|  |  |
| --- | --- |
| ACT Government Logo |  **Project** **Business Case** |

|  |  |
| --- | --- |
| **Project name:** |  |
| **Tier:**  |  |
| **Risk assessment (high/med/low):** |  |
| **Total estimated project capital cost (P90, $m, nominal):**  |  |
| **Whole-of-life cashflow (P90, $m, nominal):** |  |
| **Funding requested ($m):** |  |
| **Recommended delivery model:**  |  |
| **Sponsoring Agency:** |  |
| **Sponsoring Minister:** |  |
| **Contact officer:** |  |
| **Business Case advisors:** |  |

This Business Case template should be completed using the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case) on developing each section of the Business Case.

**Sign-off**

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

**Contents**

[Guide to using the template 6](#_Toc100073726)

[1. Executive summary 8](#_Toc100073727)

[1.1 Introduction 8](#_Toc100073728)

[1.2 Needs Analysis 8](#_Toc100073729)

[1.3 Strategic and Policy Alignment 8](#_Toc100073730)

[1.4 Options Analysis 8](#_Toc100073731)

[1.5 Project Scope 8](#_Toc100073732)

[1.6 Risk Analysis 8](#_Toc100073733)

[1.7 Delivery Model Analysis 8](#_Toc100073734)

[1.8 Financial Analysis 8](#_Toc100073735)

[1.9 Economic Appraisal 8](#_Toc100073736)

[1.10 Project Governance 8](#_Toc100073737)

[1.11 Stakeholder Engagement Plan 8](#_Toc100073738)

[1.12 Advisor Engagement Plan 8](#_Toc100073739)

[1.13 Timeline 8](#_Toc100073740)

[2. Introduction 9](#_Toc100073741)

[2.1 Overview 9](#_Toc100073742)

[2.2 Project objectives 9](#_Toc100073743)

[2.3 Project background 9](#_Toc100073744)

[2.4 Current state 9](#_Toc100073745)

[3. Needs Analysis 10](#_Toc100073746)

[3.1 Problem (or opportunity) and strategic responses 10](#_Toc100073747)

[3.2 Benefits 10](#_Toc100073748)

[4. Strategic and Policy Alignment 11](#_Toc100073749)

[4.1 Alignment with Government commitments and policies 11](#_Toc100073750)

[4.2 Wellbeing Impact Assessment 11](#_Toc100073751)

[4.3 Alignment with other projects, Programs and Precincts 11](#_Toc100073752)

[4.4 Consideration of Commonwealth Government policies and priorities 12](#_Toc100073753)

[5. Options Analysis 13](#_Toc100073754)

[5.1 ‘Do minimum’ Base Case 14](#_Toc100073755)

[5.2 Strategic solutions 14](#_Toc100073756)

[5.3 Project options 14](#_Toc100073757)

[5.4 Staging analysis 14](#_Toc100073758)

[6. Project Scope 15](#_Toc100073759)

[6.1 Scope of works 15](#_Toc100073760)

[6.2 Scope of services 15](#_Toc100073761)

[6.3 Project interdependencies 15](#_Toc100073762)

[7. Risk Analysis 16](#_Toc100073763)

[7.1 Risk analysis process 16](#_Toc100073764)

[7.2 Key project risks 16](#_Toc100073765)

[8. Delivery Model Analysis 17](#_Toc100073766)

[8.1 Overview of delivery model assessment process 18](#_Toc100073767)

[8.2 Project characteristics 18](#_Toc100073768)

[8.3 Delivery model assessment 18](#_Toc100073769)

[8.4 Recommended delivery model 18](#_Toc100073770)

[9. Financial Analysis 19](#_Toc100073771)

[9.1 Estimated project capital cost 20](#_Toc100073772)

[9.2 Whole-of-life cashflows 21](#_Toc100073773)

[9.3 Project contingency 21](#_Toc100073774)

[9.4 Summary assessment 22](#_Toc100073775)

[9.5 Budget implications 22](#_Toc100073776)

[9.6 Funding strategy 23](#_Toc100073777)

[9.7 Value for money (Integrated delivery models only) 23](#_Toc100073778)

