[Business case/Initiative title]

**[Subtitle** (i.e. the publication title for the initiative if it were to be funded in the budget process)**]**

**[Department title]**

**Senior Responsible Officer attestation**

|  |  |
| --- | --- |
| The undersigned attests this business case has been prepared: |  |
| * with consideration of the applicable sections of the *Project Development and Construction Management Act 1984 (Vic)* (refer section 7.2.1) and the *Investment Management and High Value and High Risk Guidelines* (both available on the DTF website).
 |[ ]
| * that the business case will achieve the full intended service outcome.
 |[ ]
| * that the business case will achieve the intended service outcome subject to the following additional investments …
 |[ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |
| **Name of Senior Responsible Officer:** |  |
| **Title:** |  |

The I**nvestment Management and High Value and High Risk (HVHR) Guidelines** complement this template and should be referred to when developing the business case.

Both the template and guidance are available on the DTF website.

<https://www.dtf.vic.gov.au/infrastructure-investment/investment-lifecycle-and-high-value-high-risk-guidelines>

The table below (from the Investment Management and HVHR guidelines) provides a guide to the types of business cases for capital projects and expected level of evidence and effort.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Strategic assessment** | **Preliminary business case** | **Full business case** |
|  | **Step** |  |  | **HVHR** | **Non-HVHR** |  |
| **Investment case** | 1. Problem definition
 | Conceptual | Developed | Comprehensive | Comprehensive | Comprehensive |
| 1. Case for change
 | Conceptual | Developed | Comprehensive | Comprehensive | Comprehensive |
| 1. Response option development
 | Conceptual | Developed | Comprehensive | Developed | Developed |
| 1. Response option assessment
 | n/a | Developed | Comprehensive | Developed | Developed |
| **delivery case** | 1. Project solution
 | n/a | Conceptual | Comprehensive | Comprehensive | Comprehensive |
| 1. Commercial and procurement
 | n/a | n/a | Comprehensive | Comprehensive | Comprehensive |
| 1. Environment and planning
 | n/a | Conceptual | Comprehensive | Comprehensive | Comprehensive |
| 1. Project schedule
 | n/a | Conceptual | Comprehensive | Comprehensive | Comprehensive |
| 1. Project budget
 | n/a | Conceptual | Comprehensive | Comprehensive | Comprehensive |
| 1. Management
 | n/a | n/a | Comprehensive | Comprehensive | Comprehensive |

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# Overview

|  |
| --- |
| **[The information in this shaded box should be deleted from the final business case]**The overview should highlight the overall story and key points of the business case, including the proposed outcomes and a high-level overview of the key dimensions of the request. It should specify:* the problem or issue that the initiative will address;
* the merit of the proposal and how it delivers a critical need;
* what the Government will be buying, over what timeframe and the benefits/outcomes of investment for particular cohorts or areas;
* why this is the most effective and efficient way to deliver the proposed benefits/outcomes;
* if the proposal is a new focus for Government investment or builds on an existing base;
* if the proposal seeks funding to operationalise or capitalise on past capital investment; and
* any additional context (such as interface with other current or previously funded initiatives, or scalability);

**Tips*** The overview text should be no longer than 1 page and corresponding information in SRIMS is limited to 3 900 characters.
* Government needs to clearly understand what is being delivered for the requested investment. For example:

‘Funding of $xx million over xx years is sought for \_\_\_\_\_\_\_. This seeks to address \_\_\_\_\_\_\_. This comprises of:$xx million for \_\_\_\_\_\_\_ to deliver/improve \_\_\_\_\_\_\_$xx million for \_\_\_\_\_\_\_ to deliver/improve \_\_\_\_\_\_\_This funding request is offset by:$xx million from \_\_\_\_\_\_\_’ |

## Summary statistics

Table : Summary statistics – Output funding sought

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description**  | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **5-year total** | **Ongoing** |
| **Output funding sought ($m)** |  |  |  |  |  |  |  |
| Gross | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 |
| *Offsets* | *0.000* | *0.000* | *0.000* | *0.000* | *0.000* | ***0.000*** | *0.000* |
| Net | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 |

