



Criteria for Preparing Submissions for Capital Planning and Major Capital Projects

<b>Project Title:</b>	<b>Ref</b>
<b>Background:</b> <ul style="list-style-type: none"><li>• <i>Brief description of the proposed project and why it is required</i></li></ul>	
<b>Rationale for Business Case including risk of not acting</b> <ul style="list-style-type: none"><li>• <i>Provide a statement of the key objectives of the project linked to the planning process and strategic objectives of the University and/or the Faculty.</i></li><li>• <i>Provide any data relevant to the level of need or demand to be met by the project.</i></li><li>• <i>Provide a statement of what impact this project will have on the level of service delivery provided.</i></li></ul>	
<b>Budgets /Projections /Forecasts</b> <p>Satisfactory return on invested capital demonstrated by;</p> <ul style="list-style-type: none"><li>• The activity being central to the UWA role and mission, strategic plan, fit with campus masterplan and priority areas</li><li>• Impact on staff and students - the new building serves a large number of staff and students</li><li>• Expected future student growth - eg growth in designated academic profile areas; growth in fee paying students</li><li>• The activity being capable of generating contract research, research commercialisation</li><li>• A reduction in future operating and maintenance costs - merits of continuing maintenance vs replacement of buildings</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>• <i>Provide a summary of the project costs (and cash flow plan if over more than one year)</i></li><li>• <i>Provide details of any savings that this project will produce</i></li><li>• <i>Identify any subsequent or ongoing costs as a result of this project</i></li><li>• <i>Provide a summary of any assumptions on which the costs are based</i></li><li>• <i>Provide a summary of the revenue this project will generate (show cash flow from start up and out for 5 years)</i></li><li>• <i>What profit is available after considering "life cycle costs" and other recurrent costs.</i></li><li>• <i>Staff, equipment and running costs.</i></li></ul>	
<b>Alignment with Corporate priorities, directions and master plan.</b>	
<b>Compliance with the Act(s) (if required).</b>	
<b>Scenarios / options considered</b> <ul style="list-style-type: none"><li>• <i>Benefits and disadvantages</i></li><li>• <i>Pros and cons</i></li><li>• <i>Risks (loss and opportunities)</i></li></ul>	

**Environmental Considerations:**

*Provide information on the likely impact of the project on other areas including:*

- *Campus Master planning*
- *Industrial Relations*
- *Health Safety and other regulatory requirements*
- *Legal or regulatory*
- *Public Relations*
- *Resources*
- *Funding*
- *Student relations*

*Current space needs demonstrated by;*

- *National/international best practice, G08 benchmarking*
- *Recent review(s) of space requirements*
- *Space planning/allocation model*
- *Utilisation survey findings/recommendations*
- *Demonstrated overcrowding*
- *Associated works (e.g. planned maintenance in the area concerned)*

**Outline of Proposed Concept:**

- *Provide details of the scope and costing for the project*

Attach any sketches or other relevant information required to describe the scope of works.

**Timeline**

- *Provide details of the project program (when it is required and how long it will take)*

**Exit Strategy (if required)**

- *Identification of worst and best case including sensitivity analysis*

**Recommendations**

- *Rationale*
- *Action / implementation plan and accountability*
- *KPI's*

**Senior Management Contacts:**

Business Case Sponsor:

Name:

Title:

Faculty:

Date:

Project Manager.

Name:

Title:

Faculty:

Date:

**Attachments:**

List of attachments headings