[9.8 Assumptions 24](#_Toc100073779)

[10. Economic Appraisal 25](#_Toc100073780)

[10.1 Base Case 26](#_Toc100073781)

[10.2 Project Case 26](#_Toc100073782)

[10.3 Assumptions and methodology 26](#_Toc100073783)

[10.4 Project costs 26](#_Toc100073784)

[10.5 Benefits and economic costs 26](#_Toc100073785)

[10.6 Non-monetised benefits and economic costs 27](#_Toc100073786)

[10.7 Distributional analysis 27](#_Toc100073787)

[10.8 Results 27](#_Toc100073788)

[10.9 Sensitivity analysis 27](#_Toc100073789)

[11. Project Governance 29](#_Toc100073790)

[11.1 Recommended governance structure 29](#_Toc100073791)

[11.2 Key bodies 29](#_Toc100073792)

[11.3 Governance roles and responsibilities 29](#_Toc100073793)

[12. Stakeholder Engagement Plan 30](#_Toc100073794)

[12.1 Stakeholder identification 30](#_Toc100073795)

[12.2 Outcome of stakeholder engagement to date 30](#_Toc100073796)

[12.3 Communication Strategy 31](#_Toc100073797)

[13. Advisor Engagement Plan 32](#_Toc100073798)

[13.1 Legal 32](#_Toc100073799)

[13.2 Financial, commercial and procurement 32](#_Toc100073800)

[13.3 Technical design and engineering 32](#_Toc100073801)

[13.4 Probity 32](#_Toc100073802)

[13.5 Stakeholder management and communication 32](#_Toc100073803)

[13.6 Transactions management 33](#_Toc100073804)

[13.7 Environment and sustainability 33](#_Toc100073805)

[13.8 Other specialists 33](#_Toc100073806)

[14. Timeline 34](#_Toc100073807)

[14.1 Project timeline 34](#_Toc100073808)

[14.2 Project decision points 35](#_Toc100073809)

[14.3 Recommended float 35](#_Toc100073810)

[14.4 Project timeline risks, dependencies, constraints and/or deadlines 35](#_Toc100073811)

[14.5 Project timeline assumptions 35](#_Toc100073812)

[Appendices 36](#_Toc100073813)

[Appendix A - ILW supporting documentation 36](#_Toc100073814)

[Appendix B - Investment Logic Map 36](#_Toc100073815)

[Appendix C - Wellbeing Impact Assessment 36](#_Toc100073816)

[Appendix D - Functional Design Brief 36](#_Toc100073817)

[Appendix E - Risk Register 36](#_Toc100073818)

[Appendix F - Detailed cost estimates 36](#_Toc100073819)

[Appendix G - Detailed annual cashflow profile 36](#_Toc100073820)

[Appendix H - Cashflow and cost modelling (Tier 1) 36](#_Toc100073821)

[Appendix I - Cost estimate supporting information (Tier 2 and Tier 3) 36](#_Toc100073822)

[Appendix J - Economic methodology (Tier 1) 36](#_Toc100073823)

[Appendix K - Stakeholder Engagement Plan and Communication Strategy (Tier 1 and Tier 2) 36](#_Toc100073824)

[Appendix L - Project timeline 36](#_Toc100073825)

