



< Project Title >

Microsoft SPF Funding Proposal

Organisational Unit

DEPARTMENT OF ...

Version 0.A (dd mmm yyyy)

Acknowledgements

The contribution of the following individuals in preparing this document is gratefully acknowledged:

<contributors/reviewers/developers>

This document has been derived from a template prepared by the Department of Premier and Cabinet and the Department of Treasury and Finance, Tasmania. The structure is based on a number of methodologies as described in the *Tasmanian Government Project Management Guidelines*.

For further details, refer to <http://www.projectmanagement.tas.gov.au>.

<Organisational Unit>

Output No.: <n.n>

Title: <Initiative/Project Title>

Objective: *What is the aim of this initiative?*

Scope: *What are the broad boundaries of the initiative?*

Reason: *Provide a brief explanation as to why the business area has identified the project as a priority. Include links to Government objectives and priorities and to Departmental Strategic Plans.*

Priority: <Critical, High or Medium>

Responsible Officer: <Name, Title, Email Address, Phone>

Proposed Solution: *What is the conceptual technology solution?*

Output(s): *What will be delivered at the end of the initiative?*

How will the success of the initiative be measured: *Describe the measure(s) that will indicate that the initiative has been successfully completed.*

Resources: *What human resources, and other resources (if applicable) will be required for the project?*

Estimated Expenditure: *What is the estimated expenditure required for the initiative?*

Key Stakeholders: *List the key stakeholders or stakeholder groups who will be affected by the initiative.*

Major Risks: *What are the barriers to achieving project success (ie the major risks)? What are the consequences if the project is not undertaken?*

Minimising the Risks: *What steps will be undertaken to minimise these major risks to the success of the project?*

Related Projects: *List any projects which are dependant on this initiative, or projects that are interdependent on this initiative, or projects upon which this initiative is dependent.*

Guidelines/Standards: *What guidelines, standards or methodologies will be applied to the work undertaken in the initiative?*

Project Size: *What is the size of the proposed initiative? (You may wish to refer to the Fact Sheet: Project Sizing.)*

<Small, Medium or Large>

Governance: *Describe any special management arrangements that will be put in place to govern the initiative.*

Business Partner/Sponsor: *Who is the Sponsor or Business Partner that will be the 'champion' for the initiative?*

Project Milestones:

List the major milestones, scheduled start, scheduled finish and who has been assigned accountability.

<i>Id</i>	<i>Description</i>	<i>Who</i>	<i>Scheduled Start</i>	<i>Scheduled Finish</i>	<i>Predecessor¹</i>

¹ The activities appearing in the predecessor column must be completed before the activity described can begin.

Response to Evaluation Criteria

Proposals for SPF funding must meet at least two of the following criteria.

The project will improve government employee productivity and/or satisfaction.

The project will develop the local ICT industry.

The project will improve inter-relationships and/or collaboration between government agencies and/or jurisdictions.

The project will generate substantial efficiencies in government business processes.

The project will generate substantial efficiencies in existing government service delivery activities.

The project will create new channels for government service delivery, resulting in increased convenience and/or lower costs for clients.

The project will deliver other benefits to the Government as a whole.

SPF Funding Sought

What is the amount of funding for which approval is being sought?

Endorsement

Responsible Officer:

< Name>, <Title>

Date: ____ / ____ / ____

Project Sponsor:

< Name>, <Title>

Date: ____ / ____ / ____