**[Insert Company Name]**

**Business Competitiveness Program (BCP)**

**Project Plan Template**

*This template should be used to complete your required Project Plan as part of your Business Competitiveness Program (BCP) application.*

*You will be asked to upload a Project Plan as part of the online application process. It can be submitted as a Word or PDF document.*

*Note: Please delete italicised guidance notes prior to submission. To update the contents menu, click on the left or right side of the contents table and press F9.*

***All applications must be accompanied by the following supporting documentation:***

* ***Evidence of co-contribution*** *including:*
  + *Evidence, in writing, of support from the Board (or business owner or chief executive officer) that the business can undertake the project and meet its co-contribution costs,* ***and***
  + *An approved loan facility,* ***or***
  + *Cash at bank (current bank statement),* ***or***
  + *Management accounts demonstrating satisfactory cash flow or liquid assets*
* ***Project Plan*** *(this document)*
* ***Quotations*** *from service providers used to support cost estimates*
* ***Audited Financial Reports*** *for the past three years (including Profit & Loss, Balance Sheet and notes to the accounts)*
* ***Management or interim accounts*** *for the current year, if the most recent Financial Report is more than six months old*
* ***Financial projections*** *including Profit & Loss and Cash Flow****\*****.*

***\**** *The cash flow projections should include project expenditure and project funding as separate items in cash outflow and inflow. A template is available at* [*business.vic.gov.au/bcp*](http://www.business.vic.gov.au/bcp)

*The financial projections should cover the life of the project and should reflect the financial benefits expected to be generated from the project.*

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# 1. Project

## 1.1 Project Title

## 1.2 Project Description (a brief description only – no more than 200 words)

|  |  |  |
| --- | --- | --- |
| *Provide an overview of the project. Include the key activities, objectives and project outcomes.* | | |
| **How many full time equivalent (FTE) staff?** | The number of FTEs in your organisation at the time of this application (include direct and indirect workers). | |
| **Duration of the project** | *How long will this project take to complete?* | |
| **Duration of the project – start and end dates** | *Anticipated project start date* | *dd/mm/yyyy* |
| *Anticipated project end date* | *dd/mm/yyyy* |

## 1.3 Budget (excluding GST)

*Provide a detailed cost breakdown for the project including all eligible project activities required for the delivery of the project (including any required scoping works, make, model and cost of any equipment to be purchased, installation costs, fit out costs, contingency and any additional expenditure required).*

*This should be broken down into financial years for all aspects of the project.*

**Note:**You will needtoconfirm that the company’s CFO or equivalent has reviewed and approved the budget and the nature of expenses.

**Note:** Successful applicants will need to complete the project activities within 18 months of the date of execution of the Grant Agreement. **Completion of the project must not extend beyond June 2023**.

*Eligible project expenditure includes the following activities relating to the proposed project:*

* *capital expenditure (e.g. manufacturing machinery and equipment and technology)*
* *other project-related non-capitalised expenditure (e.g. related to product and process improvements, prototyping, evaluation and testing of new products and processes, and supply chain capability development)*
* *minor building alterations and fit-out costs*
* *training specific to the technology (external costs only)*
* *labour and contractors (but does not include internal salaries).*

*Eligible project expenditure must be:*

* *incurred by the grant recipient within 18 months of execution of the grant agreement*
* *a direct cost of the project and*
* *exclusive of the Goods and Services Tax (GST).*

*(Add or delete items/rows as necessary)*

| **No.** | **Project Expense (excl GST)**  ***Add or delete as relevant – examples only*** | **Company or Individual Being Paid** | **2020/21** | **2021/22** | **2022/23** | **Total excl GST** |
| --- | --- | --- | --- | --- | --- | --- |
| **Capital Equipment/Expenditure (eg, items recorded as fixed assets in the applicant’s accounts)** | | | | | | |
| 1. | Scoping works |  |  |  |  | $0.00 |
| 2. | Machinery Equipment/Plant Items |  |  |  |  | $0.00 |
| 3 | Machinery/Equipment/Plant Items |  |  |  |  | $0.00 |
|  | **Sub Total excl GST** |  |  |  |  | **$0.00** |
| **Other Project-Related Non-Capitalised Expenditure** | | | | | | |
| 4. | Costs related to product and process improvements |  |  |  |  | $0.00 |
| 5. | Costs of prototyping/ evaluation and testing of new products/processes |  |  |  |  | $0.00 |
| 6. | Costs related to supply chain capability development |  |  |  |  | $0.00 |
| 7. | External training |  |  |  |  | $0.00 |
| 8. | Labour and/or contractors |  |  |  |  | $0.00 |
| 9. | Fit-out and building alterations costs |  |  |  |  | $0.00 |
| 8. | Specify any “Other” costs |  |  |  |  | $0.00 |
|  | **Sub Total excl GST** |  |  |  |  | **$0.00** |
| **Other Ineligible Expenditure Related to the Project** | | | | | | |
| 9. | Specify other ineligible expenditure related to the project (if applicable) |  |  |  |  | $0.00 |
|  | **Sub Total excl GST** |  |  |  |  | **$0.00** |
| **Contingency** | | | | | | |
| 10. | **Contingency** (if required, up to 5% of eligible project expenditure) |  |  |  |  | $0.00 |
|  | **Total Project Expenditure excl GST** |  |  |  |  | **$0.00** |
| Has the company’s CFO or equivalent reviewed and approved the budget and the nature of expenses?  £ Yes £ No | | | | | | |

