



# Business case for working group projects

## Strengthening Local Government

Local Government  
Association of NSW



Shires Association  
of NSW



LOCAL  
GOVERNMENT  
MANAGERS  
AUSTRALIA  
NSW DIVISION



Institute of  
Public Works  
Engineering  
Australia  
(NSW Division)

**Working group:** .....

**Name of project:** .....

### SUMMARY

- Project objectives:**

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 .....

- Related inquiry recommendations:**

(Implemented, consulted, related or rejected recommendations)

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- Project output / final product**

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- Existing resources / initiatives**

(How is this project different from other existing resources or current projects on the same issue; if any? It should also address the question of why the proposed method is the most effective way to achieve the stated objectives / outcomes.)

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- Project description, concept and timeframe:**

(Provide a concise but sufficiently detailed explanation of the major steps and processes required to conduct the project by referring to the following table or attaching a separate spreadsheet. The table should show the major outputs and then have the detailed activities listed below the outputs with activity durations and resource requirements. This should also include meeting dates and progress report due dates as agreed by the working group.)

Output/Activity Description	Task Description	Start Date (DD/MM/YY)		Finish Date (dd/mm/yy)	
		Planned	Actual	Planned	Actual

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- Project resources / required budget:**

(Please provide detailed outline of resources and/or detailed budget. Provide an itemised budget for the whole project including details of personnel, materials, travel and incidental expenses. Include GST in the amount you request. Two quotes should generally be provided for outsourced elements. Where it is not practical to obtain quotes, please provide an estimate and the basis on which it has been calculated. If applicable provide estimated project cost by timeline by referring to the table below.)

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**Estimated Project Costs by timeline:**

2007/08	2008/09	2009/10	2010/11
\$	\$	\$	\$

*(Please provide attachments where more space is required)*

