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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 |  |  |
| **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. |  |  |
| **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. |  |  |
| **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**   |  |  | | --- | --- | | **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**   |  |  | | --- | --- | | **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) | |