[INSERT AGENCY LOGO]

[INSERT AGENCY TITLE]

[Investment Proposal Title]

Application for Concept Approval

Date

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Contact Officer

|  |  |  |
| --- | --- | --- |
| Name/Title | Email | Phone |
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Abbreviations

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List of Appendices

List any appendices included with the Application for Concept Approval.

**!**

This template should be used in conjunction with the relevant Strategic Asset Management Framework (SAMF) Guidelines.

This template is intended to broadly reflect the SAMF requirements but may be tailored to reflect the asset type and complexity of the investment proposal.

Agencies are encouraged to engage with the Department of Treasury early in a proposal’s development to ensure that the agency’s approach will meet the SAMF requirements.

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# Executive Summary

[Provide a summary of the proposal. This will include:

* why it is required (what problem it is seeking to fix);
* implications if not done now;
* the primary benefits to Government of the proposal; and
* readiness to progress to the next stage of delivery.]

# Project Purpose

## Introduction

[Provide a clear description of the initiative.]

## Proposal Background

[Describe the external context necessary to introduce the proposal and the problem(s) it is intended to address.]

## Project Context

[Describe the alignment of the proposal with government and/or corporate priorities and the agency’s Strategic Asset Plan.]

## Definition of Problem/Opportunity

[Define the problem(s) and opportunities that the proposal is intended to address. The problem is required to be substantiated by evidence, which may include:

* demand forecasts with assumptions;
* KPIs on current performance levels; and
* facts/examples of the problem.]

## Rationale for Intervention

[Define the ‘base case’ and describe the rationale for government intervention.

Justify why the State should intervene as opposed to a private sector/market/not-for-profit solution, Commonwealth or local government investment.]

## Timing Considerations

[Indicate the urgency of the problem(s) by explaining why it should be solved now rather than later.

State the implications of delaying a response to the problem.]

# Investment Proposal

## Proposal Objectives

[Detail the objectives to be achieved for the proposal.]

## Benefits to be Delivered

[Explain the key benefits to Government that flow if the problem is solved. Also note any dis-benefits.]

## Stakeholders

[Map the key stakeholders, their interests and likely position in relation to the problem.

Identify any potential opportunities for collaboration.]

## Interdependencies

[Outline any key interdependencies critical to benefit delivery and strategies required for management.

Identify necessary and potential partnerships with other organisations to ensure successful outcomes/benefits realisation.]

# Strategic Options

## Strategic Responses and Indicative Options

[State potential interventions – i.e. the broad action by the Government (base options, asset options, service options, etc.).

State how the potential interventions can be developed into options.

List all project options that are considered feasible at addressing the problem. Generally, these options should be detailed in the business case. However if a large number of options have been considered it may be appropriate to include their detail as an appendix.]

# Proposal Implementation

## Governance Arrangements

[State the current governance arrangements in place for the proposal. Outline any proposed changes to governance arrangements that will be required to support project delivery if the proposal is approved by Government.]

## Stakeholder Engagement

[Map the key stakeholders and project dependencies, and their interests and likely position in relation to the recommended solution as the project planning matures.

Engagement with key stakeholders to date should be outlined. However, it is not expected that all stakeholders have been consulted at this time.]

## Development Timelines

[List the major deliverables for the recommended solution and associated delivery timeframe.]

## Resourcing

[Provide an outline of how the development of the proposal’s business case will be resourced.

If an agency is seeking funding to develop the business case justification is required to demonstrate the need to access additional funding, in terms of lack of resources or limited internal technical capability. Additionally, clarity must be provided on what services will be procured with the requested funding.]

# Next Steps and Requested Outcome

[Present and justify the decision that the agency is seeking from Government.

State the key next steps for the proposal if approved to proceed to business case development.

Clearly state the decision(s) that are being sought from Government.]

# Appendices

[Attach any appendices as a separate volume.]