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| A Project Proposal outlines a concept that has the potential to add value to UQ. The concept may relate to or provide a solution to an existing problem, help establish or enhance needed capabilities or capacity, or identify and help realise an opportunity. The Project Proposal needs to provide sufficient justification (precisely and concisely) of how and why the concept is attractive, affordable, achievable and adaptable. | |
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| **Instructions for completing a Project Proposal** | |
|  | Proposals should be completed and submitted to [pmo@pf.uq.edu.au](mailto:pmo@pf.uq.edu.au) on or before the deadline for review by the Property and Facilities (P&F) Project Review Board (PRB). The PRB meets fortnightly, please see the [Project Review Board Website](https://coo.uq.edu.au/operational-areas/property-and-facilities/pf-projects-and-initiatives/project-review-board) for submission cutoff and PRB meeting dates. |
|  | Submissions require a plan (floor plan or similar) of the intended project outline and boundary. Supporting documents should be submitted as an appendix, where appropriate. The submitter should aim to complete all fields within the template, with a complete submission no longer than 5 - 6 pages. |
|  | Outcomes of the submission will be finalised and communicated by the P&F Project Management Office (PMO) the week following the PRB meeting. This will include all recommendations, outcomes and any next steps. |
|  | If your project requires CMG funding and/or the project estimate is over $300,000, once P&F PRB endorsement has been received, this proposal form and associated PRB endorsement memo should be submitted to [capitalworks@uq.edu.au](mailto:CapitalWorks@uq.edu.au) on or before the deadline. Deadlines for submission can be found at the [Capital Investment](https://governance-risk.uq.edu.au/functions-and-services/project-governance/capital-investment) page. |
|  | If submission to CMG is required, outcomes of the CMG submission will be finalised and communicated by CMG. This will include any next steps and reporting requirements. |
|  | If you require any assistance completing this form, please contact the P&F Project Management Office (PMO) at [pmo@pf.uq.edu.au](mailto:pmo@pf.uq.edu.au) |

| **SECTION 1: PROPOSAL DETAILS** | | | | | |
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| **1.1: PROPOSAL TITLE AND OWNERSHIP** | | | | | |
| **Proposal Title** | [Proposal Name] | **Portfolio** | | Choose an item. | |
| **Proposal Sponsor** | [Name and Position] | **Organisational Unit** | | Choose an item.  [If other, please specify] | |
| **Proposal Owner** | [Name and Position] | **Project Category** | | Choose an item. | |
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| **1.2: PROJECT PRIORITY/TIMEFRAME** | | | | | |
| **Decision Sought** | Choose an item.  [If other, please specify] | | | | |
| **Critical Milestones and/or Time Constraints (if known)** |  | | | | |
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| **1.3: PROJECT LOCATION** | | | | | |
| **Project Campus/Site** | Choose an item. | | | | |
| **Building Number & Name** |  | **Floor Location** | |  | |
| **Is your Org unit currently allocated the space?** | ☐ Yes  ☐​ No  [If No, please complete a Space Request Form, see link below]  <https://staff.uq.edu.au/information-and-services/facilities-services-and-maps/maintenance-and-facilities/requesting-space-campus> | | | | |
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| **1.4: PROJECT FUNDING** | | | | | |
| **Estimate Project Budget**  **(if known)** | $  [Please attached quotes if already obtained] | | | | |
| **Funding Source**  **(if known)** | Choose an item.  [If other, please specify] | | Has Funding been confirmed? | | If No,  Has this project been forecasted? |
| ☐ Yes ​​☐​ No | | ☐ Yes ​​☐​ No |
| **Funding Request From CMG?** | ☐ Yes  ☐​ No  If Yes, please specify amount $ | | | | |
| **Co-Funding**  **(if any)** | [If known, please specify the amount of Faculty/External funding that will contribute to the project budget.]  $ | | | | |
| **Any Previous Funding Spent on this Proposal to Date?** | $ | | | | |
| **Project Chartstring**  **(if known)** |  | | | | |
| **SECTION 2: PROPOSAL DESCRIPTION** | | | | | |
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| **2.1: PROPOSAL OVERVIEW, GOALS AND OBJECTIVES** | | | | | |
| * Please provide an overview of the project. * Discuss the primary goals and objectives for the proposed project. | | | | | |
| [Response] | | | | | |
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| **2.2: PROPOSAL SCOPE** | | | | | |
| * Please detail the specific project scope * Please detail any specific project scope exclusions * Include any options which are to be considered * Does the project relate to new or existing space? Does it require decanting? * What are the IT requirements? (Networks, AV, System / Applications, Voice) | | | | | |
| [Response] | | | | | |
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| **2.3: BENEFITS** | | | | | |
| * Identify the main benefits and any dis-benefits (quantitative and qualitative) to UQ from pursuing this proposal. What is the baseline (current) vs future state scenarios? * Please refer to the [Project Governance Office](https://governance-risk.uq.edu.au/functions-and-services/pgo) for Benefits Profile Guidance, Benefits Realisation Plan and Benefit Profile. * How does this project align with UQ Master Planning and Future Vision? | | | | | |
| [Response] | | | | | |
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| **2.4: ANY KNOWN PROPOSAL RISKS, CONFLICTS & DEPENDENCIES** | | | | | |
| * What are the significant risks associated with this proposal? How will these risks be managed? * What are the challenges, known issues/problems/constraints? * What are the key assumptions and dependencies that need to be monitored and managed? * Please refer to [Enterprise Risk](https://governance-risk.uq.edu.au/functions-and-services/enterprise-risk) for Risk forms and templates * Are there any impacts on other stakeholders (people or groups)?   i.e will other people/groups have to move as a result of this project or be temporarily decanted and then recanted once works have finished?   * If known, please specify if there are there any project infrastructure and/ or sustainability requirements? * If known, please specify if there are there any known impacts on existing campus operations? | | | | | |
| [Response] | | | | | |

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| **ATTACHMENTS** (Supplementary information - limited to 5 A4 pages) | |
| 1. |  |
| 2. |  |
| 3. |  |

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| **REVIEW AND REGISTRATION** | | |
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| **Proposal Owner** | [Name and Position] | Click or tap to enter a date. |
|  | | |
| **Proposal Sponsor\*** | *Proposal Sponsor Signature* | Click or tap to enter a date. |
| [Name and Position] |

\* Proposals <$300k (where CMG funding is **not** required) must be sponsored by the person with the financial delegation to approve the proposal.

Proposals up to $5 million (where CMG funding is required) can be sponsored by a member of USET or a Director of a Major Research Institute (IMB, QBI, SMI, AIBN, and QAAFI).

Proposals over $5 million must be sponsored by Provost, COO or one of the DVC’s