# Guide to using the template

|  |
| --- |
| * The Project Team should use this template to develop a Business Case for their project. The template *should not be used in isolation* but should be read and used alongside the [guidance](https://www.treasury.act.gov.au/capital-framework/prove/business-case) on developing each section of the Business Case
* The Project Team should also refer to the *Partnerships Framework –* [*Guidelines for Public Private Partnerships*](https://www.treasury.act.gov.au/infrastructure-finance-and-reform/ppp) *(PPPs)* if a PPP is being considered as a delivery model
* ‘Key questions’ 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. These boxes also provide the recommended appendices that the Project Team should include and any variations in the section’s requirements across Tiers
* ‘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
* An ‘Applicable Tiers’ diagram is presented at the beginning of each section (shown below). This diagram indicates which sections of the Business Case template the Project Team is required to complete for each Tier. The Project Team is not required to develop the section if the Tier that corresponds to the project is greyed out in the diagram. There may also be varying requirements across the three Tiers within the section. Any variations across the Tiers are described in the ‘key questions’ pop-out boxes at the beginning of each section of this template and in the pop-out boxes at the beginning of each section of the [Business Case Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case) (where relevant).
 |
|  Applicable Tiers: Tier 1, Tier 2 and Tier 3  Applicable Tiers: Tier 1 and Tier 2Applicable Tiers: Tier 1 |
| * A ‘Programs and Precincts’ diagram is presented at the beginning of each section of the Business Case Guidelines. Refer to the [Program and Precinct Business Case Template](https://www.treasury.act.gov.au/capital-framework/resources/business-case-templates) for further information
* If the Project Team is considering submitting their project to Infrastructure Australia for possible inclusion in the Infrastructure Priority List, they should refer to the [Infrastructure Australia *Assessment Framework* Mapping Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/infrastructure-australia)
* If the Project Team is considering submitting their project to the Department of Infrastructure, Transport, Regional Development and Communications for possible funding under Part 3 of the *National Land Transport Act 2014,* they should refer to the [Project Proposal Report Mapping Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/project-proposal-report)
* 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
	+ Use charts or diagrams to convey project 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’ boxes and ‘applicable Tier’ diagrams from the final version of the Business Case
* The Project Team must ensure that the necessary approvals and advice have been sought before submitting the Business Case, including a sign-off from the Sponsoring Agency.
 |

# Executive summary



## Introduction

## Needs Analysis

## Strategic and Policy Alignment

## Options Analysis

## Project Scope

## Risk Analysis

## Delivery Model Analysis

## Financial Analysis

## Economic Appraisal

## Project Governance

## Stakeholder Engagement Plan

## Advisor Engagement Plan

## Timeline

# Introduction



|  |
| --- |
| **Key questions that the Project Team must answer in this section:**  |
| * What are the project’s objectives?
* Have there been any prior studies, analyses or activities undertaken in relation to this project? Please outline.
* What is the current state of the project? Please provide a brief overview of the project.
* What are the recommendations of the Business Case?

**Appendices required:** * None required.

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

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

## Overview

## Project objectives

## Project background

## Current state

# Needs Analysis



|  |
| --- |
| **Key questions that the Project Team must answer in this section:**  |
| * What is the overall statement of need for the project?
* What are the key problems or opportunities identified in the Investment Logic Map (ILM) (or subsequently)?
* What are the benefits of addressing the problems or realising the opportunities?
* What are the strategic responses to each of the problems or opportunities?
* What are the proposed solutions within those strategic responses?

**Appendices required:** * Where an Investment Logic Workshop (ILW) was undertaken, the Project Team should include supporting documentation, such as the list of participants who attended and any other supporting notes (Appendix A - ILW supporting documentation )
* The Project Team is required to append a copy of the ILM to the Business Case (Appendix B - Investment Logic Map).

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

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

## Problem (or opportunity) and strategic responses

## Benefits

# Strategic and Policy Alignment



|  |
| --- |
| **Key questions that the Project Team must answer in this section:** |
| * How does the project align with (and contribute to) Government and Agency commitments, policies, strategic vision and objectives?
* What are the major wellbeing impacts of the project (either positive or negative) and who are the affected groups?
* For each identified impact, what is its expected timing?
* Does the project provide synergies, benefits or efficiencies with other existing or planned projects, Programs or Precincts? If so, please explain.
* Does the project align with any relevant national policies, strategies, priorities and objectives and contribute to their achievement? If so, please list.

**Appendices required:** * The Project Team is required to attach the Wellbeing Impact Assessment completed for the project (Appendix C - Wellbeing Impact Assessment). The Project Team may contact the Wellbeing Team in Policy and Cabinet Division at wellbeingfeedback@act.gov.au for further information about how to complete the Wellbeing Impact Assessment.

