LCA/EPD, obtain supplier data from scratch, obtain operational emissions data from scratch, etc. |

# **Processes and Results**

## **Processes to run this pilot project**

* How did you get the external data?

*e.g., obtained data from suppliers, relied on average emissions factors, etc.*

* How did you gather internal data?

*e.g., worked with on-the-ground team members that understood operating processes inside out, engaged experts that calculated emissions factors, etc.*

*e.g., The project team listed all raw materials, and all direct and indirect activities associated with the production of this product. This was aggregated as a flow chart to identify the most carbon-intensive operational activities.*

* What existing data did you leverage?

*e.g., used data from an existing LCA, used data reported under GHG Protocol, etc.*

* What type of accounting did you choose for operational emissions?

*e.g., used activity-based costing to calculate a product’s total emissions, used relative values to allocate emissions between two or more joint products, etc.*

* What calculations and analyses did you perform?

*e.g., allocated emissions between two joint products, compared emissions between two different products, amortized emissions of a capitalized asset based on units of production output over a period of time, etc.*

* What other methods were used for data collection?

*e.g., spend or inventory-based data aggregation*

* What processes and/or tools were used to aggregate and analyze data?

*e.g., Excel, SAP ERP system, internal inventory reporting models*

## **Results of the pilot**

[The pilot organization to provide example(s) of the results accomplished]

*e.g., a camouflaged data spreadsheet calculating total emissions of a product and identifying the most carbon-intensive activities; a side-by-side comparison of the carbon footprint of products A and B, or of the same product before and after certain operational changes; an analysis comparing the carbon intensity of two or more manufacturing processes*

# **Challenges, Questions, and Solutions**

## **In data collection**

e.g., how to effectively engage suppliers, how to obtain high-quality data, use of emissions factors

## **In data analysis**

e.g., modeling challenges, use of technological tools or lack thereof

## **In project management**

*e.g., securing management approval, meeting milestones / deadlines, managing data availability and security*

## **In theoretical frameworks and E-liability methodology**

*e.g., how to emissions allocation to different products, how to amortize capitalized emissions, how does carbon offsetting come into play, how to allocate emissions of waste or by-product*

# **Learnings and Insights**

## **The pilot organization’s insights**

[The pilot organization should evaluate whether it has achieved its objectives, identify the key takeaways from the pilot, and consider implications for future business decisions.]

How did this project:

* inform your conversations / sales efforts / relationship-building with your downstream customers?
* inform your conversations / change your relationship with your suppliers?
* change your purchasing or operational decisions?

What processes or decisions did you change or are thinking bout changing as a result of this project?

* from which suppliers to purchase raw material inputs
* internal carbon-intensive processes and activities
* electricity usage
* transportation emissions
* auditing and verification practices

How did you think about possibilities for scaling throughout the organization?

* to other business units
* to other goods or services

What would you have done differently?

How could the E-liability Institute better assist you or other pilot organizations in the future?

## **The E-liability Institute’s learnings**

[What did we, ELI, learn from this pilot project? What would we like to share with future pilots?]

1. This report template provides example questions and prompts for pilot organizations to consider. Not all questions are relevant for every pilot. A pilot organization should exercise judgment and answer the questions they deem relevant. [↑](#footnote-ref-0)