Table : Summary statistics – Capital funding sought

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description**  | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **5-year total** | **2024-25** | **2025-26** | **TEI** |
| **Asset funding sought ($m)** |  |  |  |  |  |  |  |  |  |
| Gross | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |
| *Offsets* | *0.000* | *0.000* | *0.000* | *0.000* | *0.000* | ***0.000*** | *0.000* | *0.000* | ***0.000*** |
| Net | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |

Table : Summary statistics – Deliverables, performance measures and staffing impacts

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description**  | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **Ongoing** |
| Deliverables(a) – specify |  |  |  |  |  |  |
| Performance measure impact(b) – specify  |  |  |  |  |  | n/a |
| **New FTE** |  |  |  |  |  |  |
| Total new VPS(c) staff | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Total new non-VPS staff | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| **Existing FTE** |  |  |  |  |  |  |
| Total existing VPS staff | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Total existing non-VPS staff | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

(a) Deliverables reflect the key output(s) to be delivered (e.g. 100 scholarships for program y in 20xx-xx to 20xx-xx or 1 000 additional enhanced maternal and child health services visits in 20xx-xx to 20xx-xx).

(b) Performance measure impact can include measures not used in BP3 where appropriate.

(c) Detailed information on VPS staff: The State of the Public Sector in Victoria 2017-18 report (pages 121 to 122): <https://vpsc.vic.gov.au/wp-content/uploads/2019/03/The-State-of-the-Public-Sector-Report-in-Victoria-2017-2018-.pdf>

Table : Key construction dates

|  |  |  |
| --- | --- | --- |
| **Construction commencement date** | **Construction completion date** | **Financial completion date** |
| Qtr X/20XX | Qtr X/20XX | Qtr X/20XX |

Qtr 1 = Jul-Sep; Qtr 2 = Oct-Dec; Qtr 3 = Jan-Mar; Qtr 4 = Apr-Jun

# Part 1 – Investment case

* + 1. Problem definition
			1. Background
			2. Define the problem
			3. Evidence of the problem
			4. Timing considerations
			5. Consideration of the broader context
			6. Problem dependencies and interfaces
			7. Uncertainty around the problem
		2. Case for change
			1. Benefits to be delivered
			2. Importance of benefits to Government
			3. Constraints, risks and dependencies
		3. Response option development
			1. Method and criteria
			2. The base case
			3. Strategic interventions
				1. Strategic interventions and response options
			4. Ranking of response options

Table : Evaluation of response options

|  | **Response options** |
| --- | --- |
|  | **Option 1** | **Option 2** | **Option 3** | **Option 4** | **Option 5** |
| Benefits (core project) | <Business as usual/Do nothing> | <Option 2 title> | <Option 3 title> | <Option 4 title> | <Option 5 title> |
| *Percentage of full benefit to be delivered* | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Benefit 1 | <Insert description> |  |  |  |  |  |
| Benefit 2 | <Insert description> |  |  |  |  |  |
| Benefit 3 | <Insert description> |  |  |  |  |  |
| Benefit 4 | <Insert description> |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Benefits (Value creation opportunities |  |  |  |  |  |
| *Percentage of full benefit to be delivered* |  |  |  |  |  |
| Benefit 1 |  |  |  |  |  |  |
| Benefit 2 |  |  |  |  |  |  |
| *Risks* |
| Risk 1 |  |  |  |  |  |
| Risk 2 |  |  |  |  |  |
| Risk 3 |  |  |  |  |  |
| Risk 4 |  |  |  |  |  |
| *Dis-benefits* |
| Dis-benefit 1 |  |  |  |  |  |
| Dis-benefit 2 |  |  |  |  |  |
| Dis-benefit 3 |  |  |  |  |  |
| *Uncertainties* |
| Uncertainty 1 |  |  |  |  |  |
| Uncertainty 2 |  |  |  |  |  |
| *Cost (range)* |
| Capital total estimated investment (TEI) | $0.000m – $0.000m | $0.000m – $0.000m | $0.000m – $0.000m | $0.000m – $0.000m | $0.000m – $0.000m |
| Net incremental output costs (annual) | $0.000m – $0.000m | $0.000m – $0.000m | $0.000m – $0.000m | $0.000m – $0.000m | $0.000m – $0.000m |
| *Timeframe for delivery* |
| (Range) | mm/yy-mm/yy | mm/yy-mm/yy | mm/yy-mm/yy | mm/yy-mm/yy | mm/yy-mm/yy |
| *Ranking* |
| 1-5 |  |  |  |  |  |