The Project Team must refer to the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case/strategic-and-policy-alignment) for developing this section of the Business Case.*The Project Team should delete this box from the final version of the Business Case.* |

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

## Alignment with Government commitments and policies

## Wellbeing Impact Assessment

## Alignment with other projects, Programs and Precincts

## Consideration of Commonwealth Government policies and priorities

# Options Analysis



|  |
| --- |
| **Key questions that the Project Team must answer in this section:** |
| * What is the ‘Base Case’ (that is, what is a suitable and justifiable ‘do minimum’ or ‘Business-as-Usual’ option)?
* What is the strategic solution that best addresses the problems or opportunities, and realises the benefits, identified in the ILM and/or Needs Analysis? Summarise why this is the case.
* What are the full range of project options that could be pursued to reach the recommended strategic solution?
* What evaluation criteria should be used in the MCA to assess the selected project options?
* Which project option provides the best fit against the agreed evaluation criteria in the MCA?
* For Tier 1 and Tier 2 projects, which project option is recommended based on the detailed assessments undertaken (including the Financial Analysis, Economic Appraisal and Wellbeing Impact Assessment)?
* For Tier 3 projects, which project option is recommended based on the outcome of the MCA?
* For Tier 1 projects and other projects where staging is feasible, what is the recommended staging option for the recommended project option?
* For Tier 1 projects and other projects where staging is feasible, if the project option does not incorporate staging, why is this the case?

**Appendices required:** * None required. The Project Team may append further information on the Options Analysis performed prior to the Business Case, where available.

**Variation across Tiers:** * For Tier 1 and Tier 2 projects, the Project Team should undertake a more detailed options analysis process, as described in the detailed [Options Analysis Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/options-analysis). This includes undertaking a Financial Analysis, Economic Appraisal and Wellbeing Impact Assessment on all project options to identify a recommended project option. For Tier 1 projects, the Project Team must also undertake an analysis of the project’s staging
* For Tier 3 projects, the Project Team is only required to define the Base Case, identify the project option(s) and perform MCA to determine the recommended project option, as described in the detailed [Options Analysis Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/options-analysis). Other components of the analysis can be undertaken if the Project Team sees fit.

The Project Team must refer to the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case/options-analysis) for developing this section of the Business Case and the detailed [Options Analysis Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/options-analysis).*The Project Team should delete this box from the final version of the Business Case.* |

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

## ‘Do minimum’ Base Case

## Strategic solutions

### Recommended strategic solution

## Project options

### Evaluation criteria

### Project options

### Recommended project option(s)

## Staging analysis

# Project Scope



|  |
| --- |
| **Key questions that the Project Team must answer in this section:**  |
| * What is the detailed scope of the project?
* What are the specific components of the project scope and how does each address the need?
* In detailed terms, how does the project scope affect, depend on or integrate with any other projects, Programs or Precincts?

**Appendices required:** * The Project Team is required to attach the Functional Design Brief as an appendix (Appendix D - Functional Design Brief).

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

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

## Scope of works

## Scope of services

## Project interdependencies

# Risk Analysis



|  |
| --- |
| **Key questions that the Project Team must answer in this section:**  |
| * What are the key risks identified during the risk analysis process? The Project Team should consider risks throughout the project’s life: planning, design, procurement, construction, operations, maintenance and decommissioning. These risks should include environmental and climate risks.

**Appendices required:*** The Project Team is required to attach the Risk Register as an appendix (Appendix E - Risk Register). For Tier 1 projects, where appropriate, the Risk Register for each shortlisted project option should be included.

**Variation across Tiers:** * For Tier 1 projects, the Project Team should quantify risks using stochastic techniques in order to develop a project contingency allowance. The Project Team should develop a contingency allowance for each shortlisted project option
* For Tier 2 projects, the Project Team is recommended to quantify risks using stochastic techniques; however, this should be tailored to suit the requirements of the project
* For Tier 3 projects, the Project Team is only required to provide a table of the key risks that informed the project’s Tier allocation, and can quantify risks using deterministic techniques.

The Project Team must refer to the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case/risk-analysis) for developing this section of the Business Case and the detailed [Risk Analysis Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/risk-analysis).*The Project Team should delete this box from the final version of the Business Case.* |

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

## Risk analysis process

## Key project risks

# Delivery Model Analysis



|  |
| --- |
| **Key questions that the Project Team must answer in this section:**  |
| * What are the key components of project delivery (e.g. capital works packages, services etc.)?
* Are there opportunities to bundle / package different project components? If so, what is the recommended packaging / bundling strategy?
* What project characteristics were considered in recommending a delivery model?
* What evaluation criteria were used in assessing the different delivery models?
* What shortlisted delivery model options were selected?
* How can the key project risks be mitigated through delivery model selection (Refer to detailed [Risk Analysis Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/risk-analysis/risk-analysis-process))?
* What is the recommended delivery model for the project?

