

CDP Transition Plan Assessment Rubric

v0.2

HOW TO USE WITH AN AI MODEL

Upload this PDF together with the transition plan PDF in a single message to your AI model (ChatGPT GPT-4o, Claude Sonnet, or Gemini 1.5 Pro). Then use the prompt below. The model will read the rubric definitions from this document and apply them to the transition plan.

RECOMMENDED PROMPT

You are an investor-grade CDP-aligned climate transition plan assessor.

INPUTS:

1. The uploaded transition plan PDF
2. This rubric PDF

TASK: Assess the transition plan strictly against the 26 criteria in this rubric.

EVALUATION RULES:

- PASS requires meeting the full WHAT_PASS_LOOKS_LIKE definition
- If QUANT_REQUIRED = YES and no numerical disclosure is present -> downgrade to PARTIAL
- If FIN_LINK_REQUIRED = YES and no financial linkage is disclosed -> downgrade to PARTIAL
- If modelling assumptions are required but not explicitly disclosed -> MISSING
- Do not infer beyond explicit disclosure
- Use KEYWORDS_TO_FIND to guide where to look in the document
- Narrative-only statements where quantification is required must not receive PASS

FOR EACH CRITERION RETURN:

check_id | category | status (PASS/PARTIAL/MISSING)
evidence_quote (max 25 words, verbatim) | evidence_location (page or section)
gap_explanation (1 sentence) | improvement_recommendation (1-2 bullets)

STRICT RULES:

- If you cannot quote evidence directly -> status must be MISSING
- PASS requires at least one direct evidence_quote
- Do NOT invent numbers, commitments, governance structures, or financial data
- Apply CREDIBILITY_TEST logic for each criterion

OUTPUT FORMAT: Return results as CSV with header:

check_id,category,status,evidence_quote,evidence_location,gap_explanation,improvement_recommendation

SCORING SCALE

PASS	Fully meets the criterion. All required elements present and specific.
PARTIAL	Topic addressed but one or more required elements missing — typically quantification, scope, or specificity.
MISSING	Not addressed, or mentioned in name only. No direct evidence quote possible.

THE 26 CRITERIA

TP-01 Board oversight of transition plan		Governance
WHAT_PASS_LOO KS_LIKE	Board has defined oversight role + frequency + responsibilities	
CREDIBILITY_TEST	Must disclose review frequency AND scope of oversight	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Oversight mentioned but vague	
WHAT_MISSING_L OOKS_LIKE	No governance structure described	
KEYWORDS_TO_FI ND	board, oversight, governance, committee	
SEVERITY	High	
TP-02 Transition ambition clearly defined		Strategy
WHAT_PASS_LOO KS_LIKE	Explicit long-term ambition with scope coverage AND residual emissions treatment defined	
CREDIBILITY_TEST	Downgrade if residual treatment unclear	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Ambition stated but scope coverage unclear	
WHAT_MISSING_L OOKS_LIKE	No defined long-term ambition	
KEYWORDS_TO_FI ND	net zero, ambition, long-term, coverage, residual	
SEVERITY	High	
TP-03 Targets quantified with base year and target year		Targets
WHAT_PASS_LOO KS_LIKE	Scope + % reduction + base year + target year all clearly stated in one consolidated target	
CREDIBILITY_TEST	Missing any one element = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	One or more required elements missing	
WHAT_MISSING_L OOKS_LIKE	Target vague or narrative-only	
KEYWORDS_TO_FI ND	%, reduction, base year, target year, scope 1, scope 2	
SEVERITY	High	

TP-04 Capex aligned with decarbonization levers		Financial planning
WHAT_PASS_LOO KS_LIKE	% of total CapEx aligned OR quantified investment magnitude disclosed	
CREDIBILITY_TEST	Narrative without numbers = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	Yes	
WHAT_PARTIAL_L OOKS_LIKE	Investment mentioned but not linked to levers	
WHAT_MISSING_L OOKS_LIKE	No capital alignment described	
KEYWORDS_TO_FI ND	capex, investment, funding, allocated, billion, million	
SEVERITY	High	