* + - 1. Recommended response option
		1. Project options assessment
			1. Project options considered

* + - 1. Stakeholder identification and consultation
			2. Social impacts
			3. Environmental impacts
			4. Financial analysis

Table : Presenting the results of the options analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Project option 1: Business as usual/do nothing** | **Project option 2** | **Project option 3** | **Project option 4** | **Project option 5** |
| Analysis period (years) |  |  |  |  |  |
| Capital costs ($m) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Output costs ($m) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Risk and contingency allocation ($m)(a) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| *Cost-Benefit Analysis (of monetary costs and benefits discounted at the appropriate discount rate)* |
| Present value of benefits ($m) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Present value of costs ($m) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Benefit cost ratio | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Net present value ($m) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| *Other important considerations (see the examples provided)* |
| Social, environmental and economic costs/benefits (e.g. small, medium, large) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Distributional impacts (e.g. small, medium, large) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| … |  |  |  |  |  |
| *Multi-Criteria Analysis (ranking of intangible costs and benefits, if applicable)* |
| Criteria 1 |  |  |  |  |  |
| Criteria 2 |  |  |  |  |  |
| Criteria 3 |  |  |  |  |  |
| *Preferred option* |  |  |  |  |  |

(a) this should be differentiated between capital and output costs

* + - 1. Economic impacts
				1. Cost benefit analysis (CBA) (economic evaluation)
			2. Risk comparison
			3. Uncertainties
			4. Integrated analysis and options ranking
				1. Testing the robustness of the options analysis
				2. Economic evaluation of project solution

# Part 2 – Delivery case

* + 1. Project solution
			1. Detailed project scope, service specification and outcomes
			2. Interdependencies and interfaces
			3. Lessons learnt/project insights
			4. Scalability of the project solution

Table : Scalable option A – Output funding

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description**  | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **5-year total** | **Ongoing** |
| **Output funding sought ($m)** |
| Gross  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 |
| *Offsets*  | *0.000* | *0.000* | *0.000* | *0.000* | *0.000* | ***0.000*** | *0.000* |
| Net  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 |

Table : Scalable option A – Capital funding

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description**  | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **5-year total** | **2024-25** | **2025-26** | **TEI** |
| **Asset funding sought ($m)** |
| Gross  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |
| *Offsets*  | *0.000* | *0.000* | *0.000* | *0.000* | *0.000* | ***0.000*** | *0.000* | *0.000* | ***0.000*** |
| Net  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |

Table : Scalable option A – Deliverables, performance measures and staffing impacts

| **Description**  | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **Ongoing** |
| --- | --- | --- | --- | --- | --- | --- |
| Deliverables – specify |  |  |  |  |  |  |
| Performance measure impact – specify  |  |  |  |  |  | n/a |
| **New FTE** |  |  |  |  |  |  |
| Total new VPS staff | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Total new non-VPS staff | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| **Existing FTE** |  |  |  |  |  |  |
| Total existing VPS staff | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Total existing non-VPS staff | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

* + - 1. Project development and due diligence (PDDD)