**Appendices required:** * Market sounding report (if available)
* Further delivery model analysis (where relevant and available).

**Variation across Tiers:** * For Tier 1 projects, the Project Team must complete a full assessment of potentially suitable models to determine the most appropriate delivery model
* For Tier 2 projects, the Project Team can conduct a less extensive analysis as it is unlikely to include consideration of most Integrated delivery models and some Relationship models
* For Tier 3 projects, the Project Team is only required to sufficiently document the recommended delivery model or contracting approach by using the ‘recommended delivery model’ sub-section. A full analysis of all the delivery models considered is not required.

The Project Team must refer to the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case/delivery-model-analysis) for developing this section of the Business Case and the detailed [Delivery Model Analysis Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/delivery-model-analysis).*The Project Team should delete this box from the final version of the Business Case.* |

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

## Overview of delivery model assessment process

## Project characteristics

## Delivery model assessment

### Market sounding (where relevant)

### Packaging assessment / services bundling

### Shortlisted delivery model options

### Validation

### Evaluation criteria

### Analysis / assessment against evaluation criteria

## Recommended delivery model

# Financial Analysis



|  |
| --- |
| **Key questions that the Project Team must answer in this section:** |
| * What is the risk adjusted estimated project capital cost and whole-of-life cashflow for each project option and the Base Case?
* How do the affordability and commercial viability (where applicable) of each project option compare against one another?
* What are the funding requirements and sources for each project option, including options for user charges and/or value capture?
* Are there any alternative sources of finance and/or financing mechanisms for the project (e.g. contribution from land sales, loans or equity)?
* Are there any alternative sources of finance available within Government, other than the Budget process, that can contribute to this project (i.e. [Zero Emissions Government Loan Facility](https://www.environment.act.gov.au/cc/zero-emissions-government/zero-emissions-government-fund) and/or Social Cost of Carbon Fund)?
	+ If so, what engagement has occurred with the Zero Emissions Government team and what is the quantum of funding available to cover projected capital costs?
* (Integrated delivery models only) What are the estimated annual payments made by Government to Project Co? If applicable, what are the estimated revenues to Government and/or upfront contributions that are required to support the financial viability of the project?
* (Integrated delivery models only) What is the Public Sector Comparator (including raw and risk adjusted), expressed as a Net Present Value (NPV)?
* What are the key assumptions that have been made in the Financial Analysis?

**Appendices required:** * The Project Team is required to attach to the Business Case the detailed cost estimates that have been prepared, where relevant (Appendix F - Detailed cost estimates)
* The Project Team must also provide a detailed annual cashflow profile (Appendix G - Detailed annual cashflow profile)
* For Tier 1 projects, the Project Team must attach to the Business Case any modelling used to forecast the cashflows and costs for the shortlisted project option(s) (Appendix H - Cashflow and cost modelling (Tier 1))
* For Tier 2 and Tier 3 projects, any other supporting information that was used to inform the cost estimate (Appendix I - Cost estimate supporting information (Tier 2 and Tier 3)).

**Variation across Tiers:** * The method for quantifying a contingency allowance varies across Tiers and is described in the detailed [Risk Analysis Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/risk-analysis)
* For Tier 1 and Tier 2 projects, the Project Team is recommended to engage appropriately qualified technical advisors / quantity surveyors to prepare capital costs. This is also recommended for whole-of-life costs
* For Tier 3 projects, the Project Team may choose to develop the estimated project capital cost and whole-of-life costs internally or by benchmarking the project option(s) against completed projects of a similar size and scope.

