A tree with yellow leaves and a stream of water

Description automatically generated

SEQ Liveability Fund

Project Plan

INSERT PROJECT NAME

INSERT APPLICANT NAME

INSERT VERSION

INSERT DATE

# Document information

**Document Details**

|  |  |  |
| --- | --- | --- |
| **Document Ref** |  | |
| **Document File** |  | |
| **Contact** |  |  |

**Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Description of change** | **Changed by** | **Reviewer** | **Date** |
|  |  |  |  |  |
|  |  |  |  |  |

**Related Documents**

|  |  |
| --- | --- |
| **Document Ref** | **Document Name** |
|  |  |
|  |  |

|  |
| --- |
| The purpose of this project plan  **Information provided in the project plan will be considered in assessing the suitability of the Project for funding.**  A detailed project plan is required to be submitted with all Applications to the SEQ Liveability Fund and may form part of the Project Funding Agreement if the Application is successful.  **All sections of the template must be completed. Assessment of the Application may be affected if any section of this project plan is removed or not completed.**  If a section is considered not relevant to the Project, type ‘not applicable’ and provide the reason why. The rationale provided will be considered during the assessment of the Application. |

|  |
| --- |
| Instructions for using this project plan template  Each section of the project plan template contains a guidance box which provides instructions on how to complete that section of the template.  Whilst the guidance boxes should be deleted for the final version of the project plan document, it may be useful to save a working draft with all guidance intact. This allows you to review the guidance again if any changes are required.  Information should be provided in the fields or tables in the document and/or in the Appendices—wherever it is more efficient and effective to do so.  Applicants are also encouraged to provide additional relevant information that supports or expands on information included in the project plan as appendices or separate attachments. Any appendices or attachments should be clearly referred to in the body of the project plan. |

The Department of State Development and Infrastructure connects industries, businesses, communities and government (at all levels) to leverage regions’ strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

#### Copyright

This publication is protected by the Copyright Act 1968.

#### Creative Commons licence

|  |  |
| --- | --- |
|  | This work, except as identified below, is licensed by the Department of State Development and Infrastructure under a Creative Commons Attribution (CC BY) 4.0 Australia licence. To view a copy of this licence, visit [creativecommons.org.au](http://creativecommons.org.au/) |

You are free to copy, communicate and adapt this publication as long as you attribute it as follows:

© State of Queensland, the Department of State Development and Infrastructure, July 2022.

Third party material that is not licensed under a Creative Commons licence is referenced within this document. All content not licensed under a Creative Commons licence is all rights reserved. Please contact the Department of State Development and Infrastructure, the copyright owner if you wish to use this material.

#### Interpreter_SymbolTranslating and interpreting service

If you have difficulty understanding a document and need an interpreter, we provide access to a translating and interpreting service. You will not be charged for this service. To contact the Translating and Interpreting Service, telephone 131 450 and ask them to telephone the Department of State Development and Infrastructure on +61 7 3328 4811.

#### Disclaimer

While every care has been taken in preparing this publication, to the extent permitted by law, the State of Queensland accepts no responsibility and disclaims all liability (including without limitation, liability in negligence) for all expenses, losses (including direct and indirect loss), damages and costs incurred as a result of decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Copies of this publication are available on our website at [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au) and further copies are available upon request.

#### Contact us

🕻 [+61 7 3328 4811](tel:073328481) or [13 QGOV (13 74 68)](tel:137468)

@ [info@dsdmip.qld.gov.au](mailto:info@dsdmip.qld.gov.au)

🖳 [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au)

🖂 PO Box 15009, City East, Queensland 4002

🏠1 William Street, Brisbane 4000

Contents

[Document information 1](#_Toc158020067)

[1. Technical terms and acronyms 4](#_Toc158020068)

[2. Project background 4](#_Toc158020069)

[3. Project definition and scope 4](#_Toc158020070)

[3.1. Project objective(s) 4](#_Toc158020071)

[3.2. In-scope 4](#_Toc158020072)

[3.3. Out of scope 5](#_Toc158020073)

[4. Project management 5](#_Toc158020074)

[4.1. Project partners 5](#_Toc158020075)

[4.2. Project and governance structure 5](#_Toc158020076)

[4.3. Key Project roles and responsibilities 6](#_Toc158020077)

[4.4. Procurement and resourcing 6](#_Toc158020078)

[5. Project timeframes 6](#_Toc158020079)

[5.1. Key Project milestones and timeframes 7](#_Toc158020080)