TP-05 Transition risks identified and mitigated		Risk
WHAT_PASS_LOO KS_LIKE	Key transition risks listed with mitigation actions and ownership	
CREDIBILITY_TEST	Risk without mitigation = PARTIAL	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRE D	Yes	
WHAT_PARTIAL_L OOKS_LIKE	Risks mentioned without mitigation strategy	
WHAT_MISSING_L OOKS_LIKE	No risk discussion	
KEYWORDS_TO_FI ND	risk, mitigation, transition risk, regulatory, carbon price	
SEVERITY	Medium	

TP-06 Executive accountability defined		Governance
WHAT_PASS_LOO KS_LIKE	Named executive responsible with mandate and reporting line disclosed	
CREDIBILITY_TEST	If role implied but unnamed = PARTIAL	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Accountability implied but not clearly assigned	
WHAT_MISSING_L OOKS_LIKE	No executive accountability defined	
KEYWORDS_TO_FI ND	executive, responsibility, accountable, leadership, chief	
SEVERITY	High	

TP-07 Incentives linked to climate objectives		Governance
WHAT_PASS_LOO KS_LIKE	Executive remuneration includes quantified climate KPI AND weighting disclosed	
CREDIBILITY_TEST	KPI without weighting = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Climate KPIs mentioned but not tied to incentives	
WHAT_MISSING_L OOKS_LIKE	No incentive linkage described	
KEYWORDS_TO_FI ND	remuneration, incentive, KPI, compensation, variable pay, bonus	
SEVERITY	Medium	

TP-08 Transition plan integrated into business strategy		Strategy
WHAT_PASS_LOO KS_LIKE	Evidence of integration into capital planning OR strategic decision processes	
CREDIBILITY_TEST	Narrative positioning only = PARTIAL	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRE D	Yes	
WHAT_PARTIAL_L OOKS_LIKE	Mentioned but not clearly integrated	
WHAT_MISSING_L OOKS_LIKE	Treated as standalone sustainability narrative	
KEYWORDS_TO_FI ND	strategy, integration, business model, capital allocation, decision	
SEVERITY	High	

TP-09 Clear short, medium, and long-term milestones		Strategy
WHAT_PASS_LOO KS_LIKE	Defined milestones across multiple time horizons with dates	
CREDIBILITY_TEST	Only one time horizon = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Timeframes mentioned but incomplete	
WHAT_MISSING_L OOKS_LIKE	No time horizon structure	
KEYWORDS_TO_FI ND	short term, medium term, long term, milestone, 2025, 2030, 2040, 2050	
SEVERITY	Medium	

TP-10	Scope coverage clearly stated	Targets
WHAT_PASS_LOO KS_LIKE	All material Scope 1, 2 and relevant Scope 3 categories explicitly covered	
CREDIBILITY_TEST	Scope 3 partial coverage = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Some scopes mentioned but incomplete	
WHAT_MISSING_L OOKS_LIKE	Scope coverage unclear	
KEYWORDS_TO_FI ND	scope 1, scope 2, scope 3, categories, value chain, upstream	
SEVERITY	High	

TP-11	Interim targets defined	Targets
WHAT_PASS_LOO KS_LIKE	Interim milestones between base year and 2030 disclosed	
CREDIBILITY_TEST	Only long-term target = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Only long-term target stated	
WHAT_MISSING_L OOKS_LIKE	No interim targets	
KEYWORDS_TO_FI ND	interim, milestone, 2025, 2027, 2028, near-term	
SEVERITY	High	

TP-12	Assumptions underlying targets disclosed	Targets
WHAT_PASS_LOO KS_LIKE	Growth, demand, grid, technology and boundary assumptions disclosed	
CREDIBILITY_TEST	If modelling assumptions absent = MISSING	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	Yes	
WHAT_PARTIAL_L OOKS_LIKE	Assumptions referenced but not detailed	
WHAT_MISSING_L OOKS_LIKE	No assumptions described	
KEYWORDS_TO_FI ND	assumption, scenario, modelling, grid, demand, growth rate	
SEVERITY	High	