The Project Team must refer to the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case/financial-analysis) for developing this section of the Business Case.Where a project is recommended to be procured using an Integrated delivery model, the Project Team must include a detailed Financial Analysis as defined in the *Partnerships Framework –* [*Guidelines for Public Private Partnerships*](https://www.treasury.act.gov.au/infrastructure-finance-and-reform/ppp).The Project Team should refer to the *Capital Project Expenditure Profile Model* and the *Capital Project Expenditure Profile Model User Guide* to develop realistic cost profiles if they have not been provided by appropriately qualified technical advisors / quantity surveyors. Please contact IFR for these models.*The Project Team should delete this box from the final version of the Business Case.* |

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

## Estimated project capital cost

Table 1: Example estimated project capital cost (P90, $m, nominal)

| Cost item | Base Case | Option 1 (recommended option) | Option 2 | Option 3 |
| --- | --- | --- | --- | --- |
| **Capital costs** |  |  |  |  |
| Design, project management, other fees |  |  |  |  |
| Land |  |  |  |  |
| Demolition  |  |  |  |  |
| Building works |  |  |  |  |
| Refurbish existing |  |  |  |  |
| Contractor’s costs |  |  |  |  |
| **Total raw capital costs** |  |  |  |  |
| P90 contingency allowance |  |  |  |  |
| **Total P90 costing** |  |  |  |  |
| Escalation |  |  |  |  |
| **Total nominal capital costs** |  |  |  |  |
| **Other costs** |  |  |  |  |
| ACTIA costs |  |  |  |  |
| ACTGS costs |  |  |  |  |
| Other up-front costs |  |  |  |  |
| **Total estimated project capital funds required** |  |  |  |  |
| **Other costs (resources received free of charge)** |  |  |  |  |
| MPC fee |  |  |  |  |
| **Total estimated project capital cost** |  |  |  |  |

## Whole-of-life cashflows

Table 2: Example whole-of-life cashflows estimate (P90, $m, nominal)

| Cost item | [Selected year] | [Selected year] | [Selected year] |
| --- | --- | --- | --- |
| **Operating costs** |  |  |  |
| Operating costs |  |  |  |
| Maintenance costs (where applicable) |  |  |  |
| Lifecycle costs (where applicable) |  |  |  |
| **Total raw operating costs** |  |  |  |
| **Revenues** |  |  |  |
| Revenues (where applicable)  |  |  |  |
| **Total raw revenues** |  |  |  |
| P90 contingency allowance |  |  |  |
| **Total real operating cashflows** |  |  |  |
| Escalation |  |  |  |
| **Total nominal operating cashflows** |  |  |  |

## Project contingency

Table 3: Example project capital contingency ($m, nominal)

| Cost item | P90 |
| --- | --- |
| Total raw capital costs |  |
| Contingency allowance |  |
| Total estimated project capital cost |  |
| **Contingency allowance as a proportion of total estimated project capital cost (%)** |  |

Table 4: Example project whole-of-life contingency ($m, nominal)

| Cost item | P90 |
| --- | --- |
| Total raw whole-of-life cashflows |  |
| Contingency allowance |  |
| Total whole-of-life cashflows |  |
| **Contingency allowance as a proportion of whole-of-life cashflows (%)** |  |

## Summary assessment

Table 5: Net Present Value (P90, $m, date)

| Cost item | Base Case | Option 1 (recommended option) | Option 2 | Option 3 |
| --- | --- | --- | --- | --- |
| Total estimated project capital cost |  |  |  |  |
| Whole-of-life cashflows (excluding capital costs)  |  |  |  |  |
| **Total cashflow** |  |  |  |  |
| **NPV (Present value of the total cashflow for each option)** |  |  |  |  |
| **Incremental NPV (NPV of project option minus Base Case)** |  |  |  |  |

## Budget implications

Table 6: Financial impacts summary (P90, $m, 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 |  |  |  |  |  |  |
| New capital provision |  |  |  |  |  |  |
| MPC fee – resources received free of charge (if applicable)[[2]](#footnote-3) |  |  |  |  |  |  |
| Expense impacts |
| Expenses  |  |  |  |  |  |  |
| Expenses – offsets |  |  |  |  |  |  |
| Expenses – offsets – existing provision |  |  |  |  |  |  |
| New expense provision |  |  |  |  |  |  |
| Depreciation  |  |  |  |  |  |  |
| Revenue/Commonwealth contribution/savings impacts |
| Revenue |  |  |  |  |  |  |
| Commonwealth contribution |  |  |  |  |  |  |
| Savings |  |  |  |  |  |  |
| Staffing impact |
| Total additional FTEs (no.) |  |  |  |  |  |  |

