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

|  |  |  |
| --- | --- | --- |
| |  | | --- | | Project Name | | **Gate 3 – Project 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 3 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. |

Contents

[Base Project Information 2](#_Toc190168710)

[Budget Details 2](#_Toc190168711)

[Document Control 2](#_Toc190168712)

[Contents 3](#_Toc190168713)

[1. Executive summary 4](#_Toc190168714)

[1.1 Summary 4](#_Toc190168715)

[1.2 Recommendation 4](#_Toc190168716)

[2. Background and current status 4](#_Toc190168717)

[3. Project proposal and future direction 4](#_Toc190168718)

[3.1 Business requirement and strategic alignment 4](#_Toc190168719)

[4. Cost estimates and funding 5](#_Toc190168720)

[4.1 Previous Expenditure 5](#_Toc190168721)

[4.2 Proposed Project Cost Breakdown 5](#_Toc190168722)

[4.3 Operational Cost Estimate 6](#_Toc190168723)

[4.4 Capital Funding Requested 6](#_Toc190168724)

[4.5 Total project cashflow forecast 6](#_Toc190168725)

[5. Program and timeline 7](#_Toc190168726)

[6. Governance 7](#_Toc190168727)

[6.1 Steering Committee (if required) 7](#_Toc190168728)

[6.2 Project Control Group (if required) 7](#_Toc190168729)

[6.3 Working Group (if required) 7](#_Toc190168730)

[7. Risk management 8](#_Toc190168731)

[Gate 3 Checklist 9](#_Toc190168732)

[Approvals 9](#_Toc190168733)

Appendices

[Appendix A](#_Toc190168734)

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. Background and current status

250 to 500 words (maximum)

Summarise current status that has resulted in the business requirement for this project

* Use dot points summarises to break down lengthy paragraphs and make it simpler for the reader to review

1. Project proposal and future direction

250 to 500 words (maximum)

Summarise proposed scope to resolve the business requirement and why this strategy is deemed the best outcome for the University

* Use dot points summarises to break down lengthy paragraphs and make it simpler for the reader to review
  1. Business requirement and strategic alignment

250 to 300 words (maximum)

* Identify how this aligns with the Universities strategic goals.
* Faculty representative and/or faculty sponsor to provided narrative

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 Expenditure

|  |  |
| --- | --- |
| Cost incurred to date | $XXX,XXX |

Provide a brief summary of what the above previous cost expenditure relates. Also need to reference any previous CMG approvals which were obtained prior to the expenditure of these funds (if applicable)

* 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. 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. Capital Funding Requested

|  |  |
| --- | --- |
| Gate 3 Update - Total Capital Funding Estimate | $XXX,XXX |
| Gate 1 Seed Funding (already approved) | $XXX,XXX |
| Remaining Capital Funding for approval | $XXX,XXX |
| IFG to confirm approval of the following Gate 3 funding allocation | $XXX,XXX |
| Additional funding to be provided from other sources / parties | $XXX,XXX |

* 1. Total project cashflow forecast

|  |  |  |
| --- | --- | --- |
| Year | IFG 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 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 | Click or tap to enter a date. | Choose an item. |

1. Governance

The Director, Development and Project Delivery, will be the owner of the project and lead the execution of the works. The following project governance regime is proposed outside of the IFG.

* 1. Steering Committee (if required)

|  |  |
| --- | --- |
| Does the complexity of the project require an Steering Committee (SC) to be formed? | Choose an item. |
| If yes, list the proposed SC stakeholder representatives for approval by IFG  Stakeholder 1  Stakeholder 2 |  |

* 1. Project Control Group (if required)

|  |  |
| --- | --- |
| Does the complexity of the project require a Project Control Group (PCG) to be formed? | Choose an item. |
| If yes, list the proposed PCG stakeholder representatives for approval by IFG  Stakeholder 1  Stakeholder 2 |  |

* 1. Working Group (if required)

|  |  |
| --- | --- |
| Does the project require a bespoke Working Group (WG) to be formed to inform its development? | Choose an item. |
| If yes, list where the representatives will be sourced from:   * Group 1 * Group 2 * Group 3 |  |

1. Risk management

A high-level assessment of key identified project risks and associated risk mitigation strategies is provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| Risk ID | Risk Title | Risk Description | Mitigation Strategy |
| 01 | *Risk Title* | *Risk description* | *Mitigation strategy* |
| 02 | *Risk Title* | *Risk description* | *Mitigation strategy* |
| 03 | *Risk Title* | *Risk description* | *Mitigation strategy* |
| 04 | *Risk Title* | *Risk description* | *Mitigation strategy* |
| 05 | *Risk Title* | *Risk description* | *Mitigation strategy* |
| 06 | *Risk Title* | *Risk description* | *Mitigation strategy* |
| 07 | *Risk Title* | *Risk description* | *Mitigation strategy* |

# Gate 3 Checklist

|  |  |  |
| --- | --- | --- |
| **Task** | **Details** | **Check** |
| **Consultant Procurement** | Follow procurement process for design consultants and award contract |  |
| **Kick-off & User Reps Design meeting** | Kick-Off meeting held with Project Owner/Sponsor and relevant Functional Areas and Stakeholders |  |
| **Project Management Plan** | Project Management Plan (PMP) updated including project governance and detailed Day-1 requirements |  |
| **Risk Management Plan** | Detailed Risk Management plan developed |  |
| **Further Develop Functional Design requirements** | Functional design requirements developed with P&F Pillars and ITS including:   * BIM plans * Safety-In-Design * Whole-Of-Life Design * Space allocation * Building/Room #’s * Indigenous & Heritage * ITS/AV design * Cable/Power & Data * Day 0 Ops Plan |  |
| **Consultation and review against Design Standards with relevant functions** | Consultation and peer review with relevant internal business areas and incorporate their feedback/requirements into the Detailed Design:   * I&S * Campus Operations * Commercial Business * Campus Planning * Space Management * Subject Matter Experts * ITS |  |
| **Detailed Drawings and Specifications** | Drawings, specification and conditions of contract for the required delivery contracts (as required) prepared |  |
| Ensure requirements from technical design brief, user concept pack and Design Standards are included in the Detailed Design |  |
| Determine UQ ITS cable, power & data requirements & specifications |  |
| Coordinate with UQ AV contractor |  |
| **PREM Review** | PREM review of Developed Design documentation |  |
| **Design Review and Value Engineering Review** | Value engineering review with the Project Owner/Sponsor, BIL, Functional areas, PMO cost planner and consultant team |  |
| Benefits reviewed against any value engineering outcomes |  |
| **Approval of Developed Design Documents** | Endorsement/approval/noting of developed design documents by:   * Project Owner/Sponsor * Planning Cell * Steering Committee * Campus Infrastructure Committee |  |
| **Finalise Business Case** | Business Case updated as required |  |
| PMO Capital Manager conducted assurance check |  |
| Project Owner/Sponsor approved Business Case |  |
| Steering Committee endorsed Business Case |  |

# 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/)

CRICOS Provider 00025B • TEQSA PRV12080

