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| ACT Government Logo |  **Business Case for Project Development Funding**  |

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| --- | --- |
| **Project name:** |  |
| **Brief description:** |  |
| **Funding requested ($’000):** |  |
| **Total FTE impact (no.):** |  |
| **Sponsoring Agency:** |  |
| **Sponsoring Minister and Ministerial Portfolio:** |  |
| **Contact officer:** |  |

**Sign-off**

|  |  |
| --- | --- |
| Sponsoring Agency: |  |
|  | ***Print Name*** |
|  |  |
|  | ***Signature*** |

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# Guide to using the template

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| * Normally, Agencies should use their own resources and recurrent funding to develop project Business Cases
* However, some, generally complex, projects (likely to be in Tier 1), require significant resources to undertake the front-end planning and due diligence work to build a comprehensive Business Case to justify a capital project, including activities such as:
	+ Undertaking a detailed feasibility study
	+ Developing a concept design and robust cost estimates
	+ Developing and writing the Business Case for the capital project.
* Agencies may request funding to undertake these activities and progress a project through part or all of **Stage 1** and **Stage** **2** of the *Capital Framework* through a Business Case for Project Development Funding. The Project Team should use this template to develop such a Business Case
* A Business Case for Project Development Funding requires the Project Team to outline:
	+ Key project characteristics
	+ The reason for the Project Development Funding request
	+ Information on how the project will be developed.
* The Sponsoring Agency should use its own resources (in consultation with other relevant agencies such as MPC) to develop the Business Case for Project Development Funding
* ‘**Key questions/instructions’** purple boxes are included at the beginning of each section in this template. The Project Team should answer the key questions provided in these boxes in each section
* ‘**Key messages’** grey boxes are included at the beginning of each section in this template. The Project Team should use these boxes to highlight the key messages of each section
* In completing this template, the Project Team should:
	+ Answer the ‘key questions’
	+ Use the headings, sub-headings and tables that have been provided to guide the development of the Business Case for Project Development Funding
	+ Use charts or diagrams to convey information where appropriate
	+ Summarise the key points in each section in the ‘key messages’ boxes at the beginning of each section
	+ *Delete* the ‘key questions/instructions’ boxes from the final version of the Business Case for Project Development Funding.
* The Project Team must ensure that the necessary approvals and advice have been sought before submitting the Business Case for Project Development Funding, including a sign-off from the Sponsoring Agency.
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# Executive summary

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| The Project Team should provide a succinct summary of the Business Case for Project Development Funding, including an outline of the funding that the Project Team is requesting. The Project Team is required to complete Table 1: Financial impacts summary ($’000, nominal) in this section as shown below. This table should summarise the financial impact of the project development only, not the impact of the delivered project. *The Project Team should delete this box from the final version of the Business Case for Project Development Funding.*  |

Table 1: Financial impacts summary ($’000, nominal)[[1]](#footnote-2)

|  | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | Total |
| --- | --- | --- | --- | --- | --- | --- |
| Capital impacts |
| Capital injection |  |  |  |  |  |  |
| Capital inflows  |  |  |  |  |  |  |
| Capital offset – existing provision |  |  |  |  |  |  |
| Expense impacts |
| Expenses  |  |  |  |  |  |  |
| Expenses – offsets |  |  |  |  |  |  |
| Expenses – offsets – existing provision |  |  |  |  |  |  |
| Depreciation  |  |  |  |  |  |  |
| Revenue/Commonwealth contribution/savings impacts |
| Revenue |  |  |  |  |  |  |
| Commonwealth contribution |  |  |  |  |  |  |
| Savings |  |  |  |  |  |  |
| Staffing impact |
| Total additional FTEs (no.) |  |  |  |  |  |  |

# Project context

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| --- |
| **Key questions that the Project Team must answer in this section:**  |
| ***Note to the Project Team – this section relates to the capital project and NOT the Project Development Funding activities.**** What is the overall statement of need for the project? The Project Team should append the project’s Investment Logic Map (ILM) to this Business Case if it has produced one.
* What are the characteristics of the project and how do they address the need?
* What is the expected capital value of the project? Although this figure is indicative at this stage, it should include an appropriate contingency allowance.
* What is the indicative Tier of the project, considering the preliminary risk assessment and expected capital value of the project?
* What *Capital Framework* activities have been undertaken to date for the project?
* What engagement has the Project Team undertaken with stakeholders in relation to this project to date?
* The Project Team should provide indicative information (where available) on the following:
	+ What are the potential delivery model options, based on the project’s characteristics?
	+ What is the indicative timeline of project delivery and operations?
* How does the project align with (and contribute to) Government and Agency commitments, policies, strategic vision and objectives, including the Wellbeing Framework? The Project Team should append a copy of the [Wellbeing Impact Assessment](https://www.act.gov.au/wellbeing/wellbeing-framework/embedding-wellbeing) if one has been undertaken for the project.
* Does the project provide synergies, benefits or efficiencies with other existing or planned projects, Programs or Precincts? If so, please explain.

The Project Team may refer to the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case) for developing these sections of a Business Case.*The Project Team should delete this box from the final version of the Business Case for Project Development Funding.* |

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| **Key messages** |
| * The Project Team should include an overview of the key messages
 |

## Project characteristics

### Needs analysis for the project

### Indicative capital value, risk assessment and Tier

### Project background

### Stakeholder engagement to date

### Potential delivery models

### Indicative project timeline

Table 2: Indicative project timeline

|  |  |
| --- | --- |
| Milestones | Date to be completed |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Final completion date** |  |

## Strategic and policy alignment

### Alignment with Government commitments and policies

### Alignment with other projects, Programs and Precincts

### Alignment to Wellbeing Framework domains and indicators

# Project development options

|  |
| --- |
| **Key questions that the Project Team must answer in this section:** |
| ***Note to the Project Team – this section relates to the Project Development Funding activities and NOT the capital project.**** What are the range of options (including funding sources) available to progress the project through **Stage 2 - Prove** of the *Capital Framework,* including the timing of this progress?