## Funding and financing strategy

*Consideration should include the use of capital appropriation and/or alternative funding and financing mechanisms.*

## Value for money (Integrated delivery models only)

*This section is only to be included when an Integrated delivery model is used*

### Methodology

### Public Sector Comparator

#### Project cost

#### Risk of the project

#### Sensitivity testing and scenario analysis

### Summary Assessment

## Assumptions

Table 7: Key assumptions

| Assumption | Detail |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

# Economic Appraisal



|  |
| --- |
| **Key questions that the Project Team must answer in this section:** |
| * What is the Base Case and Project Case(s) that will be assessed under the Economic Appraisal?
* What are the benefits, economic costs and project costs of each project option?
* What is the Benefit to Cost Ratio (BCR) and NPV of the project?
* What are the findings of the MCA and the distributional analysis?
* Which project option is expected to deliver the highest net benefit to the ACT community, commensurate with costs?

**Appendices required:** * For Tier 1 projects, the Project Team is required to attach a technical economics appendix which outlines the economic methodology applied and the detailed results of the analysis (Appendix J - Economic methodology (Tier 1)).

**Variation across Tiers:** * For Tier 1 and Tier 2 projects, the Project Team needs to conduct a full Economic Appraisal through CBA and MCA for each of the shortlisted project options to further inform the Options Analysis
* For Tier 3 projects, the Project Team is not required to undertake a full CBA for each Project Case. The Project Team should include the following in the Economic Appraisal chapter:
	+ A definition of the Base Case and Project Case (the recommended project option identified in the Options Analysis section)
	+ A description of the set of benefits and economic costs that the project would be expected to generate
	+ A description of the costs of the project.

The Project Team must refer to the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case/economic-appraisal) for developing this section of the Business Case and the detailed [Economic Appraisal Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/economic-appraisal).*The Project Team should delete this box from the final version of the Business Case.* |

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

## Base Case

## Project Case

## Assumptions and methodology

Table 8: Key assumptions

| Assumption | Detail |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

## Project costs

Table 9: Example project cost summary table (P50, $m, real, discounted)

| Cost item | Option 1 (recommended option) | Option 2 | Option 3 |
| --- | --- | --- | --- |
| Capital costs |  |  |  |
| Operation and maintenance costs |  |  |  |
| **Total P50 project cost** |  |  |  |

## Benefits and economic costs

Table 10: Example benefit and economic cost summary table ($m, real, discounted)

| Benefit and economic cost category | Option 1 (recommended option) | Option 2 | Option 3 |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| **Total project benefits and economic costs** |  |  |  |

## Non-monetised benefits and economic costs

## Distributional analysis

## Results

Table 11: Example results summary table (P50, $m, real, discounted)

| Benefit category | Option 1 (recommended option) | Option 2 | Option 3 |
| --- | --- | --- | --- |
| **Project costs** |  |  |  |
|  |  |  |  |
| **Benefits** |  |  |  |
|  |  |  |  |
| **Economic costs** |  |  |  |
|  |  |  |  |
| **Results** |  |  |  |
| **NPV** |  |  |  |
| **BCR** |  |  |  |

## Sensitivity analysis

Table 12: Sensitivities (P50, $m, real, discounted)

| Category | Option 1 (recommended option) | Option 2 | Option 3 |
| --- | --- | --- | --- |
| **NPV** | **BCR** | **NPV** | **BCR** | **NPV** | **BCR** |
| **Economic results** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sensitivities – Discount rate** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sensitivities - Benefits** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sensitivities - Costs** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Project Governance



|  |
| --- |
| **Key questions that the Project Team must answer in this section:**  |
| * What is the governance structure for the project across the stages of the Infrastructure Investment Lifecycle of the project?
* Which governance bodies and groups are recommended for the project?
* What are the roles and responsibilities of each stakeholder involved in the governance structure?
* What Agencies should be represented on governance bodies and groups?

