[DRAFTING GUIDANCE: *This template aims to assist organisations in confirming that their project or the problem(s) it seeks to address, is a high priority for the institute and should be further investigated within the current funding cycle.]*

# Objective

*(50-100 words)*

*[This section should outline the objectives of this document. An example of this could be*

*“This project prioritisation confirmation is seeking the formal organisational endorsement of [COO, board, or relevant sub-committee of the board] to investigate / progress analysis of the [X project/initiative] on the basis that the [project/initiative] is a key organisational priority at the current time for investment of key TAFE resources and/or potential budget allocation.”]*

# Background

*(100-200 words)*

*[This section should summarise and provide relevant background on the problem(s) faced by the TAFE, why it needs to be addressed and what you are seeking from your board. Problems should be expressed in a “problem statement” – e.g.*

*“The current kitchen facilities at our TAFE do not have the latest kitchen technology used by industry preventing our graduates from gaining the relevant skills required by future employers, impacting the likelihood of successful job placements.”]*

# Project drivers

*(100-200 words)*

*[This section should outline why your project is a priority and where the need has originated as well as whether it has been identified in your organisation’s Asset Management Plan as per* [***guideline 10* of the strategic planning guidelines in accordance with the *Education Training and Reform Act 2006***](https://www.education.vic.gov.au/Documents/training/providers/rto/amndmtstratplangdl.pdf)*. Prioritisation should clearly indicate why resources and investment are required and the risk / impact for the institute of not investing in a timely manner. Use the tick table below to outline the drivers for the project.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Drivers | *Tick all that apply* |  | Drivers | *Tick all that apply* |
| Changed Student Demand (existing offering) |  |  | Government Directed Expenditure |  |
| New Skills Offering Requirement |  |  | Unplanned Asset Maintenance |  |
| Industry Partnership or Growth Opportunity |  |  | Planned Asset Maintenance |  |
|  |  |  |  |  |
| Other: |  |  |  |  |
| *[If other, please describe]* | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is this project outlined in the institute’s asset management plan? | | | | |
| Yes: |  |  | No: |  |
|  | | | | |
| *[If no, please outline why (new Government Direction, unplanned maintenance etc.)]* | | | | |

# Potential solutions for consideration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Option | Description | Type | Cost Estimate | Timing |
| Option 1 | *[Description i.e. do nothing / do minimum]* | {please select} |  | {please select} |
| Option 2 | *[Description i.e. maintenance]* | {please select} |  | {please select} |
| Option 3 | *[Description i.e. replace existing asset]* | {please select} |  | {please select} |

# Recommendations and next steps

*(100-200 words)*

*[This section should identify the likely preferred solution approach to address the problem and what you are seeking from the board.]*

# Key project contacts

*[This section should outline your key project contacts, i.e. who the board or other approving body should contact if they wish to discuss the project such as the project sponsor, COO, senior responsible owner etc.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Role | Name | Position | Phone Number | Email |
| Senior responsible owner (SRO) | *[Name]* | *[Position]* | *[Phone Number]* | *[Email]* |
| *[Project role]* | *[Name]* | *[Position]* | *[Phone Number]* | *[Email]* |

# Recognition

*[This section should be completed by the organisation to confirm the project as a priority or otherwise. You may wish to delete this section and include your organisation’s own specific approval page if applicable.]*

The [relevant approval body / individual] recognises the problem(s) outlined in this project prioritisation confirmation as:

|  |  |
| --- | --- |
| A current priority | Not a current priority |
|  |  |
| *[Select this option if you believe the opportunity is currently worth pursuing within the current funding cycle.]* | *[This option indicates the project is not a current priority for the institution in the context of competition for resources and budget. It is recommended that the rationale for not prioritising at this time is communicated with the SRO.]* |

and:

|  |  |  |
| --- | --- | --- |
| Grants Approval | Does Not Grant Approval | Requires Discussion |
|  |  |  |
| [Rational for Decision] | | |
| *[Select this option if you grant approval to any of the options below.]* | *[Select this option if you do not grant approval to any of the options below.]* | *[Select this option if you do not currently grant approval to any of the options below and require further discussion.]* |

subject to the following conditions:

|  |
| --- |
| [Conditions] |

for the SRO, outlined in **Section 6**, to:

*[This section is not required to be completed if “Does not Grant Approval” has been selected above.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Commence the Project | | Develop an Internal Funding Submission | | | Develop an Approval Submission to Commence the Business Case process | |
|  | |  | | |  | |
| *[Select this option for projects that have a pre-approved internal funding envelope.]* | | *[Select this option for low complexity Projects that are likely to be internally funded.]* | | | *[Select this option for medium complexity projects, externally funded projects, or HVHR projects.]* | |
| Signed by: | | | | **Signed by:** | | |
| Name: | *[First Name Last Name]* | |  | **Name:** | | *[First Name, Last Name]* |
| Position: | *[Position]* | |  | **Position:** | | *[Position]* |
| Signature: | *[Sign Here]* | |  | **Signature:** | | *[Sign Here]* |
| Date: | *[dd-mmm-yy]* | |  | **Date:** | | *[dd-mmm-yy]* |

# Attachments

*[Attach any relevant documents. For projects with funding pre-approval, this could be confirmation of the project or an extract from a budget announcement which outlines the funding allocation to your project]*