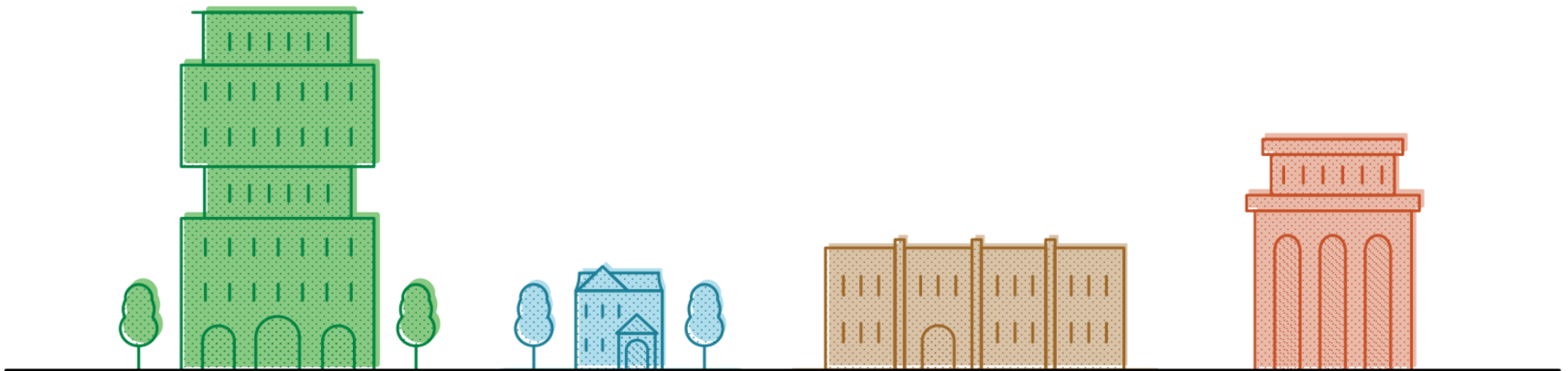


Net Zero Building Retrofit Guides

Stakeholder Responsibilities Matrix (RACI) Template

Matrix Template for Single Family Homes

Matrix Template for Commercial and Multi-Unit Residential Buildings



Stakeholder Responsibility Matrix Template for **Single Family Homes**

Stakeholder Responsibilities Matrix (RACI) Template - Single Family Homes

Use the following matrix templates to list stakeholders required for developing a net zero roadmap or executing a specific net zero retrofit project. The Responsible-Accountable-Consulted-Informed (RACI) method will indicate each stakeholder's responsibility for an action. The matrix includes additional columns to add project-specific stakeholders and additional rows to include project-specific actions that may not be listed in the template.

R = Responsible

Stakeholders who perform the action and are responsible for its completion.

A = Accountable

Stakeholders who are responsible for delegating tasks and signing off on completion of the action.

C = Consulted

Stakeholders who provide input, advice, or feedback on the action but are not required to do any work to complete it.

I = Informed

Stakeholders who are kept up-to-date on the progress of the action but the action does not require their input.

Contents

RACI Matrix - Net Zero Roadmap Development - **Example for reference**

RACI Matrix - Net Zero Retrofit Project Specific - **Example for reference**

RACI Matrix - Net Zero Roadmap Development - **Blank template**

RACI Matrix - Net Zero Retrofit Project Specific - **Blank template**

RACI Matrix - Net Zero Roadmap Development

Use this matrix tool during the development of a net zero roadmap. Identify the key stakeholders who should be involved and the actions required to develop the roadmap. Then, populate the matrix with the RACI icons to define each stakeholder's specific roles for each action.

R = Responsible
 A = Accountable
 C = Consulted
 I = Informed

1 Customize the stakeholders list for the building's net zero roadmap development as needed.

Stakeholder:	Building Owner	Sustainability Advisor	Contractor	Architects/ Engineers	Utility Provider
2 Customize the action list	3 Customize the responsibilities for each stakeholder as needed				
Define Goals & Targets	R	-	-	-	-
Build a Support Team	R	C	C	C	C
Understand the Current State	A	R	I	R	-
Create a Plan	A	R	C	C	I
Build a Business Case	A	R	C	C	-
Sign Off	R	I	-	-	-

RACI Matrix - Net Zero Retrofit Project Specific

Use this matrix template for a specific net zero retrofit project. Identify the key stakeholders who should be involved and the actions required to complete the project. Then, populate the matrix with the RACI icons to define each stakeholder's specific roles for each action.

Duplicate this table for each net zero retrofit project you initiate.

