PROJECT BRIEF

(Name of Organisation)

(Name of Project)

Project Details:

1. **Background**

Provide background information on your organisation and why you are undertaking this process.

**Project Purpose**

State exactly what the project is aiming to achieve – i.e. Organisation XYZ is seeking a Consultant to develop a Strategic plan/ Business plan/ Facility plan/ Feasibility study/

Detailed design work on facility improvement.

1. **Project Scope**

Give details of where the project will be based - provide the address, name of the facility, and where at the facility the project is based.

**Project Objectives**

An objective is a detailed description of the specific and measureable outcomes desired from a project.

The specific objectives of the project could be:

* To develop a five-year strategy for ………………………………………….
* To develop a business plan for the operation of ……………………………………
* To develop a strategy which considers the life-cycle of ………………….. and provides costing for future upgrading.
* To develop detailed plans for the construction of ……………………………………
* To develop a strategy which considers upgrades to ensure universal access and to ensure …………………………….. is compliant with the Australian Standards for Access.

**Project Deliverables**

Specific, tangible things that will contribute to achieving an objective.

E.g. A strategic document that includes the following elements:

1. Analysis of current and future needs
2. Considers upgrades and enhancements which ensures universal access
3. Examines innovative upgrades, which enhances design and functionality of the facilities and encourages multi-use activities, which may enhance broader participation.
4. Considers and promotes innovative practice for facility management.

**Project Outcomes**

What you want at the end of the process – Business Plan endorsed by Organisation XYZ Committee.

**Strategic Context**

The Consultant must consider the following key policies and strategies:

*(Delete those not applicable)*

* Community and Council Plan;
* Community Health & Wellbeing Plan;
* MRCC Public Open Space Strategy
* Social Inclusion Strategy;
* Recreation Strategy
* Reserve Masterplan
* SSA or Peak Body Facility Development Strategy and/ or Guidelines
* Active Victoria 2017 -2021

1. **Proposed Project Methodology**

The consultant will be required to develop a methodology that is best suited to achieving the outputs of the project.

The following documents are minimum requirements of the project methodology:

* Project Plan
  + Approved methodology
  + Timelines
  + Milestones
  + Stakeholder engagement plan

1. **Stakeholder Engagement**

**List the key stakeholders that are integral to the development of the plan.**

* **MRCC Recreation Officer**
* SSA or Peak Body Regional Representative
* Relevant Regional Association
* Other facility users

1. **Project Budget**

Organisation XYZ will be seeking a fixed price quotation based on the delivery outlined in this project brief. All expenses, accommodation and sundries must be included in the fixed price quotation.

1. **Key Dates**

The following key dates and milestones must be included in the submitted project methodology.

* Contract commences *(align dates with your funding application and grant timelines*)
* Project inception meeting
  + Confirm project plan – (includes) Methodology, Timelines, Milestones, Stakeholder engagement plan
* Draft plan presented to Committee for discussion and feedback
* Final plan presented and endorsed by Committee
* End of Contract

1. **Reporting Requirements**

It is a requirement of this project that regular progress meetings with the Committee are held. Attendance at these meetings can be done remotely.

Organisation XYZ will nominate a Project Manager. The Consultant will communicate with the Project Manager as needed by phone, email and in person.

1. **Project Completion**

Completion of the project will be deemed to have occurred at the time when all finalised copies (electronic and hard copy) of the Plan are provided to Organisation XYZ in the form agreed to.

1. **Payment**

Upon receipt of a tax invoice from the project consultant payment will be made in three milestone instalments:

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Deliverable** | **Payment** |
| 1 | Project Inception meeting held | 30% |
| 2 | Stakeholder Engagement undertaken as per plan | 40% |
| 3 | Final Plan accepted | 30% |

1. **Selection Criteria**

|  |  |  |
| --- | --- | --- |
| 1 | Experience in completing similar strategies/ plans. | 25% |
| 2 | Value for money | 25% |
| 3 | Detailed project methodology | 25% |
| 4 | Experience in working in rural communities | 25% |

1. **Insurance Requirements**

Insurance requirements:

* Public Liability $20 million
* Professional Indemnity $5 Million

1. **Intellectual Property**

Organisation XYZ shall own any intellectual property arising from the project. The authorship of the Consultant shall be acknowledged where relevant.