*The Project Team should delete this box from the final version of the Business Case for Project Development Funding.* |

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| **Key messages** |
| * The Project Team should include an overview of the key messages
 |

## Project development options

# Planned stakeholder engagement and consultation

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| **Key questions that the Project Team must answer in this section:**  |
| ***Note to the Project Team – this section largely relates to the Project Development Funding activities and NOT the capital project.**** Who are the stakeholders over this project’s development?
* What is the plan for future stakeholder engagement and consultation through **Stage 2 - Prove**?

The Project Team is recommended to use the table in Section 4.1 to structure the information required for this section of the Business Case for Project Development Funding. The Project Team may refer to the [Stakeholder Engagement Plan Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case/stakeholder-engagement-plan) for developing this section of a Business Case, which is similar to the information the Project Team is required to provide in this section of the Business Case for Project Development Funding.*The Project Team should delete this box from the final version of the Business Case for Project Development Funding.* |

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| **Key messages** |
| * The Project Team should include an overview of the key messages
 |

## Key stakeholders

Table 3: Stakeholders

|  |  |
| --- | --- |
| Question | Description |
| Who is the Sponsoring Minister for this project?  |  |
| What is Government’s involvement and interest in this project? Which Agencies are directly involved in or affected by this project? Have they been consulted to date? |  |
| What is the community’s involvement and interest in this project?  |  |
| Are there any other key stakeholders or third parties that should be consulted during the development of this project?  |  |
| What is the plan for future stakeholder engagement and consultation during the project’s development? |  |

## Stakeholder engagement and consultations planned

# Approach

|  |
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| **Key questions that the Project Team must answer in this section:**  |
| ***Note to the Project Team – this section largely relates to the Project Development Funding activities and NOT the capital project.**** What are the key deliverables, milestones and timeframes, including key decisions and approval points for the Project Development Funding activities?
* What are the proposed governance arrangements for the project’s development through **Stage 2 – Prove**?
* What are the Project Team resources that are required for the project’s development through **Stage 2 – Prove**?

It is recommended that the Project Team seek to use visuals, figures or tables where possible to display the key timetables and deliverables. *The Project Team should delete this box from the final version of the Business Case for Project Development Funding.* |

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| **Key messages** |
| * The Project Team should include an overview of the key messages
 |

## Key deliverables and timetable

## Governance

## Project Team resources

# Funding request

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| **Key questions that the Project Team must answer in this section:**  |
| ***Note to the Project Team – this section relates to the Project Development Funding activities and NOT the capital project.**** What is the cost estimate of the Project Development activities and what are the key components of this?
* What is the requirement for internal FTE and external advisors?
* Are there other funding sources or sources of offsets that could be investigated?
* How does the preliminary cost estimate compare to other similar Project Development Funding Business Case estimates (if available)?

*The Project Team should delete this box from the final version of the Business Case for Project Development Funding.* |

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| **Key messages** |
| * The Project Team should include an overview of the key messages
 |

## Funding requested

Table 4: Financial impacts summary ($’000, nominal)[[2]](#footnote-3)

|  | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | Total |
| --- | --- | --- | --- | --- | --- | --- |
| Capital impacts |
| Capital injection |  |  |  |  |  |  |
| Capital inflows  |  |  |  |  |  |  |
| Capital offset – existing provision |  |  |  |  |  |  |
| Expense impacts |
| Expenses  |  |  |  |  |  |  |
| Expenses – offsets |  |  |  |  |  |  |
| Expenses – offsets – existing provision |  |  |  |  |  |  |
| Depreciation  |  |  |  |  |  |  |
| Revenue/Commonwealth contribution/savings impacts |
| Revenue |  |  |  |  |  |  |
| Commonwealth contribution |  |  |  |  |  |  |
| Savings |  |  |  |  |  |  |
| Staffing impact |
| Total additional FTEs (no.) |  |  |  |  |  |  |

## Other funding sources / offsets

## Comparable unit costs

# Risks and sensitivities

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| --- |
| **Key questions that the Project Team must answer in this section:**  |
| ***Note to the Project Team – this section relates to the Project Development Funding activities and NOT the capital project.**** What are the key risks and sensitivities associated with the project’s development process through **Stage 2 – Prove** set out in this Business Case for Project Development Funding?
* What are the proposed mitigation strategies?

The Project Team may develop a Risk Register to document the key risks and sensitives and proposed mitigation strategies associated with the Project Development Funding activities. Where developed, the Risk Register should be appended to this Business Case. *The Project Team should delete this box from the final version of the Business Case for Project Development Funding.* |

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| **Key messages** |
| * The Project Team should include an overview of the key messages
 |

## Key risks and sensitivities

Appendices

The Project Team may attach supporting information to the Business Case for Project Developing Funding as required. Example attachments may include:

* Reports undertaken to date
* Any initial Wellbeing Impact Assessments undertaken for the project
* Detailed costing estimates and timetables for the Project Development Funding activities
* An indicative timeline for the project itself
* A preliminary Risk Register.
1. Please add additional lines for offsets where required; for example, where there are multiple discrete offsets for funding components. [↑](#footnote-ref-2)
2. Please add additional lines for offsets where required; for example, where there are multiple discrete offsets for funding components. [↑](#footnote-ref-3)