**Appendices required:** * None required.

**Variation across Tiers:** * For Tier 3 projects, the Project Team is only required to outline the proposed governance structure for the project.

The Project Team must refer to the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case/project-governance) for developing this section of the Business Case and the detailed [Project Governance Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/detailed-technical-guidance/project-governance).*The Project Team should delete this box from the final version of the Business Case.* |

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

## Recommended governance structure

## Key bodies

## Governance roles and responsibilities

# Stakeholder Engagement Plan



|  |
| --- |
| **Key questions that the Project Team must answer in this section:**  |
| * Who are the stakeholders for this project?
* What is the nature or extent of the potential impacts or benefits of the project on these stakeholders?
* What level of engagement has the Project Team undertaken with stakeholders, particularly during the Business Case stage in the development of the recommended solution?
* What is the outcome of stakeholder engagement as at the date of the Business Case?
* What is the Stakeholder Engagement Plan and ongoing Communication Strategy for the later stages of the project?

**Appendices required:*** For Tier 1 and Tier 2 projects, the Project Team is required to attach a copy of the Stakeholder Engagement Plan and Communication Strategy as an appendix (Appendix K - Stakeholder Engagement Plan and Communication Strategy (Tier 1 and Tier 2)).

**Variation across Tiers:** * This section is mandatory for Tier 1 and 2 projects, as well as for Tier 3 projects that the Project Team identified in **Stage 1 – Develop** of the *Capital Framework* as requiring additional stakeholder analysis.

The Project Team must refer to the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case/stakeholder-engagement-plan) for developing this section of the Business Case.*The Project Team should delete this box from the final version of the Business Case.* |

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

## Stakeholder identification

## Outcome of stakeholder engagement to date

## Communication Strategy

# Advisor Engagement Plan



|  |
| --- |
| **Key questions that the Project Team must answer in this section:** |
| * What specialist advisor roles will be required to deliver the project? This includes both internal and external advisors.

**Appendices required:** * None required.

**Variation across Tiers:** * This section is mandatory for Tier 1 projects and for any projects that the Project Team identified in **Stage 1 – Develop** of the *Capital Framework* as requiring specialist advisors
* This section is recommended for Tier 2 projects.

The Project Team must refer to the [Guidelines](https://www.treasury.act.gov.au/capital-framework/prove/business-case/advisor-engagement-plan) for developing this section of the Business Case.*The Project Team should delete this box from the final version of the Business Case.* |

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

## Legal

## Financial, commercial and procurement

## Technical design and engineering

## Probity

## Stakeholder management and communication

## Transactions management

## Environment and sustainability

## Other specialists

# Timeline



|  |
| --- |
| **Key questions that the Project Team must answer in this section:**  |
| * What are the key milestones and timeframes associated with each stage of implementation, including key decision and approval points?
* What are the task dependencies or interdependencies?
* What are the risks, constraints and deadlines relating to the project timeline?
* Has the Project Team identified any independent assurance requirements?

**Appendices required:** * The Project Team is required to attach a copy of the project timeline as an appendix (Appendix L - Project timeline).

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

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

## Project timeline

Table 13: Implementation milestones and timeframes

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

## Project decision points

## Recommended float

## Project timeline risks, dependencies, constraints and/or deadlines

## Project timeline assumptions

Appendices

The Project Team are recommended to include the following appendices. Where the Project Team has undertaken further analysis, they should append this additional information to the Business Case.

* 1. ILW supporting documentation
	2. Investment Logic Map
	3. Wellbeing Impact Assessment
	4. Functional Design Brief
	5. Risk Register
	6. Detailed cost estimates
	7. Detailed annual cashflow profile
	8. Cashflow and cost modelling (Tier 1)
	9. Cost estimate supporting information (Tier 2 and Tier 3)
	10. Economic methodology (Tier 1)
	11. Stakeholder Engagement Plan and Communication Strategy (Tier 1 and Tier 2)
	12. Project timeline
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 contact FABG analyst for or additional detail as to how MPC related fees should be incorporated. [↑](#footnote-ref-3)