# SITM Project Audit Toolkit – SaaS & API Tools

This toolkit provides everything you need to run a project-level sustainability audit using the Sustainable IT Manifesto (SITM) Framework. It includes a structured checklist, scoring rubric, and space for reflection. Tailored for SaaS tools and API-based services.

## Toolkit Overview

Use this toolkit to evaluate an individual digital product or service across the four pillars of the SITM Framework:

* - Awareness
* - Conscious Design
* - Enablement
* - Empowerment

Each section includes focus areas, audit questions, artifacts to review, and a scoring section to identify strengths and gaps.

## Scoring Rubric

Use the following rubric to rate each pillar on a 1–5 scale:

* 1 – No awareness or action in this area
* 2 – Some awareness, limited action
* 3 – Standard practice includes partial coverage
* 4 – Comprehensive approach with good integration
* 5 – Fully embedded and continuously improved

## How to Use This Toolkit

* 1. Assign a facilitator and cross-functional team to conduct the audit.
* 2. Review each pillar and respond to the audit questions.
* 3. Gather evidence and examples that support your self-assessment.
* 4. Record scores and comments.
* 5. Discuss and prioritize action steps.
* 6. Repeat quarterly or as part of project retrospectives or design reviews.

## 1. Awareness – Aware Hedgehog

### Focus Areas

* • Cloud infrastructure energy use and carbon footprint
* • API call frequency and computational load
* • Storage, bandwidth, and data transfer impacts
* • Third-party service footprint

### Key Audit Questions

* • Do we monitor or estimate the carbon and energy impact of infrastructure usage?
* • Do we track the environmental impact of high-traffic API endpoints or background jobs?
* • Are we aware of sustainability practices of third-party services we depend on?

### Artifacts or Evidence to Review

* • Cloud Carbon Footprint reports
* • Analytics logs for API endpoints
* • Sustainability disclosures from third-party services

### Score (1–5):

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### Comments / Action Steps:

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## 2. Conscious Design – Conscious Butterfly

### Focus Areas

* • System architecture and design
* • Data retention and storage efficiency
* • Feature impact and usage control
* • Responsible defaults in UI and APIs

### Key Audit Questions

* • Is our system designed to minimize compute and storage needs?
* • Do we include sustainability in design and planning discussions?
* • Can users adjust how resource-intensive features behave?

### Artifacts or Evidence to Review

* • Architecture diagrams and trade-off docs
* • Database usage and retention policies
* • Toggleable features, dark mode, lightweight modes

### Score (1–5):

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### Comments / Action Steps:

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## 3. Enablement – Enabled Fox

### Focus Areas

* • Green practices integrated into CI/CD pipelines
* • Development team training and documentation
* • Tooling for performance and resource benchmarking

### Key Audit Questions

* • Are developers trained to recognize and reduce digital waste?
* • Are our pipelines checking for unnecessary bloat or inefficiency?
* • Do we test the resource cost of new features or releases?

### Artifacts or Evidence to Review

* • CI/CD scripts, GitHub actions
* • Training decks or guides
* • Impact dashboards, performance regression tests

### Score (1–5):

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### Comments / Action Steps:

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## 4. Empowerment – Empowered Tortoise

### Focus Areas

* • Encouraging sustainable leadership at all levels
* • Sharing and celebrating sustainability improvements
* • Open source contributions or community engagement

### Key Audit Questions

* • Are team members empowered to lead sustainability efforts?
* • Do we recognize and reward progress on green goals?
* • Do we share tools or learnings with the broader tech community?

### Artifacts or Evidence to Review

* • Presentations, internal blog posts
* • Recognition programs or contributor lists
* • Open source repos, talks, or case studies

### Score (1–5):

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### Comments / Action Steps:

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