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| --- | --- |
| Property and Facilities  20 January 2025 |  |

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| --- | --- | --- |
| |  | | --- | | Project Name | | **Gate 1 – Project Seed Funding Request Document** |   PMO Project Number: |

# Base Project Information

|  |  |
| --- | --- |
| **Project Title** | Title |
| **Project Category** | Choose an item. |
| **Portfolio** | Choose an item. |
| **Organisational Unit** | Choose an item. |
| **Project Sponsor** | Name |
| **Project Owner** | Name |
| **Project Manager and/or Business Interface Lead** | Name |
| **Decision Sought** | Choose an item. |
| If “Other”, please explain: |

# Budget Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Funding Requirements** | | | |
| Project budget in IFG Forecast | $ | **Year(s)** | **Amount Forecast** |
| [Year] | $0 |
| Total estimated project cost | $ | | |
| IFG Funding required | $ | | |
| Funding required from other sources | $ | | |
| Gate 1 Funding Request | $ | | |

# Document Control

|  |  |  |
| --- | --- | --- |
| **Authorisation** | **Name** | **Position** |
| Prepared by | Name | Role |
| Endorsed by | Project Owner  Name | Role |
| Approved by | Project Sponsor  Name | Choose an item.  If other: Click or tap here to enter text. |

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1. Executive summary
   1. Summary

250 to 500 words (maximum).

Summarise the following:

* Location of building / facility
* Proposed scope and business requirement
* Current status and next steps requiring direction from CMG
* Summary of funding request required to complete scope and resolve business requirement
  1. Recommendation

It is recommended that:

The Capital Management Group (CMG) approve funding of $XXXXXXX to complete scope YYYYYY

1. Short form business case summary
   1. Project update

|  |  |
| --- | --- |
| Overall Rag Status | Choose an item. |

250 to 500 words (maximum).

* What is the PRB to review? Explain any changes from previous Gate e.g. scope, budget, project, risks, strategic alignment etc
  1. Option recommendation
  2. Procurement Methodology
  3. Benefits identified
  4. Strategic alignment
  5. Key risks
  6. Governance

|  |  |
| --- | --- |
| **Project governance requirements** |  |
| Funding approval | Choose an item. |
| Steering Committee | Choose an item. |
| Project Control Group | Choose an item. |

1. Cost estimates and funding

|  |  |
| --- | --- |
| Cost Estimate Preparation & Control |  |
| Cost assessment prepared by | Choose an item. |
| Cost assessment date | Click or tap to enter a date. |
| Review and approved for submission by | Choose an item. |

* 1. Previous Approval – Gate 0 Baseline

|  |  |
| --- | --- |
| Provided for retrospective reference only |  |
| Gate 0 total project cost estimate | $ |
| Gate 0 forecast Gate 1 funding requirement | $ |
| Gate 0 forecast 10-year Whole of Life estimate | $ |

* 1. Capitalisation of Project and Program Management Costs

|  |  |
| --- | --- |
| P&F Workforce Capitalisation Assessment |  |
| Is the project identified as a Capital Works project by UQ Finance | *Yes/No* |
| If yes, are the associated P&F Project and Program Management costs to be capitalised for charge back to the P&F Operational Account | *Yes/No* |
| If yes, what % of the overall project budget will be applied for P&F Project and Program Management cost charge back | *Confirm %* |

* 1. Gate 1 - Proposed Project Cost Breakdown

|  |  |
| --- | --- |
| Project Capital Cost Breakdown  *(including UQ costs, consultant costs, construction costs, contingency and escalation, as relevant)* |  |
| **UQ Development Costs** | **X,XXX,XXX** |
| * Typical University Project Costs\* | XXX,XXX |
| * P&F Project and Program Management Costs (X%) | XXX,XXX |
| * UQ ICT Costs | XXX,XXX |
| **Consultant Fees** | **X,XXX,XXX** |
| * Architect | XXX,XXX |
| * Structural Engineer | XXX,XXX |
| * Civil Engineer | XXX,XXX |
| * Etc…. | XXX,XXX |
| **Construction Costs** | **X,XXX,XXX** |
| * Early Works Contractor | X,XXX,XXX |
| * Main Works Contractor | X,XXX,XXX |
| * Escalation | XXX,XXX |
| **Contingency Allowances** | **X,XXX,XXX** |
| * Project Contingency (ESC Managed) | XXX,XXX |
| * Project Construction Reserve (PCG Managed) | XXX,XXX |
| Total Capital Funding Estimate | $X,XXX,XXX |

