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| **Business Case Proposal and IMC Evaluation Summary** |
| **Investment overview** |
| TBC |
| **Project sponsor** |
| TBC |
| **Submitted by** |
| TBC |
| **Investment pitch criteria\*** |
| **Criteria** | **Alignment****(to be completed by the Business Case Applicant)** | **Assessment score (Complete by Committee)** |
| * **Financial value of request**
* **Entity and Funding Source (refer to Appendix)**
* **Portfolio/Department owner**
* **Reason for Funding Request**
* New initiative
* Top up for existing initiative
* Budget Adjustment
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| **Financial Criteria**1. **Financial Returns (Cost-Benefit Analysis):** Comparison of the total expected costs against the benefits.
2. **Return on Investment (ROI):**

Expected financial returns relative to the investment cost.1. **Net Present Value (NPV):**

The present value of cash flows minus the initial investment.1. **Payback Period:**

The accumulative time required to recoup the initial investment. |  |  |
| **Strategic Alignment**1. **Alignment with ACU’s Strategic Goals:** How well the project supports the AUC’s Vision 2033 strategic plan [**https://vision2033.acu.edu.au/**](https://vision2033.acu.edu.au/)
2. **Impact on Core Operations:** Potential benefits or disruptions to existing operations.
3. **Long-Term Value:** Sustainability and longevity of the project’s benefits.
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| **Mission Alignment**1. **Mission Alignment**

Alignment with ACU’s Mission. |  |  |
| **Risk & compliance**1. **Risk Analysis:**

Identification and assessment of potentialrisks and mitigation strategies.1. **Sensitivity Analysis:**

Evaluation of how sensitive the project’s outcomes are to changes in key assumptions.1. **Regulatory and Compliance Risks:** Potential legal and regulatory challenges.
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| **Operational Feasibility**1. **Technical Feasibility:**

Availability and reliability of the technology required.1. **Operational Feasibility:**

Capability to implement and manage the project.1. **Resource Availability:**

Availability of necessary human, technical, and financial resources.1. **Timeline:**

Realistic project timelines and milestones. |  |  |
| **Market and Competitive Analysis**1. **Market Demand:**

Assessment of demand for the project’s outputs or services.1. **Competitive Landscape:**

Analysis of the competitive environment and potential market share.1. **Market Trends:**

Alignment with current and projected market trends. |  |  |
| **Social and Environmental Impact**1. **Environmental Impact:**

Potential environmental consequences and sustainability considerations.1. **Social Impact:**

Benefits to the community or stakeholders and potential social challenges.1. **Corporate Social Responsibility (CSR):**

Alignment with the ACU’s CSR goals. |  |  |
| **Stakeholder Considerations**1. **Stakeholder Support:**

Level of support or opposition from key stakeholders.1. **Customer Impact:**

Effects on current and potential customers. |  |  |
| **Legal and Regulatory Considerations**1. **Legal Feasibility:**

Compliance with relevant laws and regulations.1. **Intellectual Property:**

Protection and management of intellectual property. |  |  |
| **Metrics and Performance Indicators**1. **Key Performance Indicators (KPIs):**

Metrics to measure the success and progress of the project.1. **Benchmarking:**

Comparison with industry standards or similar projects. |  |  |
| **Review and Approval Processes**1. **Project Documentation:**

Completeness and accuracy of project documentation and business cases.1. **Review by Subject Matter Experts:**

Evaluation by experts in relevant fields. |  |  |

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| **Financial summary** |
| **Cash flow** |
| **Year** | **Yr 0** | **Yr 1** | **Yr 2** | **Yr 3** | **Yr 4** |
| **Revenue** |  |  |  |  |  |
| **Expenditure** |  |  |  |  |  |
| **Net** |  |  |  |  | **$** |
|  |  |
| **Financial Analysis** |
| **Type** | **Description / summary** | **Total Value (Yr 0 – Yr 4)** |
| **A. Revenue** |
| **Government funded** |  |  |
| **Externally funded** |  |  |
| **Other funding** |  |  |
| **TOTAL REVENUE** |  |
| **B. Expenditure** |  |  |
| **Internal salary** |  |  |
| **Internal cost transfers e.g. re-assignment** |  |  |
| **Assets e.g. technology, infrastructure, etc…** |  |  |
| **Contractor / consultants** |  |  |
| **Other costs** |  |  |
| **TOTAL EXPENDITURE** | **$** |
| **NET** |  |

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| **Attachments/Supporting documents** |
|  |  | **Yes/No/N/A** |
| 1 | Business Case |  |
| 2 | Financial Model |  |
| 3 | Current Period relevant Income Statements |  |
| 4 | Contracts / Agreements |  |
| 5 | Market Analysis / Benchmarking |  |
| 6 | Other |  |
| 7 | Other |  |
| 8 | Other |  |
| 9 | Other |  |
| 10 | Other |  |

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| **Outputs and deliverables** |
| **Item** | **Description** | **Start date** | **End date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Benefits** |
| **Title** | **Description** | **KPI** | **Outcome date** |
|  |  |  |  |
| **Director, Strategy & Operations Review** |
| **Name:** | **Date:** |
| **Finance & Planning Business Partner Review** |
| **Name:**  | **Date:** |
| **P&C Business Partner Review** |
| **Name:** | **Date:** |
| **VCAC Investment Committee** |
| **TBC** | **Date:** |
| **VCAC**  |
| **TBC** | **Date:** |

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| **Submission**  |
| All Signed Final IMC Business Case Proposal Template + all Supporting Documents |
| **IMC@ACU.EDU.AU** |

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| **Criteria assessment scale\*** |
| **Definitions** | **Score** |
| **Exceeds** | **3** |
| **Meets** | **2** |
| **Does not meet** | **1** |
| Note – this is a qualitative assessment. |

**Appendix:**

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| **Entity Codes**

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| **Code** | **Description** |
| 10 | VIC Melbourne  |
| 20 | ACT Canberra  |
| 30 | NSW Strathfield  |
| 40 | NSW North Sydney  |
| 50 | QLD Brisbane  |
| 55 | QLD Townsville  |
| 60 | VIC Ballarat  |
| 70 | SA Adelaide  |
| 80 | NSW Blacktown  |
| 91 | AUS National  |
| 92 | NSW Statewide  |
| 93 | VIC Statewide  |
| 94 | Rome  |
| 95 | Online  |

 | **Sources of Funds**

|  |  |
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| **Code** | **Description** |
| 111 | Operating Tracked  |
| 112 | Operating Tied Internal NonRes Sch  |
| 113 | Operating Tied Internal NPILF only  |
| 121 | Operating IMC pre approved budget  |
| 122 | IMC -Approval post budget  |
| 131 | Operating OH Tracked  |
| 141 | Operating Int Res ACURF  |
| 142 | Operating Int Res DVCR Support  |
| 143 | Operating Int Res Awards  |
| 144 | Operating Int Res RBG  |
| 145 | Research Operating Tied  |
| 311 | NonOp Tied Projects  |
| 312 | NonOp Tied Consultancies  |
| 313 | NonOp Tied SSAF  |
| 314 | NonOp Tied HEPPP  |
| 315 | NonOp Tied RLP  |
| 321 | NonOp Capital Buildings  |
| 322 | NonOp Capital Non Buildings  |
| 331 | NonOp Fndn Tied  |
| 332 | NonOp Fndn Tied Annual Donations  |
| 333 | NonOp Fndn Tied Endowments  |
| 341 | NonOp Tied Commercial  |
| 342 | NonOp Tied Commercial\_Disbursement (CAAs)  |

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