1.4 Target Outcomes

*Provide details of how the company will measure the success of the project, when this will occur and who is responsible for delivery. (Add or delete rows as required.)*

| **Target Outcome**  *What is to be achieved?*  ***Below are examples only*** | **Measure**  *How will the company measure this?* | **Completion Date**  *By when will this be achieved?* | **Accountability -** *Who is responsible for delivery?* |
| --- | --- | --- | --- |
| 1. *Increase in full time equivalent employees by X* |  |  |  |
| 1. *Training and up-skilling of x employees* |  |  |  |
| 1. *Increase annual production capacity by X* |  |  |  |
| 1. *Reduce unit production cost by X%* |  |  |  |
| 1. *Enhance the competitiveness of the business/the sector/supply chain by XX* |  |  |  |
| 1. *Activity will contribute to broader social and environmental objectives by XX* |  |  |  |
| 1. *Other* |  |  |  |
| **Estimated Direct Job Creation as a result of the Project (FTE cumulative)** | | | |
| **0-6 Months** | **6-12 Months** | **12-18 Months** | **18-30 Months** |
|  |  |  |  |
| **Estimated Indirect Job Creation as a result of the Project (FTE cumulative)** | | | |
| **0-6 Months** | **6-12 Months** | **12-18 Months** | **18-30 Months** |
|  |  |  |  |
| **Estimated Sales Revenue as a result of the Project** | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** |
|  |  |  |  |
| **Estimated Export Revenue as a result of the Project** | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** |

1.6 Project Funding

*Provide details of confirmed and anticipated sources of funding for the Project.*

| **Source** | **Confirmed ($)** | **Anticipated ($)** | **Total ($)** |
| --- | --- | --- | --- |
| *Applicant* | $0 | $0 | $0.00 |
| *Other – e.g. bank loan* | $0 | $0 | $0.00 |
| *Other – please specify* | $0 | $0 | $0.00 |
| **Subtotal ($)** | **$0.00** | **$0.00** | **$0.00** |
| Amount requested from **Business Competitiveness Program** ex GST ($) |  | **$0** | **$0** |
| **Total ($)** | **$0** | **$0** | **$0** |

# 2. Project Management Plan

## Project Schedule

*(This will determine delivery of milestones in the Grant Agreement).*

NB. A minimum of ten per cent of eligible Project Expenditure must be incurred on the major component/s of the Project within **90** days of executing the grant agreement. The Department considers expenditure to be incurred once the company has entered into a legal commitment to pay it.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stage**  \*Delete if no dependency on previous stage. Add or delete project stage as required | **Description**  Brief description of a major activity stage of the project, e.g. scoping /permit application/ ordering/ installation/ commissioning, etc. | **Jobs created** | **Capital expenditure ($)** | **Scheduled Start Date** | **Scheduled End Date** |
| Project Stage 1  (commencement of project) |  |  |  |  |  |
| Project Stage 2  (dependent on completion of Stage 1)\* |  |  |  |  |  |
| Project Stage 3  (dependent on completion of Stage 2)\* |  |  |  |  |  |
| Project Stage 4  (dependent on completion of Stage 3)\* |  |  |  |  |  |
| Project Stage 5  (dependent on completion of Stage 4)\* |  |  |  |  |  |
| Post-Project Completion Evaluation Reporting (due 12 months after project completion) |  |  |  |  |  |

## 

## 2.2 Governance

*Provide details of the business’ governance structure for the project. What arrangements are in place to ensure that the project proceeds as planned and that expected benefits from the project are received? Issues that should be addressed include authorities for decision making, financial commitments and expenditure, contractual arrangements, project management responsibilities and, if required, personnel recruitment and management arrangements.*

|  |
| --- |
| **Business Governance Structure** |
|  |

## 2.3 Reporting Requirements

*Provide details of internal reporting structure for the duration of the project*

| **Reported By –**  Name and position of responsible person | **To Whom –**  Name and position of recipient | **Reporting Requirements -** What is to be provided (e.g. status report)? | **Frequency -** How often is this to be provided? |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 3. Risk Management Plan

*Include information about potential risks involved with the project.*

***Note:*** *Common risk categories are: project requirements; benefits; schedule; budget; deliverables; scope; issues; suppliers; communication; and resourcing. You may wish to include some or all of these, dependent on your project.*

| **Risk ID Number**  *Insert risk number (eg, 1, 2, 3)* | **Risk Category**  *Category of the risk to the project (see note above)* | **Risk Description**  *Brief description of the risk to the project* | **Impact**  *The effect it will have on delivery of project (e.g. high, medium, low)* | **Likelihood**  *How likely is it to occur (e.g. high, medium, low)* | **Mitigation Strategy**  *What actions has the company undertaken to limit this risk?* |
| --- | --- | --- | --- | --- | --- |
| *1.* |  |  |  |  |  |
| *2.* |  |  |  |  |  |
| *3.etc* |  |  |  |  |  |