[5.2. Project assumptions, constraints and dependencies 7](#_Toc158020081)

[6. Project costs 8](#_Toc158020082)

[6.1. Cost breakdown 8](#_Toc158020083)

[6.2. Cashflow forecast 8](#_Toc158020084)

[6.3. Project financing 8](#_Toc158020085)

[7. Stakeholder management 9](#_Toc158020086)

[8. Risk management 9](#_Toc158020087)

[Appendix A: Gantt chart [OR] Project delivery/works schedule 10](#_Toc158020088)

[Appendix B: Project cost breakdown 11](#_Toc158020089)

[Appendix C: Cashflow forecast 12](#_Toc158020090)

# Technical terms and acronyms

|  |
| --- |
| Please provide a definitive list of technical terms and acronyms mentioned in this project plan.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

|  |  |
| --- | --- |
| Term/Acronym | Meaning |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Project background

|  |
| --- |
| Provide a summary of the Project history/background.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

# Project definition and scope

## Project objective(s)

|  |
| --- |
| Provide details of the justification for the Project and the objectives/outcomes. *Please consider the SEQ City Deal Outcomes when drafting your response*.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## In-scope

|  |
| --- |
| Please provide a detailed description of all activities included in the Project including pre-construction (e.g. tendering, ‘for construction’ design, materials procurement, etc), construction and commissioning. Clearly identify which activities are in scope and out of scope. This information will define the Project deliverables.  NOTE: In-scope works may include both those that are Eligible Project Costs and those that are Ineligible Project Costs. Please refer to the Applicant Guidelines for eligible and ineligible project costs.  It is important to also specify any works or activities that are out of scope for the Project. This also assists in managing and avoiding scope creep. All Project works that are out of scope and not part of the SEQ Liveability Fund Application should be listed and described in section 3.3.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## Out of scope

*Insert response here*

# Project management

## Project partners

|  |
| --- |
| If the project is being delivered with a Project Partner, provide a brief summary of:   * the partner organisation * its scope of involvement with the Project and * its experience delivering similar Community Infrastructure Projects.   *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## Project and governance structure

|  |
| --- |
| Provide an overview of the Project’s governance structure e.g.:  Where multiple entities are involved in delivery (e.g. different divisions of the Applicant organisation, Project Partner, etc) please identify which entity or entities are responsible for each element of the Project and governance structure.  In addition, please provide details regarding which entity or entities:   * own or will own Project assets * will operate the Project and * will directly employ Project staff.   *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

## Key Project roles and responsibilities

|  |
| --- |
| Identify the key roles and their nominated responsibilities including details of any Project Partner employees/representatives that will have a key role in Project delivery.  Please also identify the person who will be the nominated Project manager.  The individuals identified must have the capabilities, skills and expertise to successfully deliver the Project.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Individual/Organisation** | **Role** | **Responsibilities** | **Communication Required** |
| *Bob Smth* | *Project Lead (PL)* | *The PL will oversee the delivery of, and be accountable for all project elements (e.g. budget, costs, scheduling, monitoring and reporting).* | *Monthly meeting with the PCG* |
|  |  |  |  |
|  |  |  |  |

## Procurement and resourcing

|  |
| --- |
| Describe the proposed approach to procuring key services, employment and supplies/materials for the Project, including competitive quotation/tendering procedures and contract models.  If any Project contractors and other suppliers have been identified or engaged, use the table below to provide information about their location, the key product/service being provided, where significant components of the product/service being provided have been sourced from (if known) and the value of the contracts.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractor/supplier name** | **Contractor/supplier description** | **Contractor/supplier location** | **Estimated value of contract/item** | **Duration estimate** |
| *Both Smith Ltd* | *Plant hire – excavator and water truck* | *Boonah* | *$20,000 (exc GST)* | *12 months* |
|  |  |  |  |  |
|  |  |  |  |  |

# Project timeframes

|  |
| --- |
| A Gantt chart or detailed Project delivery schedule identifying anticipated timeframes for all activities relating to delivery of the Project must be submitted with the Application. Such activities may include detailed design; obtaining development approvals, permits and licences; land acquisition; tendering; material procurement; construction; and commissioning.  In addition, please complete the table in section 5.1 with high level details about the Project’s stages and activities.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

A detailed Gantt chart [**OR**] Project delivery/works schedule is attached at Appendix A. [***Delete whichever does not apply***]

## Key Project milestones and timeframes

|  |  |  |
| --- | --- | --- |
| **Key project milestone (activity)** | **Start date** | **End date** |
| *Tender process* | *01/07/2024* | *31/10/2024* |
|  |  |  |
|  |  |  |

