

LOCAL INDUSTRY FUND FOR TRANSITION

Project Implementation Plan Template

Applicant Organisation Name	
Project Title	
LIFT Sub-Fund	State which LIFT Sub-Fund you are applying for: <input type="checkbox"/> LIFT-Melbourne's North, or <input type="checkbox"/> LIFT-Melbourne's West, or <input type="checkbox"/> LIFT-Melbourne's South East, or <input type="checkbox"/> LIFT-Geelong Region

Please complete this Project Implementation Plan Template as part of your Local Industry Fund for Transition application. You will be asked to upload this document at the end of the online application process. It can be submitted as a Word or PDF document. You will also be asked to upload additional supporting documentation at the end of the online application process along with the Project Implementation Plan.

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

Project Implementation Plan (Local Industry Fund for Transition)

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1 Project

1.1 Project Title	
1.2 Project Description	<p><i>Provide an overview of the project including:</i></p> <ul style="list-style-type: none">• <i>Key activities (e.g. new product/process/service, purchase of new equipment, etc.)</i>• <i>Expected outcomes (e.g. expanded businesses, new product/service, increased employment, etc.)</i>• <i>What is the target market and demand for your proposed project (product/service)?</i>• <i>Outline any identified risks associated with your project (Not more than 500 words)</i>

2 Project Milestones and Activity/Project Schedule

Outline the project’s key milestones and describe the major activities to be undertaken to achieve each milestone. Ensure that the start date of Milestone 1 and the end date of the last Milestone match the start and end dates as stated in the application.

Note: Successful projects will be expected to commence within 90 days of execution of the Grant Agreement. Successful applicants will also need to provide evidence, in the form of a purchase order and/or invoice from the supplier/s, that at least ten per cent of eligible project expenditure has been committed by this date. Activities are to be completed within 18 months of the date of the Grant Agreement.

Example: Project Milestones and Activity/ Project Schedule (please create your own)

Milestone Stage	Major activity stage of the project (brief description of a major activity stage of the project)	Deliverable	Scheduled Start Date	Scheduled Completion Date
1. Milestone 1 Example only	Permit application/ ordering/installation/ commissioning Example only	Completed permit application approved Example only	10 March 2015 Example only	10 May 2015 Example only
2. Milestone 2 Example only	Construction or fit-out of new building/Extension to premises commenced- Example only	First stage of construction of new building commenced, etc. Example only	Insert Dates	Insert Dates
3. Milestone 3 Example only	Construction completed Example only	Construction of new building/extension to premises completed Example only	Insert Dates	Insert Dates
4. Milestone 4 Example only	Ordering of equipment and plant items Example only	Machinery xxx ordered Example only	Insert Dates	Insert Dates
5. Milestone 5 Example only	Installation of new equipment Example only	New plant machinery delivered, installed and commissioned Example only	Insert Dates	Insert Dates
6.	Add additional rows as necessary			

3 Project Budget (exclusive of GST)

3.1 Project Funding

Provide a breakdown of all project funding including sources in the table below.

Note: the \$3-\$1 co-contribution is based on eligible project expenditure only.

Sources of Funding	Confirmed	Anticipated	Total
Grant request from LIFT program	\$	\$	\$
Matched funding to be provided by applicant organisation (in-kind contributions excluded) (minimum \$3-\$1 grant funding)	\$	\$	\$
Any additional funding for this project (provide information on funding source/s; more rows can be added)	\$	\$	\$
Total Income for project			\$

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3.2 Project Budget – Summary

Provide a breakdown of all project expenditure, including the estimated eligible project expenditure (e.g., new machinery and/or equipment costs, project management and direct labour costs), and ineligible project expenditure (e.g., property purchase costs). Refer to the Program Guidelines for further examples of ineligible expenditure.

Expenditure Items					
Eligible Items					
Equipment & plant items (please provide detail a for each item below)	What will it be used for on the project?	Expected Procurement Date	Number of items required	\$ Estimated cost (exclusive GST)	Total
Item 1				\$	
Item 2				\$	
Add rows as required				\$	
Total Project equipment & plant items					\$
Construction or fit-out of new building or extension to premises					
(please provide detail for each item below)	What will it be used for on the project?	Expected Procurement Date	Number of items required	Estimated cost (exclusive GST)	Total
Item 1				\$	
Item 2				\$	
Add rows as required				\$	
Total Construction costs					\$
Project Management costs					
(please provide detail and add extra rows for each item below)	Anticipated start and end dates	Anticipated annual salary \$	Number of FTEs	Estimated cost (exclusive GST)	Total
Position title/role in project		\$		\$	
Position title/role in project		\$		\$	
Add rows as required		\$		\$	
Total Project Management costs					\$

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Direct Labour costs (please provide detail and add extra rows for each item below)	Anticipated start and end dates	Anticipated annual salary \$	Number of FTEs	Estimated cost (exclusive GST)	Total
<i>Position title/role in project</i>		\$		\$	\$
<i>Position title/role in project</i>		\$		\$	\$
<i>Add rows as required</i>		\$		\$	\$
Total Direct Labour costs					\$
Other costs to be included (please provide detail and add extra rows for each item below)	Detail	Anticipated other cost \$	Number of items required	Estimated cost (exclusive GST)	Total
<i>Item 1</i>		\$		\$	\$
<i>Item 2</i>		\$		\$	\$
<i>Add rows as required</i>		\$		\$	\$
Total Other costs					\$
Total Eligible Items Costs					\$
Ineligible Items					
Ineligible expenditure (e.g., property purchase costs)	What will it be used for on the project?	Anticipated other cost \$	Number of items required	Estimated cost (exclusive GST)	Total
<i>Item 1</i>		\$		\$	\$
<i>Item 2</i>		\$		\$	\$
<i>Add rows as required</i>		\$		\$	\$
Total Ineligible items cost					\$
Total Project Expenditure (total eligible items cost + total ineligible items cost)					\$

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3.2.1 Summary Total Project Expenditure

Detail the total costs of the project across the relevant financial years.