*\* Typical University Project Costs include Building & Construction Q Leave fees, QFES fees, FF&E costs, initial site surveyor costs, decanting and any other miscellaneous UQ Project Costs (as identified by P&F).*

* 1. Gate 1 - Operational Cost Estimate

|  |  |
| --- | --- |
| Project Operational Cost Breakdown |  |
| **Typical Building / Facility Operating Cost Forecast\*\*** |  |
| * 1-year operational cost estimate | XXX,XXX |
| * 10-year operation cost estimate (including inflation) | XXX,XXX |
|  |  |
| **Services, Preventative & Corrective (SPC) Maintenance** |  |
| * 25-year SPC maintenance forecast (including inflation) | XXX,XXX |
| * 25-year SPC maintenance forecast (including inflation) | XXX,XXX |

*\*\* Operating cost forecast includes all building utility costs, insurance premium costs and any costs related to staffing in order to operate the building / facility.*

* 1. Gate 1 - Capital Funding Required

|  |  |
| --- | --- |
| Gate 1 Update - Total Capital Funding Estimate | $XXX,XXX |
| Gate 1 Seed Funding Breakdown   * UQ Development Cost Request * Consultant Fee Request | $XXX,XXX  $XXX,XXX |
| Total Gate 1 Seed Funding Request | $XXX,XXX |
| IFG to confirm approval of the following Gate 1 Seed Funding allocation | $XXX,XXX |
| Additional funding to be provided from other sources / parties | $XXX,XXX |

* 1. Seed Funding cashflow forecast

|  |  |  |
| --- | --- | --- |
| Year | CMG Funding Cashflow | Other Funding Cashflow |
| 2025 | $X,XXX,XX | $X,XXX,XX |
| 2026 | $X,XXX,XX | $X,XXX,XX |
| 2027 | $X,XXX,XX | $X,XXX,XX |
| 2028 | $X,XXX,XX | $X,XXX,XX |
| 2029 | $X,XXX,XX | $X,XXX,XX |
| 2030 | $X,XXX,XX | $X,XXX,XX |
| Total | **$X,XXX,XXX** | **$X,XXX,XXX** |

1. Program and timeline

|  |  |  |
| --- | --- | --- |
| Gated Capex Endorsement/Approval Milestones | Milestone Date | Status |
| Gate 0 – Project Initiation Request | Click or tap to enter a date. | Choose an item. |
| Gate 1 – Seed Funding Request | Click or tap to enter a date. | Choose an item. |
| Gate 2 – Planning Approval (if applicable) | Click or tap to enter a date. | Choose an item. |
| Gate 3 – Project Funding Request | Click or tap to enter a date. | Choose an item. |
| Gate 4 – Contract Execution | Click or tap to enter a date. | Choose an item. |
| Gate 5a – Practical Completion | Click or tap to enter a date. | Choose an item. |
| Gate 5b – End of Defect Liability Period | Click or tap to enter a date. | Choose an item. |

# Gate 1 Checklist

|  |  |  |
| --- | --- | --- |
| **Task** | **Details** | **Check** |
| Project Account | Check that a chartstring for the project has been established |  |
| Project Brief | Develop and validate the project brief |  |
| Stakeholder Register | Identify key stakeholders and define roles and responsibilities |  |
| Communications Brief | Develop communications brief and advise stakeholders of their role through the process |  |
| Consult and review | Ensure the relevant internal UQ business areas have been consulted and their feedback incorporated into the submission documents:   * PMO * Project Managers * I&S * Campus Ops * Commercial Business * Campus Planning * Space Management * ITS * Subject Matter Experts (as required) |  |

# Approvals

|  |  |  |
| --- | --- | --- |
| Project Role | Name | Date of Approval |
| **Project Manager and/or Business Interface Manager** |  | Click or tap to enter a date. |
| **Project Owner** |  | Click or tap to enter a date. |
| **Project Sponsor** |  | Click or tap to enter a date. |

2. **Contact details**
3. **Program Management Office (PMO)**  
     
   E pmo@pf.edu.au[**pmo**@pf.uq.edu.au](mailto:pmo@pf.uq.edu.au)  
   W [uq.edu.au](http://www.uq.edu.au/)

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