R = Responsible
 A = Accountable
 C = Consulted
 I = Informed

Selected Retrofit:

Electric Boilers

1 Customize the stakeholders list for the building's net zero retrofit project as needed.

Stakeholder:	Building Owner	Sustainability Advisor	Contractor	Architects/Engineers	Utility Provider	Inspector/Commissioner
2 Customize the action list	3 Customize the responsibilities for each stakeholder as needed					
Design & Planning	A	C	C	R	I	-
Acquire Funding	R	I	I	I	-	-
Obtain Permits	A	-	R	R	C	A
Hire Qualified Workers	A	-	R	-	-	-
Implement Retrofit Measures	A	I	R	C	C	-
Test and Commission	A	-	I	I	-	R
Monitor Post-retrofit	R	I	I	-	-	-
Sign-off	A	I	R	I	-	-

RACI Matrix - Net Zero Roadmap Development

Use this matrix tool during the development of a net zero roadmap. Identify the key stakeholders who should be involved and the actions required to develop the roadmap. Then, populate the matrix with the RACI icons to define each stakeholder's specific roles for each action.

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

1 Customize the stakeholders list for the building's net zero roadmap development as needed.

[illegible]

Duplicate this table for each net zero retrofit project you initiate.

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

1 Customize the stakeholders list for the building's net zero retrofit project as needed.

[illegible]

Stakeholder Responsibility Matrix Template for
**Commercial &
Multi-Unit Residential Buildings**

Stakeholder Responsibilities Matrix (RACI) Template - Commercial & Multi-Unit Residential Building

Use the following matrix templates to list stakeholders required for developing a net zero roadmap or executing a specific net zero retrofit project. The Responsible-Accountable-Consulted-Informed (RACI) method will indicate each stakeholder's responsibility for an action. The matrix includes additional columns to add project-specific stakeholders and additional rows to include project-specific actions that may not be listed in the template.

R = Responsible

Stakeholders who perform the action and are responsible for its completion.

A = Accountable

Stakeholders who are responsible for delegating tasks and signing off on completion of the action.

C = Consulted

Stakeholders who provide input, advice, or feedback on the action but are not required to do any work to complete it.

I = Informed

Stakeholders who are kept up-to-date on the progress of the action but the action does not require their input.

Contents

RACI Matrix - Net Zero Roadmap Development - **Example for reference**

RACI Matrix - Net Zero Retrofit Project Specific - **Example for reference**

RACI Matrix - Net Zero Roadmap Development - **Blank template**

RACI Matrix - Net Zero Retrofit Project Specific - **Blank template**

RACI Matrix - Net Zero Roadmap Development

Use this matrix tool during the development of a net zero roadmap. Identify the key stakeholders who should be involved and the actions required to develop the roadmap. Then, populate the matrix with the RACI icons to define each stakeholder's specific roles for each action.

R = Responsible **A** = Accountable **C** = Consulted **I** = Informed

1 Customize the stakeholders list for the building's net zero roadmap development as needed.

Stakeholder:	Approval Board	Building Owner	Building Operator	Building Auditor	Occupants	Utility Provider	Sustainability Consultants
2 Customize the action list	3 Customize the responsibilities for each stakeholder as needed						
Define Goals & Targets	C	A	C	I	I	I	A
Build a Support Team	I	R	C	I	-	-	C
Understand the Current State	I	A	C	R	-	-	I
Create a Plan	C	A	C	-	-	C	R
Outline Timeline & Key Milestones	I	A	C	-	I	I	R
Build a Business Case	C	A	-	-	-	-	R
Sign Off	R	A	-	-	-	-	I

RACI Matrix - Net Zero Retrofit Project Specific

Use this matrix template for a specific net zero retrofit project. Identify the key stakeholders who should be involved and the actions required to complete the project. Then, populate the matrix with the RACI icons to define each stakeholder's specific roles for each action.

Duplicate this table for each net zero retrofit project you initiate.

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 A = Accountable
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 I = Informed

Selected Retrofit:

Electric Boilers

1 Customize the stakeholders list for the building's net zero retrofit project as needed.

Stakeholder:	Approval Board	Building Owner	Building Operator	Designers	Contractor	Occupants	Utility Provider	Sustainability Consultant	Commissioning Agent
2 Customize the action list	3 Customize the responsibilities for each stakeholder as needed								
Design & Planning	C	A	I	R	I	I	C	R	I
Acquire Funding	I	A	-	I	-	-	-	I	-
Obtain Permits	I	A	-	R	I	-	I	I	-
Implement Retrofit Measures	I	A	R	C	R	I	C	I	-
Commissioning	I	A	C	I	I	-	-	I	R
Monitor Post-retrofit	I	A	R	C	C	I	C	I	I
Sign-off	R	A	-	C	C	-	-	I	-

RACI Matrix - Net Zero Roadmap Development

Use this matrix tool during the development of a net zero roadmap. Identify the key stakeholders who should be involved and the actions required to develop the roadmap. Then, populate the matrix with the RACI icons to define each stakeholder's specific roles for each action.

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[illegible]

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1 Customize the stakeholders list for the building's net zero retrofit project as needed.

[illegible]