TP-13	Key abatement levers identified	Decarbonization levers
WHAT_PASS_LOO KS_LIKE	Major emissions drivers mapped to specific decarbonization levers	
CREDIBILITY_TEST	No mapping to emissions drivers = PARTIAL	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Levers mentioned but not linked to emissions sources	
WHAT_MISSING_L OOKS_LIKE	No structured lever breakdown	
KEYWORDS_TO_FI ND	electrification, efficiency, renewables, fuel switch, heat pump, CCS	
SEVERITY	High	

TP-14	Quantification of lever impact	Decarbonization levers
WHAT_PASS_LOO KS_LIKE	Each major lever includes estimated emission contribution	
CREDIBILITY_TEST	Narrative without numbers = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	Yes	
WHAT_PARTIAL_L OOKS_LIKE	Some quantification but incomplete	
WHAT_MISSING_L OOKS_LIKE	No quantification of levers	
KEYWORDS_TO_FI ND	MtCO2, tCO2, reduction, contribution, abatement, impact	
SEVERITY	High	

TP-15	Scope 3 engagement strategy described	Value chain
WHAT_PASS_LOO KS_LIKE	Supplier/customer engagement plan with measurable coverage (e.g. % spend)	
CREDIBILITY_TEST	No measurable coverage metric = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	Yes	
WHAT_PARTIAL_L OOKS_LIKE	Engagement mentioned but vague	
WHAT_MISSING_L OOKS_LIKE	No value chain engagement described	
KEYWORDS_TO_FI ND	supplier, procurement, engagement, customer, spend, coverage	
SEVERITY	High	

TP-16 Policy engagement alignment		Value chain
WHAT_PASS_LOOKS_LIKE	Public policy positions aligned AND review of trade associations disclosed	
CREDIBILITY_TEST	Alignment claim without evidence = PARTIAL	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRED	No	
WHAT_PARTIAL_LOOKS_LIKE	Policy stance unclear or neutral	
WHAT_MISSING_LOOKS_LIKE	No policy engagement discussion	
KEYWORDS_TO_FIND	policy, advocacy, lobbying, trade association, regulation	
SEVERITY	Medium	

TP-17 Financial risks and opportunities quantified		Financial planning
WHAT_PASS_LOOKS_LIKE	Transition-related financial impacts quantified in monetary terms	
CREDIBILITY_TEST	Narrative-only financial discussion = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRED	Yes	
WHAT_PARTIAL_LOOKS_LIKE	Financial impact referenced but not quantified	
WHAT_MISSING_LOOKS_LIKE	No financial impact discussion	
KEYWORDS_TO_FIND	financial impact, risk, opportunity, revenue, cost, stranded	
SEVERITY	High	

TP-18 Capital allocation process explained		Financial planning
WHAT_PASS_LOOKS_LIKE	Formal governance process for approving transition investments described	
CREDIBILITY_TEST	Process implied but unclear = PARTIAL	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRED	Yes	
WHAT_PARTIAL_LOOKS_LIKE	Process mentioned but unclear	
WHAT_MISSING_LOOKS_LIKE	No capital decision framework described	
KEYWORDS_TO_FIND	allocation, approval, investment process, governance, committee	
SEVERITY	Medium	

TP-19 Sensitivity / scenario analysis disclosed		Risk
WHAT_PASS_LOO KS_LIKE	1.5C-aligned scenario analysis AND sensitivity analysis disclosed	
CREDIBILITY_TEST	Scenario without sensitivity = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	Yes	
WHAT_PARTIAL_L OOKS_LIKE	Scenario mentioned but not analyzed	
WHAT_MISSING_L OOKS_LIKE	No scenario analysis	
KEYWORDS_TO_FI ND	scenario, sensitivity, stress test, 1.5, 2 degree, NZE, IEA	
SEVERITY	High	