Table : Summary of PDDD assessment

|  |  |  |
| --- | --- | --- |
| **PDDD element** | **Summary** | **Reference** |
| Client Requirements Document |  |  |
| Scope Development |  |  |
| Planning Approval Strategy |  |  |
| Preliminary and final operator requirements |  |  |
| Land use assessment |  |  |
| Constructability assessment plan |  |  |

* + - 1. Value Creation and Capture (VCC) opportunities
		1. Commercial and procurement
			1. Procurement strategy

Table : Evaluation procurement matrix sample

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation criteria** | **Importance of criteria (a)** | **Option 1** | **Option 2** | **Option 3** | **Option 4** |
| Risk allocation and management  |  |  |  |  |  |
| Organisational capability |  |  |  |  |  |
| Time to develop the project |  |  |  |  |  |
| Time to deliver project |  |  |  |  |  |
| Market interest |  |  |  |  |  |
| Value for money |  |  |  |  |  |
| Budget certainty |  |  |  |  |  |
| Flexibility (future scope changes) |  |  |  |  |  |
| Stakeholder management |  |  |  |  |  |
| Overall rating | 100% |  |  |  |  |

(a) ‘Importance of criteria’ should align to the priorities, objectives and trade-offs of the proposed solution.

* + - * 1. Intended contractual arrangements
				2. Outline of potential payment mechanisms
			1. Market conditions
			2. Commercial and procurement risk assessment
			3. Risk allocation
		1. Planning, environment, heritage and culture
			1. Planning, environment, heritage and culture considerations
			2. Planning, environment, heritage and culture risk summary
		2. Project schedule
			1. Detailed project schedule
			2. Critical path activities and key milestones
			3. Project schedule risk assessment
		3. Project budget
			1. Detailed costing

Table : Capital costs

| **Capital funding** |  | **($ million)** |
| --- | --- | --- |
| **Estimated asset investment cash flow** | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **5 year total** | **2024-25** | **2025-26** | **TEI** |
| (Component a) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |
| (Component b) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |
| (Component c) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |
| Project risk allocation | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |
| Project contingency allocation | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |
| Principle repayments for leases – CAM | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |
| Principle repayments for leases – department | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | **0.000** |
| **Subtotal (gross asset price increase)** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** |
| Funds from other sources (e.g. proceeds from asset sales, trust accounts, Commonwealth funding, etc) – specify | (0.000) | (0.000) | (0.000) | (0.000) | (0.000) | **(0.000)** | (0.000) | (0.000) | **(0.000)** |
| Net impact capital | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |

* + - * 1. Costing approach and assurance

Table : Headline project cost element summary

|  |  |  |
| --- | --- | --- |
| **Element** | **Estimate** | **Table reference** |
| Base cost estimate | $0.000m | (Table x) |
| Base risk allocation | $0.000m | (Table x) |
| Project cost estimate | $0.000m |  |
| Value Creation and Capture option(s) | $0.000m |  |
| Contingency | $0.000m | (Table x) |
| Project budget | $0.000m |  |

Table : Base cost estimate

| **Base cost estimate (BCE)**Effective date of BCE: dd/mm/yyyyEstimated date of commencement of construction: dd/mm/yyyy |
| --- |
| 1 Direct costs |  | $ million |
| 1.1 Materials |  | 0.000 |
| 1.2 Labour |  | 0.000 |
| 1.3 Plant Hire |  | 0.000 |
| **Subtotal** |  | **0.000** |
| 2 Indirect costs |  |  |
| 2.1 Recurrent overheads |  |  |
|  2.1.1 | Site facilities | 0.000 |
|  2.1.2 | Plant and equipment – site maintenance | 0.000 |
|  2.1.3 | Project management costs | 0.000 |
|  2.1.4 | Commercial | 0.000 |
|  2.1.5 | QA and safety | 0.000 |
|  2.1.6 | Staff (VPS) | 0.000 |
| 2.2 Non-recurrent overheads |  |  |
|  2.2.1 | Establishment and mobilisation | 0.000 |
|  2.2.2 | Disestablishment and demobilisation  | 0.000 |
|  2.2.3 | Project insurances | 0.000 |
|  2.2.4 | Professional fees – design, legal, financial, etc. | 0.000 |
| **Subtotal** |  | **0.000** |
| 3 Owner’s cost |  |  |
| 3.1 Contracted professional staff |  | 0.000 |
| 3.2 Investigations |  | 0.000 |
| 3.3 Land costs and resumptions |  | 0.000 |
| 3.4 Authority fees |  | 0.000 |
| 3.5 Owner supplied plant and equipment |  | 0.000 |
| **Subtotal** |  | **0.000** |
| 4 Contractor’s fee |  |  |
| 4.1 Profit margin |  | 0.000 |
| 4.2 Corporate overheads |  | 0.000 |
| **Subtotal** |  | **0.000** |
| 5 Provisional sums |  |  |
| 5.1  |  | 0.000 |
| **Subtotal** |  | **0.000** |
| Total of base cost estimate | 0.000 |