## Project assumptions, constraints and dependencies

|  |
| --- |
| Provide details of all project assumptions, constraints and dependencies that may impact the delivery of the project.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref #** | **Assumption** | **Date logged** | **Owner** | **Status** | **Actions/Update** |
| *1.* | *Project estimate will not escalate significantly following market responses to the tender* | *01/07/2024* | *Bob Smith* | *Open* | *Contingency included in the budget to accommodate minor increase in tender responses.* |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

*Insert response here*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref #** | **Constraint** | **Date logged** | **Owner** | **Status** | **Actions/Update** |
| *1.* | *Council does not have the budget to fund any shortfalls should market responses exceed the project estimate.* | *01/07/2024* | *Bob Smith* | *Open* | *Council may need to consider alternative design options to reduce the amount AC pipeline that can be replaced.* |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

*Insert response here*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref #** | **Dependency** | **Date logged** | **Owner** | **Status** | **Actions/Update** |
| *1.* | *Progression of earthworks is dependent upon the development application being approved.* | *01/07/2024* | *Bob Smith* | *Open* | *Delay of the development application will delay the earthworks into the wet season.* |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

*Insert response here*

# Project costs

## Cost breakdown

|  |
| --- |
| Please identify all expenditure/costs (exc GST) associated with delivery of the Project including all eligible and ineligible costs.  **Note**: Project funding sought from the SEQ Liveability Fund can only be used for eligible project costs. Any ineligible project costs must be funded by the applicant or third-party financial contributions.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete*. |

Refer to the Project cost breakdown template on the Department website and attach in Appendix B.

*Insert response here*

## Cashflow forecast

|  |
| --- |
| Please detail all expenditure/costs (exc GST) in line with key project milestone/activities related to the delivery of the project.  **Note**: do not edit or delete the formulas in the cashflow forecast template. The completed cashflow forecast must be submitted as an Excel document.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

Refer to the Project cashflow forecast template on the Department website and attach in Appendix C.

*Insert response here*

## Project financing

|  |
| --- |
| Please detail how the Applicant will fund any costs over and above the funding sought from the SEQ Liveability Fund, any potentially ineligible project costs, and any unanticipated cost increases.  If the Applicant is making a financial contribution to the Project, please detail the internal approvals in place for the required funding.  If the Applicant has a third-party making a financial contribution to the Project, please describe and attach evidence of the third-party’s confirmation of their financial contribution.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

# Stakeholder management

|  |
| --- |
| Outline the how stakeholder expectations and engagement will be managed during the Project’s delivery**,** e.g.   * communications and engagement context * engagement strategy * communications strategy * community consultation   *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

*Insert response here*

# Risk management

|  |
| --- |
| Risks include major factors which could significantly influence the timing, cost or scope of the Project and associated work.  At a minimum, risks must be rated as high, medium or low. Applicants must specify the likelihood of those risks occurring and ensure that adequate and suitable risk mitigation strategies are in place.  Applicants must complete the risk identification and mitigation table below addressing all risks linked to this Project. Additional detail about any of the identified risks can also be provided below.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Risk identification – major factors which could significantly influence the delivery of the project. | | | |
| Risk Level: | High (H) | Medium (M) | Low (L) |
| Likelihood: | Likely (L) | Possible (P) | Unlikely (U) |

*Insert response here*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk/Issue** | **Risk Level** | **Likelihood** | **Mitigation Strategy** |
| *Costs exceed the Applicant's funding capacity* | *H* | *P* | *Contingency included in the budget to accommodate minor deviations in construction costs.*  *Contracts will include clauses regarding cost escalation and associated penalties.* |
|  |  |  |  |
|  |  |  |  |

Appendix A: Gantt chart [OR] Project delivery/works schedule **[Delete whichever does not apply]**

*Please embed a Gantt chart below or attach copy as a PDF to the Application.*

# Appendix B: Project cost breakdown

|  |
| --- |
| Project funding sought can only be used for eligible project costs. Refer to the Applicant Guidelines (section 2.3) for further information.  All Ineligible Project Costs must be covered by Applicant or other contributors.  Please add additional rows to the table, if required.  *To delete this guidance text box, click mouse in the left margin to highlight the box then press delete.* |

# Appendix C: Cashflow forecast

*Please attach a copy of the Cashflow forecast (in the provided excel template) to the Application.*

A tree with yellow leaves and a stream of water

Description automatically generated