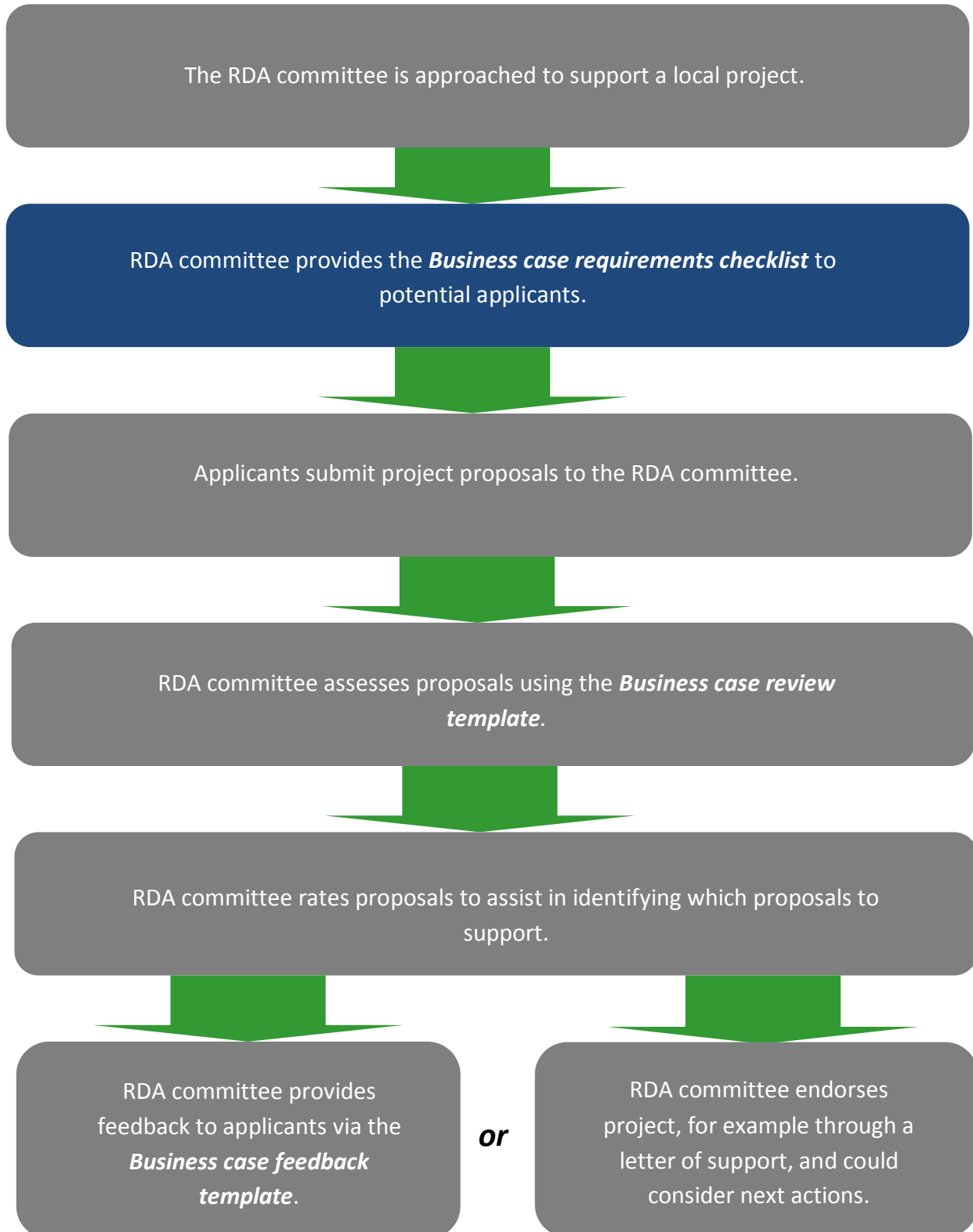# Regional Development Australia

Business case requirements checklist

This template will assist proponents in providing information to enable a project proposal to be assessed.

The checklist is meant as guidance only and is not a prescriptive tool.

Business case review process

The RDA committee is approached to support a local project.

RDA committee provides the *Business case requirements checklist* to potential applicants.

Applicants submit project proposals to the RDA committee.

RDA committee assesses proposals using the *Business case review template*.

RDA committee rates proposals to assist in identifying which proposals to support.

RDA committee provides feedback to applicants via the *Business case feedback template*.

or

RDA committee endorses project, for example through a letter of support, and could consider next actions.

Business case review tool components

Document	Purpose	Intended audience
Business case review guide	Used for guidance throughout the business case assessment process. The tool includes information to inform the supporting templates.	RDA committee and Project proponent
Business case requirements checklist	Provided to applicants seeking the RDA committee's support to inform them of the information the RDA requires to assess the project. Used by the committee to guide assessment.	Project proponent
Business case review template	Used by the RDA committee to assess and score projects for feasibility and alignment with Regional Plan, and determine next steps.	RDA committee
Business case feedback template	Used by the RDA committee to provide feedback after it has completed the review process. This can be used to identify improvements the project plan may require.	Project proponent

Criteria One: **How does the project align with the regional development objectives of the RDA?**

Have you:

- shown how your project will support the regional development priorities of the RDA? Have you made reference to the RDA regional plan? ☐

- referenced the RDA's regional development priorities in your project proposal? ☐

- held discussions with regional stakeholders and the RDA that need to be referenced in your project proposal? ☐

Criteria Two: **How is the project supported by key regional stakeholders?**

Have you provided evidence:

- that key regional stakeholders support the project and have been involved in its development (e.g. letters of support from industry representatives, local and state/territory government representatives)? ☐

- of a community consultation process, which has considered any concerns raised by community representatives? ☐

Criteria Three: **How does the project provide the opportunity to leverage other benefits, including social and environmental, for the region?**

Have you provided evidence:

- that the project will deliver social, environmental and economic benefits for the region? ☐

- on the impact of these social and environmental impacts to the region? ☐

- of a strategy to leverage benefits (social, environmental or economic) to the region through this project? ☐

Criteria Four: How well supported is the project?

Provide a range of documentation that will demonstrate that the project is well supported, including:

- a business plan that supports its implementation ☐
- external assessment(s) supporting the project ☐
- comprehensive project costings ☐
- letters of support from key stakeholders ☐
- a risk management plan ☐

Criteria Five: Have you tested the viability of the project?

Have you:
- established a process to manage issues that may impact the viability of the project? ☐

- identified factors that may impact viability and demonstrate that they will be managed, including by consultation with other parties? ☐

Criteria Six: Will the project result in greater diversification of the regional economy? Which category(s)

Provide information including:
- Does the project relate to any of the below categories?
    - Regional business development ☐

    - Skills development and retention ☐

    - Infrastructure investment, including transport ☐

- Have you provided specific evidence about how the project will diversify the local economy? ☐