30-Day Mandatory Assurance Readiness Kickstart

A structured checklist for COOs and operational leaders to assess internal controls, identify data gaps, and prepare for Singapore's upcoming mandatory sustainability assurance (ISSA 5000), without disrupting daily operations.

Week 1

Education & Executive Alignment

Week 2

Gap Assessment & Infrastructure Audit

Week 3

Resource & Financial Planning

Week 4

Board Approval & Project Launch

Week 1: Education & Executive Alignment

01

Share Assurance Readiness Requirements

Distribute the compliance roadmap and ISSA 5000 requirements with your CEO, CFO, and Board of Directors.

02

Align the Leadership Team

Schedule a **2-hour executive alignment workshop** to ensure everyone understands the operational and financial implications.

03

Appoint Leadership

Assign a dedicated **executive sponsor** and a **project owner** to lead the transformation.

Week 2: Gap Assessment & Infrastructure Audit

01

Audit CurrentProcesses

Conduct a rapid gap assessment of your existing sustainability data collection processes.

02

Identify Critical Data Gaps

Compare current data against ISSA 5000 requirements, pinpointing your **top 3 critical gaps**.

03

Map Emissions Sources

Clearly map all **Scope 1, Scope 2, and Scope 3** greenhouse gas emissions sources.

04

Evaluate Internal Controls

Assess the maturity of current internal controls to determine if they can withstand an external audit.

05

Draft Initial Costs

Generate a rough cost estimate for the required operational upgrades.

Weeks 3 & 4: Planning, Funding & Launch

Week 3: Resource & Financial Planning

Draft the Project Charter

Develop your official project charter for the upcoming transformation.

Calculate Total Implementation Costs

Detail the expected budget for new **technology**, internal personnel (FTEs), and **external consultants**.

Build the Business Case

Create a board-ready budget proposal showcasing expected **ROI,** including energy cost reductions and efficiency gains.

Strategise Funding

Research eligibility for the **Enterprise Development Grant (EDG)** and the **Company Training Committee (CTC)** grant, stackable to cover up to **70% of eligible costs**.

Week 4: Board Approval & Project Launch

01

Secure Buy-In

Present the final budget proposal and operational roadmap to the board for official approval.

02

Begin Vendor Selection

Initiate the selection process for assurance providers, ESG technology platforms, or implementation consultants.

03

Launch the Roadmap

Kick off **Day 1** of your official **90-day system- building and testing roadmap**.

Grant Stacking Opportunity: The EDG and CTC grants can be combined to cover up to **70% of eligible implementation and capability-building costs**. Research your eligibility early to maximise funding before committing to vendor contracts.

30

Days to Readiness

Structured kickstart timeline from education to project launch

4

Action Weeks

Align, assess, plan, and launch, one focused sprint per week

70%

Grant Coverage

Potential cost offset via stackable EDG and CTC government grants

90

Day Follow-On

System-building and testing roadmap begins immediately after launch