**SAMPLE**

**BUSINESS PLANS 2017: TAFE COLLEGE BUSINESS CASE OUTLINE FOR COMMERCIAL ACTIVITIES**

**SUMMARY**

Provide a summary of the business case in 100 words or less.

**SCOPE OF BUSINESS CASE**

Include:

* name of client/contractor and location.
* Nature of the engagement (activities to be undertaken)

**OBJECTIVES TO BE ACHIEVED**

Include:

* Intended benefits
  + strategic
  + economic
* Targets (eg. number of fee for service students)

**ALIGNMENT WITH STRATEGIC GOALS**

* Link to current college business priorities college and/or sector priorities.

**PROPOSED ACTIVITIES AND TIMELINES**

* Key stages and decision points, including proposed consultations and decision makers.

**FINANCIAL OVERVIEW**

Include:

* Expenditure and anticipated/actual return.
* Internal business costs including human resources allocated to this activity.

**ASSOCIATED RISKS**

Include:

* Outline any key assumptions.
* Any previous experience in similar engagements
* Impacts on other businesses (eg. private RTO fee for service market)
* Risk assessment and risk management strategies.

**PROJECT EVALUATION**

Include:

* Measures of success.

**RECOMMENDATIONS**

Include :

The Minister to approve.......