TP-20 KPIs defined for tracking progress		Metrics & monitoring
WHAT_PASS_LOO KS_LIKE	Specific metrics defined with reporting cadence and ownership	
CREDIBILITY_TEST	KPIs without cadence = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Metrics mentioned but no cadence	
WHAT_MISSING_L OOKS_LIKE	No monitoring framework	
KEYWORDS_TO_FI ND	KPI, metric, monitoring, reporting, dashboard, quarterly, annual	
SEVERITY	High	

TP-21 Data governance described		Metrics & monitoring
WHAT_PASS_LOO KS_LIKE	Data ownership, validation, internal controls disclosed	
CREDIBILITY_TEST	Governance vague = PARTIAL	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRE D	Yes	
WHAT_PARTIAL_L OOKS_LIKE	Governance mentioned but vague	
WHAT_MISSING_L OOKS_LIKE	No data governance structure	
KEYWORDS_TO_FI ND	data governance, validation, internal control, audit, assurance	
SEVERITY	Medium	

TP-22 Public disclosure commitment stated		Accountability
WHAT_PASS_LOO KS_LIKE	Commitment to regular, transparent disclosure with frequency defined	
CREDIBILITY_TEST	Disclosure without frequency = PARTIAL	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Disclosure mentioned but irregular	
WHAT_MISSING_L OOKS_LIKE	No disclosure commitment	
KEYWORDS_TO_FI ND	disclosure, transparency, reporting, annual, CDP, TCFD, CSRD	
SEVERITY	Medium	

TP-23 Transition risks prioritized		Risk
WHAT_PASS_LOO KS_LIKE	Risks ranked or prioritized by likelihood and impact	
CREDIBILITY_TEST	Risks listed but not prioritized = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	Yes	
WHAT_PARTIAL_L OOKS_LIKE	Risks listed but not prioritized	
WHAT_MISSING_L OOKS_LIKE	No prioritization approach	
KEYWORDS_TO_FI ND	likelihood, impact, ranking, priority, material, heat map	
SEVERITY	Medium	

TP-24 Workforce and social considerations addressed		Just transition
WHAT_PASS_LOO KS_LIKE	Workforce impacts, reskilling plans and measurable commitments disclosed	
CREDIBILITY_TEST	Narrative-only workforce mention = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRE D	No	
WHAT_PARTIAL_L OOKS_LIKE	Workforce mentioned briefly	
WHAT_MISSING_L OOKS_LIKE	No social dimension discussed	
KEYWORDS_TO_FI ND	workforce, reskilling, retraining, social, community, jobs	
SEVERITY	Low	

TP-25 External assurance or validation referenced		Credibility
WHAT_PASS_LOOKS_LIKE	Independent review, SBTi validation OR third-party assurance clearly scoped	
CREDIBILITY_TEST	Validation unclear scope = PARTIAL	
QUANT_REQUIRED	No	
FIN_LINK_REQUIRED	Yes	
WHAT_PARTIAL_LOOKS_LIKE	Validation referenced but unclear scope	
WHAT_MISSING_LOOKS_LIKE	No validation or assurance referenced	
KEYWORDS_TO_FIND	assurance, verification, SBTi, audit, third-party, independent	
SEVERITY	Medium	

TP-26 Total cost of transition disclosed		Financial planning
WHAT_PASS_LOOKS_LIKE	Estimated cumulative investment required to reach target disclosed	
CREDIBILITY_TEST	Investment referenced but no total estimate = PARTIAL	
QUANT_REQUIRED	Yes	
FIN_LINK_REQUIRED	Yes	
WHAT_PARTIAL_LOOKS_LIKE	Investment referenced but no total estimate	
WHAT_MISSING_LOOKS_LIKE	No disclosure of cost of transition	
KEYWORDS_TO_FIND	investment, cost, cumulative, total, billion, capital required	
SEVERITY	High	