Table : Project risks

| **Base risk allocation and contingency** |
| --- |
| 6 Base risk allocation |  | $ million |
| 6.1 Escalation | (period between BCE and construction) | 0.000 |
| 6.2 Project risk A |  | 0.000 |
| 6.3 Project risk B etc. |  | 0.000 |
| **Subtotal** |  | **0.000** |
| 7 Contingency |  | $ million |
| 7.1  |  | 0.000 |
| **Subtotal** |  | **0.000** |
| Total of project risk |  | 0.000 |

Table : Funding history

| **Description of funding provided** | **20xx-yy** | **20xx-yy** | **20xx-yy** | **20xx-yy** | **20xx-yy** |
| --- | --- | --- | --- | --- | --- |
|  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
|  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
|  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |

Table : Existing funding base

| **Description of funding provided** | **20xx-yy** | **20xx-yy** | **20xx-yy** | **20xx-yy** | **20xx-yy** |
| --- | --- | --- | --- | --- | --- |
|  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
|  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
|  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |

Table : Existing revenue estimates for this initiative:

| Existing revenue financial impact | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 5 year Total | Ongoing |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Existing revenue in the forward estimate | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |

Table : New revenue

| **New revenue financial impact** | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **5 year Total** | **Ongoing** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| New revenue initiative 1 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Impact on existing revenue increase/(decrease) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Net revenue impact | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |

* + - 1. State delivery costs

Table : Staffing impacts – Staff/contractors

| **Functional category** |  | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **Ongoing** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **[For all components, or Component A]** |  |  |  |  |  |  |  |
| New VPS staff  | Frontline | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
|  | Back office | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
|  | Contractor | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| **Subtotal**  |  | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** |
| Existing VPS staff | Frontline | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
|  | Back office | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
|  | Contractor | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| **Subtotal** |  | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** |
| New non-VPS staff(specify category e.g. nurse, teacher) | Frontline | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Back office | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Contractor | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| **Subtotal** |  | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** |
| Existing non-VPS staff(specify category e.g. nurse, teacher) | Frontline | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Back office | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Contractor | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| **Subtotal** |  | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** | **0.0** |
| Total staff |  | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

* + - 1. Whole of life costs
				1. Operations and maintenance costs
			2. Budget impact

Table : Capital budget impact

|  | **($ million)** |
| --- | --- |
| **Financial impact (capital)** | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **5 year total** | **2024-25** | **2025-26** | **TEI** |
| Component a | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | 0.000 |
| Component b | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | 0.000 |
| Project risk allocation | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | 0.000 |
| Project contingency allocation | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | 0.000 |
| Principle repayments for leases – Centralised Accommodation Management (CAM) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | 0.000 |
| Principle repayments for leases – department | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 | 0.000 | 0.000 |
| **Subtotal gross capital**  | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** |
| Offsets from other sources (e.g. proceeds from asset sales, trust accounts, Commonwealth funding) – specify each separately by component if available | (0.000) | (0.000) | (0.000) | (0.000) | (0.000) | **(0.000)** | (0.000) | (0.000) | (0.000) |
| Net impact capital | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |

Table : Operational budget impact

|  | **($ million)** |
| --- | --- |
| **Financial impact outputs** | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **5-year total** | **Ongoing** |
| Component a | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Component b | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Lease operating expenditure - CAM | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Lease operating expenditure - department | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Lease interest CAM | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Lease and service concession interest – department | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| **Subtotal gross output** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** |
| Offset from internal reprioritisation  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Offset from other sources (e.g. revenue, Commonwealth, trust fund) – specify each separately by component if available | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| **Subtotal offsets** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** |
| Net impact output | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |

Table : Ongoing operational costs

|  |
| --- |
| **Ongoing operational costs of new assets** |
| Does the submission include all ongoing costs associated with maintaining and operationalising the capital component of this submission? | [ ]  Yes – these are included in the output funding tables  | [ ]  No | [ ]  Partial |
| If ‘no’ or ‘partial’, please specify any ongoing components not included with:* a high-level estimate of funding requirements; and
* timing
 |  |

Table : Capital Asset Charge (CAC) and depreciation

| **($ million)** |
| --- |
| **Financial impact** | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **5-year total** | **Ongoing** |
| **Capital asset charge** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** |
| **Depreciation** |  |  |  |  |  |  |  |
| Leases – centralised accommodation management (CAM) | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 |
| Leases – Department | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 |
| Other  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | **0.000** | 0.000 |
| **Total depreciation**  | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** |
| **Total depreciation and CAC** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** | **0.000** |

Table : Summary of useful life of asset

|  | **Useful life of asset (years)**  |
| --- | --- |
| Useful life of asset used in depreciation calculation |  |

* + - 1. Funding sources
			2. Project budget risk assessment
				1. Risk quantification and contingency
		1. Management
			1. Governance framework
			2. Stakeholder engagement and communications plan
			3. Project management strategy
			4. Change management
			5. Performance measures and benefits realisation

Table : Performance measures

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Baseline** | **Target if proposal is endorsed** |
| Performance measures | Existing/New/not in BP3  | Unit of measure | 2019-20 published target | 2020-21 | 2021-22 | 2022-23 | 2023-24 |
| **Output: [Insert output name]** |  |
|  |  | Quantity/Quality/Timeliness/Cost |  |  |  |  |  |

* + - 1. Risk management
			2. Exit strategy
			3. Readiness and next steps

# Checklist and sign-off

| **Initiative title:** | **[Business case/Initiative title]** | **Yes** |
| --- | --- | --- |
| **Department:** | **[Department title]** |  |
|  | Was DTF/DPC consulted during the preparation of the business case and/or costings agreed? |[ ]
|  | Has a *Business case cover sheet* been completed to accompany this business case? |[ ]
|  | Has the SRO signed an attestation statement for this business case? |[ ]
|  | Is the project High Value High Risk (HVHR) (i.e. has a PPM been completed)? |[ ]
|  | If the project is HVHR, has a Gateway review for gates 1/2 been undertaken? |[ ]
|  | If applicable, have the relevant value creation and capture documents been completed and included? |[ ]
|  | Have the following documents been submitted to DTF?: |[ ]
|  | * Project Profile Model (PPM)
 |[ ]
|  | * Investment Logic Map (ILM)
 |[ ]
|  | * Benefits management plan
 |[ ]
|  | * Procurement strategy
 |[ ]
|  | * Risk register
 |[ ]
|  | * Detailed project schedule
 |[ ]
|  | * Detailed cost plan
 |[ ]
|  | * Red rated Gateway recommendations in the Recommendations Action Plan (RAP)
 |[ ]

This model checklist is designed for the project proponent’s endorsement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared by:** |  | **Date:** |  |
| **Approved by:** |  | **Date:** |  |
| **Approving officer/delegate name:** |  | **Date:** |  |
| **Secretary:** |  | **Date:** |  |