

Capital Works Functional Brief Checklist & Additional Information

Following approval of a HealthOne NSW proposal via the Expression of Interest process, each service is required to undertake more thorough service model and capital works planning to obtain full approval for funding. The planning required will vary depending on the size and scope of the proposed service.

It is a requirement that all proposed HealthOne projects less than \$5 million complete the Capital Works Functional Brief (CWFB) and the additional information requested in the checklist below. The additional information requested is identified in italics at A.5, B.5, B.6, B.9, B.10 and C.

A Service Procurement Plan/Project Definition Plan (SPP/PDP) must be completed for all HealthOne projects greater than \$5 million. Project partners can opt to complete an SPP/PDP instead of a CWFB for projects under \$5 million if project partners feel that the process would be more relevant and beneficial.

Please note that all projects in excess of \$1 million also require Treasury approval and the NSW Department of Health will forward the completed CWFB or SPP/PDP as required. For this reason, it is essential that all requested information is provided, even if it duplicates information already provided in your original HealthOne project plan template.

Please forward two copies of this CWFB, including the HealthOne additional information, one to Strategic Procurement & Business Development and one to Inter-Government Funding and Strategies at the NSW Department of Health.

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SECTION A			
	Project Description and drivers		
A.1	Description of the approved Project		
A.2	Service Need		
A.3	Status Quo		
A.4	Capital Costing Information		
A.5	Planning Stage (<i>Description of planning which has occurred in relation to the following areas</i>)		
A.5.1	<i>Service Model</i>		
A.5.2	<i>Capital Planning</i>		
A.5.3	<i>Information Management & Technology</i>		
A.5.4	<i>Governance (AHS Service Level Agreement and License Agreement templates may be useful to review)</i>		
A.6	Relationship to Area Healthcare Services Plan		

A.7	Relationship of this Project to Other Area Health Service Facilities/Services		
A.8	Condition of Existing Infrastructure/Functionality (if a refurbishment or upgrade project)		
A.9	Contribution to Service Realignment		
A.10	Improvement in Efficiency		
A.11	Identify Recurrent Funding Implications and source of any estimated additional costs - recurrent costs need to be consistent with B.6 and B.9.2. <i>(N.B. HealthOne NSW is a capital program and cannot provide any recurrent funding, however any recurrent funding proposed for Area Health Services will require approval from Finance and Business Management Branch within the Department of Health)</i>		
A.12	Estimated Timeframe for Completion of the Project		
A.13	Implementation Plan		
A.14	Project Risk Assessment & Management		
A.15	Area Health Service Contact Officer/Project Manager		
SECTION B			
Project Definition			
B.1	Functional Brief		
B.2	Functional Relationships		
B.3	Operational Policies		
B.4	Specific Operational Policies		
B.5	General Design Requirements <i>(please show that the design complies with all partners accreditation requirements)</i>		
B.6	Staff Structure <i>(proposed staffing profile for the whole HONSW service, including existing and new positions)</i>		
B.7	Schedule of Accommodation		
B.8	Floor Plans		
B.9	Project Budget		
B.9.1	<i>Capital</i>		
B.9.2	<i>Recurrent</i>		
B.9.3	<i>Preferred cashflow</i>		
B.9.4	<i>Sources of funding</i>		
B.9.5	<i>Explanation of variance from original proposal</i>		

B.9.6	Completed attached Financial Impact Statement		
B.10	Procurement Method/Risk Analysis (ensure relevant discussions have occurred with local councils and other partners involved).		
	Appendices (where appropriate)		
	<ul style="list-style-type: none"> ▪ Cost Consultant's Report ▪ Site Plan ▪ Room Data Sheets ▪ Others such as existing building reports etc ▪ List of Reference Documents that were used (Area Healthcare Service Plans, Departmental Guidelines etc) 		
	SECTION C - ADDITIONAL INFORMATION TO BE COMPLETED BY HEALTHONE SERVICES		
C.1	Options Analysis		
C.1.1	Analysis of a range of options for the capital works component of the project, including "keep safe and operating" and non-capital solutions		
C.1.2	Cost of various options and economic appraisal (see NSW Health Guidelines Capital Projects – Economic Appraisal GL2008_013)		
C.1.3	Justification of preferred option and confirmation of partner agreement to preferred option		
C.1.4	Demonstration of preferred option's consistency with any relevant Masterplan or future service changes		
C.2	Change Management – identify strategies to manage change produced by the development and implementation of this project		