

PRIME

For the future

PRIME Projects – Pro-forma Project Proposal Template

Developed for PRIME Steering Council members by:

AUSTRALIAN INSTITUTE OF REFRIGERATION AIR CONDITIONING AND HEATING

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Synopsis

This PRIME pro-forma project proposal template can be used by PRIME Steering Council members to develop project proposals for PRIME projects and PRIME focus areas.

A series of suggested headings are provided with a brief description of what should be covered under each heading.

For a project to be endorsed by PRIME it is helpful if each proposal is structured similarly to allow comparisons to be made and project proposals to be properly assessed.

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Project Description

Each project proposal should start with a description of the project including a plain English summary of the project and its intended outcomes.

Introduction

The introduction should provide a situational analysis, describing the background and context to the project proposal as well as a brief overview of the proposed activity.

Project Objective

Provide a clear statement of the objective(s) for the project. Explain why the project is needed.

Project Overview

Include a broad description of the project including the project activities, deliverables and indicative timelines

Project Goals

Concisely list the goals of the project.

Project Benefits

Concisely list the benefits that derive from the project.

Project Focus

Is there a specific focus or sector to which the project applies?

Project Outcome

What are the intended outcomes of the project?

Project Exclusions

Are there any particular aspects or industry sectors excluded from the project?

Project Relevance

Relevance to Industry

How is this project relevant to the HVAC&R or related industries?

Alignment with PRIME

How is this project relevant to the PRIME Focus Areas or PRIME priority projects?

How does the proposed activity align itself with the PRIME objectives?

Relevance to government

How does this project align with, or further, government policy in this area?

Relevance to Australia

How is this project relevant to the National good?

Magnitude of Potential Project Benefits

Include quantification of the expected benefits where possible.

Relationship to Previous and Current Work

Outline how this project compliments previous or current work in the space.

Project Governance

Project Oversight

Describe who is in charge of decision making with regard to the project. What structures are in place to provide oversight of the project activities?

Management Overview

Outline how the project will be managed on a day-to-day basis. Specify who is responsible for the Project Management.

Project Development

Outline how the project will be developed, i.e. the process to be followed.

Project Financial Management

Outline how the finances of the project will be managed.

Project Planning and Delivery

Project Process

Outline how the project will be developed, i.e. the process to be followed, including:

- Management steering group;
- Technical working group;

- Volunteers or paid consultants;
- Public/industry peer review stage; and
- Process for incorporating industry comments.

Project Plan

Provide a project plan indicating the following:

- The overall time required for project delivery;
- Milestones for the project, including an end date for each milestone;
- Deliverables for the project, including a delivery date for each;
- A list of all project activities and their start and end dates.

Risk and risk management

Identify any major risks to the project and outline the actions that will be taken to mitigate those risks. Risks can include project delays, insufficient budget/cost increases, lack of industry engagement, lack of industry trust in the process or deliverable.

Project Timing

Target dates should be included for key deliverables and project milestones as well as an overall project timeline, from start to finish.

Project Deliverables

Provide a list and description of every deliverable for the project.

Project Financial Planning

Project budget

Provide an outline of the budget costing for the project.

Indicate the overall costs to support the delivery of the project.

Indicate any in-kind contributions from project partners and contributors.

Include any contingencies.

Indicate the total sponsorship or grant required to deliver the project.

Include GST component for all final costings.

Project costs

Detail any specific hourly rates, project component costs, equipment costs that are known and required.

Proposed payment plan

Indicate a proposed payment schedule; by milestone or deliverable.

Project assets

Provide a description of how any residual project assets will be disposed of and accounted for.

Project Value

Provide an overview analysis and statement on the overall value-for-money of the project proposal.

Project Communications

Target Audience

Define who the target audience(s) for the project deliverables are.

Key stakeholders

Define the key stakeholder groups for the project deliverables.

Communications

Describe the key communications expected from the project.

Describe the communication channels available or intended to be used.

Communications Plan

Provide a plan outlining what communications are to be delivered to which stakeholder group using which communication channel and when.

Project Evaluation and Reporting

Project Evaluation

Provide a description of how the project's success or impact will be evaluated.

Project Reporting

Provide a description of how the project's delivery and evaluation will be reported.

Who will be reporting on the project, to whom will the reports be sent, and when.

Appendices

Appendices can be used to provide additional detail on any particular topic relevant to the proposal.

End of Project Proposal Template