[Project name]

Fast-track request – pathway [insert 1 or 2]

[Month and year (for example, June 2024)]

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| --- |
| About this template  Background  [The Fast Track Business Case and Investment Assurance for Government Capital Commitments TPG24-30](https://www.treasury.nsw.gov.au/information-public-entities/centre-for-economic-evidence/nsw-business-case-policy-and-guidelines) (Fast Track TPG) establishes a process to fast track capital projects with a government commitment. Recurrent and digital projects are outside of the scope of the Fast Track TPG.  It provides partial or full exemptions to the requirements of [TPG24-29 NSW Government Business Case Guidelines](https://www.treasury.nsw.gov.au/information-public-entities/centre-for-economic-evidehttps:/www.treasury.nsw.gov.au/information-public-entities/centre-for-economic-evidence/nsw-business-case-policy-and-guidelinesnce/nsw-business-case-policy-and-guidelines) (the business case guidelines) and [the Infrastructure Investor Assurance Framework](https://www.infrastructure.nsw.gov.au/investor-assurance/project-assurance/about/) (IIAF) in limited circumstances.  Two fast track pathways may apply:   * Pathway 1: proceed directly to an abridged full business case and gate 2 review. * Pathway 2: proceed directly to complete a gate 3 review and prepare for procurement and delivery.   For more details, refer to the [Fast Track TPG](https://www.treasury.nsw.gov.au/information-public-entities/centre-for-economic-evidence/nsw-business-case-policy-and-guidelines).  When to use  Complete this template to:   * request approval to fast track a project * demonstrate the eligibility criteria for the nominated pathway are met.   Email the completed document to [fasttrack@treasury.nsw.gov.au](mailto:fasttrack@treasury.nsw.gov.au) with a copy to [gatezero@infrastructure.nsw.gov.au](mailto:gatezero@infrastructure.nsw.gov.au)  How to use   * Refer to the Fast Track TPG for guidance on each of the eligibility criteria. * Focus on demonstrating eligibility criteria for the nominated pathway are met. * Be concise. Too much detail can distract from the case for a project to be fast tracked. Include detailed information as attachments where needed. * Pink boxes provide guidance. Delete them before submitting. |

## 1. Project context

|  |  |
| --- | --- |
| **Agency name** | [Insert agency name] |
| **Sponsor name and contact details** | [Insert sponsor name and contact details (for example, Adam Smith NSW Treasury, 02 9876 5432)] |
| **Project name** | [Insert project name] |
| **Project tier (IIAF) [[1]](#footnote-2)** | [1/2/3] |
| **Federal funding** | [Yes / Partial / No – please provide details] |
| **Fast track pathway request** | Pathway [1/2] |

**Project description**

[What is the project and what does it seek to achieve?]

## 2. Fast track criteria

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| --- | --- |
| Checklist | |
| A fast-track process will apply if all of the following criteria are met: | |
| The project is a public commitment of the government that has been approved by the Premier or Cabinet. |  |
| Delivery of the commitment is time critical. |  |
| Options development is significantly constrained by the commitment. |  |
| Bypassing or altering business case and assurance requirements will create benefits that outweigh the risks. |  |

**Public commitment**

[Outline:

* what the government has committed to
* the type of commitment (for example, announcement, official election commitment)
* who made the commitment (for example, Premier, Cabinet)
* when the commitment was made.

Explain how the project falls within the commitment.

Provide a link to the commitment. If not publicly available, provide other evidence.]

**Time critical**

[Explain why the commitment is time critical.

Provide evidence where necessary.]

Significantly constrained options

[Explain how the commitment rules out alternative approaches to deliver the outcome.

How much scope for interpretation does the commitment provide? Are there several potential approaches to deliver on the commitment?]

Benefits outweigh risks

**Benefits**

[Identify and describe the benefits of fast tracking the project.

Provide an estimate of:

* expected costs savings from altering business case and assurance requirements
* the expected impact on delivery timeframes and associated costs.]

**Risks**

|  |
| --- |
| Tips   * Where available draw on evidence from other projects. |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of risk | Description | Scale | How risk will be managed |
| [Insert text here.] | [Insert text here.] | [Low/Medium/High] | [Insert text here.] |

[Explain why the benefits of altering business case and assurance requirements outweigh the risks.]

3. Pathway 2 criteria (if relevant)

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| Tips   * Only fill out this section if requesting fast-track pathway 2. Delete this section if applying for pathway 1. * Partially or wholly federally funded projects cannot apply for pathway 2. * Where possible, attach evidence and summarise in the template. |

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| Checklist | |
| Pathway 2 will only apply if all the fast-track criteria (previous section) **and** all the following criteria are met: | |
| The project has a well-developed scope. |  |
| The project has sufficient funding already allocated to deliver. |  |

**Well-developed scope**

[For example:

* concept design with an accompanying environmental assessment for a road project
* definition design for a rail project.]

Sufficient funding allocated

[Outline when and through what source (for example, Budget) funding has been allocated.

Identify:

* amount of funding allocated
* period over which the funding is available
* any restrictions on how the funding can be used.

Demonstrate that allocated funding is sufficient to deliver the project].

## 4. Evidence requirements

Contents of the abridged business case

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| Tips   * Fill out this section only if pursuing pathway 1. |

[Outline how the abridged business case will differ from a full (for tier 2 projects) or lean (for tier 3 projects) business case. For example:

* cost-effectiveness analysis (CEA) in place of cost-benefit analysis (CBA)
* only one option in addition to the base case developed
* options focused on different approaches to deliver the commitment instead of a diverse range of feasible options that address the broader problem.]

## 5. Attachments

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| Quick tips  List any attachments. |

[Attachment A: Title of attachment\_date

Attachment B: Title of attachment\_date]

1. Self-assessed risk tier, or if available, the risk tier as endorsed by the relevant governance committee. [↑](#footnote-ref-2)