|  |
| --- |
| Project Scope Identification  for a small business/corporate project |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Scope Identification **for a small business/corporate project** | | |  | |
|  | | | | |
| **Source of funds/ Program:** |  | | | |
|  | | | | |
| **Region/Unit :** |  | **Branch:** | |  |
|  | | | | |
| **Division:** |  |  | | |
|  | | | | |
| **Project Name:** |  | | | |
|  | | | | |
| **Project No:** |  | **File No:** | |  |  |
|  | | | | |  | **Branch:** |  |
| **Current Situation:** |  | | | |
| **Need for Project:** |  | | | |
| * **Existing system/process:** |  | | | |
| * **Deficiencies this project will address:** |  | | | |
| * **Political and community issues:** |  | | | |
| * **Any associated works/projects/ dependencies:** |  | | | |
| * **Other:** |  | | | |
| *(provide photos where applicable):* |  | | | |
| **Program Benefits/outcomes of proposed works:** |  | | | |

|  |  |
| --- | --- |
| **Scope of proposed project:** |  |
| * **In Scope:** |  |
| * **Out of Scope:** |  |
| **Options considered:** | * (If any) |
| **Constraints:** | (e.g. budget, time, staff, developments/events, political circumstances, electoral cycle, funding availability, environmental, permits, materials supply, availability of key equipment, seasonal weather conditions. Delete/amend/replace as appropriate.) |
| **Delivery method:** | (e.g. in-house resources/contractors/suppliers) |
| **Future operational performance:** | (How this project will improve operations & how will this be measured) |
| **Acceptance Criteria:** |  |
| **Significant risks identified:** | (e.g Public consultation, flooding, safety equipment + constraints above) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Cost** | **Proposed expenditure flows** | | | | |
| **Prior Expenditure**  **$'000** | **20\_\_-\_\_**  **$'000** | **20\_\_-\_\_**  **$'000** | **20\_\_-\_\_**  **$'000** | **Total**  **$'000** |
| **Operating** |  |  |  |  |  |
| Salaries/FTEs |  |  |  |  |  |
| Consultants |  |  |  |  |  |
| Training |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Total Operating Cost** |  |  |  |  |  |
| **Capital** |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Software |  |  |  |  |  |
| Other |  |  |  |  |  |
| Contingency |  |  |  |  |  |
| **Total Capital Cost** |  |  |  |  |  |
| **Total Project Cost** |  |  |  |  |  |

**Submitted (Project Manager)**

|  |  |
| --- | --- |
| Name: | Position: |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

**Recommended (Program Manager/Sponsor - head of delivery group**)

|  |  |
| --- | --- |
| Name: | Position: |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

Comments:

**Approved (Customer – decision maker ‘owning’ the new asset/process)**

|  |  |
| --- | --- |
| Name: | Position: |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

Comments:

**Attachments: (where applicable)**

1. Drawing/Sketch
2. Photos
3. Risk Register (if applicable)
4. Estimate of Cost

Creative Commons information

© State of Queensland (Department of Transport and Main Roads) 2017

88x31

<http://creativecommons.org.licences/by/4.0/>

This work is licensed under a Creative Commons Attribution 4.0 Licence. You are free to copy, communicate and adapt the work, as long as you attribute the authors.  
The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this publication. The State of Queensland has no objection to this material being reproduced, made available online or electronically but only if its recognised as the owner of the copyright and this material remains unaltered.

Disclaimer: While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for 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.

TMR OnQ Template Version 3.0 (06/09/2017)