Expenditure Type (exclusive of GST)	FY 2016/17	FY 2017/18	FY 2018/19	Total Project Costs
Eligible expenditure	\$	\$	\$	\$
Ineligible expenditure	\$	\$	\$	\$
Total Project Expenditure (by financial year (FY))	\$	\$	\$	\$

4 Target Outcomes

4.1 Employment Plan

Outline the anticipated number and type of new and sustainable full-time equivalent (FTE) local jobs and timeline for job creation, including skills and capabilities required for the project.

Applicants are required to work with the Skills and Jobs Centres to discuss the potential projects workforce requirements and match skills sets regarding the proposed project's creation of new jobs, prior to submitting applications. This will assist in implementing strategies that maximise the number of retrenched automotive workers that will transition to the project. Applicants to LIFT-Geelong will also need to consider workers retrenched due to the closure of Alcoa's Point Henry and Anglesea operations.

Skills and Job Centres are located at Victorian TAFEs - . Specialist Automotive Support Centres have been set-up at the following Skills and Job Centres:

- *Kangan Institute - Broadmeadows*
- *Chisholm Institute - Dandenong*
- *The Gordon - Geelong*
- *Victoria Polytechnic – Footscray*
- *Holmesglen – Chadstone and a pop-up at Moorabbin*

Note: *The target number of FTEs created in the Employment Plan will be linked to the Grant Agreement as a deliverable that recipients will need to report on and be held accountable to. Maintaining the additional FTE roles for a period of 12 months beyond the project completion date will also be included in the Grant Agreement.*

Note: *Project funding can only be used to employ the following categories of people: permanent resident of Australia, citizen of Australia or New Zealand, spouse of an Australian permanent resident or citizen (e.g. visa subclass 300 or 309) or refugee.)*

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Employment Target Table

Workforce	Skills and Capabilities Required	Current	Start of Project	6 Months	12 Months	18 Months <i>Project Completion</i>	30 Months *
		<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>	<i>number</i>
Employees (Headcount)							
Employees (FTE)							
Current Employee Type							
Management							
Professional							
Technical Specialist							
Trade qualified							
Unskilled							
New Employee Type							
Management							
Professional							
Technical Specialist							
Trade qualified							
Unskilled							
Employees transitioned from Ex-Automotive Workers and/or Alcoa's Point Henry and Anglesea operations							
Management							
Professional							
Technical Specialist							
Trade qualified							
Unskilled							

*1 year post completion of project

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4.2 Expected Future Growth of Business Revenue Projections

Outline the expected five-year estimate of future growth of your business as a result of implementing the project.

Cash Flow Projections (for the project only)	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Estimated Sales Revenue	\$	\$	\$	\$	\$	\$
Estimated Export Revenue	\$	\$	\$	\$	\$	\$
Total Projected Revenue (project only)	\$	\$	\$	\$	\$	\$
Salvage Value – estimated sale value that project could realise after 5 years:	\$					

4.3 Markets & Demand Research

Outline the research that has been undertaken to support your claim of projected demand.

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4.3 Economic Benefits

Outline the contribution of the project towards building the region's economy and how this will be measured and delivered.

Target Outcome What is to be achieved?	Measure How will the company measure this?	Completion Date By when will this be achieved?	Accountability Who is responsible for delivery?
1. <i>Example only – XX Number of local jobs created</i>			
2. <i>Example only - Impact on Supply Chain</i>			
3. <i>Example only – Increase in Exports</i>			
4. <i>Example only – Import Replacement</i>			
5. <i>Example only – Impact on Regional economy</i>			
6. <i>Add or delete rows as required.</i>			

5 Project Management Plan

5.1 Business Governance Structure

Provide details of the business' governance structure to deliver the project.

5.2 Reporting Requirements

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

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

6 Risk Management Plan

List potential risks that may affect the project and how they will be mitigated.

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 (e.g. 1, 2, 3 etc.)	Risk Category What is the 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.					

7 Supporting Documentation to Online Application

NOTE: Inclusive of this Project Implementation Plan all Online Applications must be accompanied by the following supporting documentation. You will be asked to provide this when completing your application form online:

- Evidence of co-contribution including:
 - Evidence, in writing, of support from the Board or business owner that the business can undertake the project and meet its co-contribution costs, **and**
 - An approved loan facility (including loan amount), **or**
 - Cash in bank (current bank statement), **or**
 - Management accounts demonstrating satisfactory cash flow or liquid assets*
- 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
- Current Business Plan incorporating financial projections (Profit & Loss and Cash Flow)** **and**
- A basic marketing plan outlining how any sales objectives of the project will be achieved

**The applicant's co-contribution must not rely on cash flows generated from the project when operational.*

*** The financial projections should cover the life of the project and should reflect the financial benefits expected to be generated from the project. The cash flow projections should include project expenditure and project funding as separate items in cash outflow and inflow.*