****

**Capital Management Group (CMG)**

**Business Case Summary**

*\*All fields are compulsory unless indicated. Only complete the white boxes, coloured boxes are auto calculated.*

**Base Project Information** *(Only complete white boxes)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** |  | **Executive Sponsor** | Choose an item. |
| **Portfolio** |  | **Organisational Unit** | Choose an item. |
| **Total Project Cost** |  | **Outcome Sought from CMG/Senate** | Choose an item. |
| **Project Justification** | Choose an item. | **Project/Program** | Choose an item. |
| **If project justification is “other” please explain** |  | | |
| **Business Case Contact** |  | | |

**Project Explanation** *(keep this section as a summary of the business case and as brief as possible)*

|  |  |
| --- | --- |
| **Project Description** |  |
| **Justification** |  |
| **Alternative Solutions sought** |  |

**Project Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Start Date** | Click or tap to enter a date. | **Business case pg. ref** |  |
| **Project End Date** | Click or tap to enter a date. | **Business case pg. ref** |  |
| **Benefit Realisation Start date** | Click or tap to enter a date. | **Business case pg. ref** |  |

**Budget Estimation**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ongoing Operational costs p.a (e.g. FTE, Licensing costs)** |  | **Date of commencement of Operational Costs** |  | **Business Case Page Reference** |  |

**Risk Identification** *(apply the risk rating as per the UQ Risk Matrix for projects)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk Type** | **Likelihood** | **Impact** | **Risk Rat** |
| **Risk of not progressing with this business case** | Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk Type** | **Likelihood** | **Impact** | **Risk Rat** |
| **Delivery Risk** | Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. |  |
| Choose an item. | Choose an item. | Choose an item. |  |

**Refer to UQ Risk Matrix for definitions of Likelihood and Impact:** [**https://governance-risk.uq.edu.au/files/7320/A3%20Project%20Risk%20Matrix.pdf**](https://governance-risk.uq.edu.au/files/7320/A3%20Project%20Risk%20Matrix.pdf)

**Strategic Alignment** *(choose the most significant Domain or Enablers from the Strategic Plan)*

|  |  |  |  |
| --- | --- | --- | --- |
| **List the relevant 2022-2025 Domain or Enabler from the Strategic Plan as well as the Strategies under the Domain or Enable the project relates to** | **Benefit Type** | **Size of Benefit** | **Business Case Page Reference** |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |

**FBS and PGO Use only**

|  |
| --- |
| **Finance and Business Services – Review Points** |
|  |

|  |
| --- |
| **Project Governance Office – Review Points** |
|  |

**Outcome Record**

|  |  |  |  |
| --- | --- | --- | --- |
| **CMG/Senate have** | Choose an item. | **On the Day of** | Click or tap to enter a date. |

**Dependent of the completion of the following items:**

|  |
| --- |
|  |