

Capital Works Construction Project

[Insert Project Title]
[Insert Sponsoring Agency]

Initial Business Case

Commercial - in- Confidence

[Insert Date]

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Drafting Note:

This template is to be used with the Commonwealth Two Stage Process handbook and Quick Reference Guide to Two Stage Process. This template provides a general guide for Agencies. It is each Agency's responsibility to ensure that all information relevant to the project is supplied.

Instructions to assist you to complete Initial Business Case are highlighted in grey. Please delete grey boxes and drafting notes prior to submitting your final Business Case.

1. Executive Summary

The executive summary in the business case should be a detailed summary of the proposal case being put forward. Executive summary will need to include an outline of the business case, analysis of the proposal and recommended option being proposed.

[Insert text]

2. Project

Business Needs

Insert Business Needs as identified in your organisation.

[Insert text]

Project Scope

Project Scope should define the project constraints and limitations at a high level.

[Insert text]

Project Background

Project background need to capture project's history, current governance structure, prior decisions and considerations.

[Insert text]

Project Assumptions

Key assumptions or preconditions that should be taken into account when assessing the IBC should be summarised in this section for audit and analytical purposes. Detailed calculations, reasoning and supporting documentation should be provided as attachment.

[Insert text]

Key Project Stakeholders

Agencies to list key stakeholders, the possible concerns and proposed mitigation action. **Stakeholder Management Plan** to be included as an attachment.

[Insert text]

3. Project Requirements

Statement of Requirements

Project Requirements should define deliverables of the project and provide details on how the project will meet the project scope and business need.

[Insert text]

Identification of Options to Meet Requirements

Early preliminary studies into 3-4 preferred options that should be proposed for Government to consider.

[Insert text]

4. Risk Management

Risk Management Section can be represented in a table format. **Risk Management Plan** should be included as an attachment.

Implementation

[Insert text]

Risk Assessment

[Insert text]

Mitigation

[Insert text]

Risk Costing (P50)

[Insert text]

5. Cost Analysis

Comparisons of Options to Meet Requirements

[Insert text]

Capital Infrastructure Costs

[Insert text]

Risk Allowances (Contingency)

[Insert text]

Funding Source Analysis

[Insert text]

Whole of Life Costing

A summary of key findings in Whole of Life Costs for all preferred options are to be included in this section. Detailed Whole of Life Cost is to be included as an attachment.

[Insert text]

Cost Benefit Analysis

[Insert text]

Socio Political Economical Analysis

[Insert text]

Cash Flow Statements and Drawdown Schedule

Agency should include a high level Cash Flow Statement and Drawdown Schedule for all preferred options.

[Insert text]

6. Recommendation

Preferred Option

[Insert text]

Project Schedule

[Insert text]

Project Delivery Strategy

[Insert text]

Proposed Governance Structure and Accountabilities

Any proposed changes to governance for the development of Detailed Business Case to be included in this section. This section is optional, please delete if not required.

[Insert text]

Other Considerations

[Insert text]

7. Scoping Study

Development of Detailed Business Case

This section should provide details on how the Second Stage Detailed Business Case is to be managed and costs associated with the development of the Detailed Business Case.

[Insert text]

8. Authorisation

Submission of an Initial Business Case for the Second Stage approval of a non-Infrastructure Capital Works project should be authorised by the sponsoring agency's Chief Executive Officer and Chief Financial Officer.

We hereby authorise the submission of this Detailed Business Case for *[insert project title]*.

Chief Executive Officer

_____	_____	___/___/___
Name <i>(Please Print)</i>	Signature	Date

Chief Financial Officer

_____	_____	___/___/___
Name <i>(Please Print)</i>	Signature	Date

9. Schedule of Annexes

This section should include all supporting documentation that will assist Finance in evaluating the policy merit of the investment proposal. Refer to Drafter's Guide for checklist.