Start up

- What is funding envelope? Can the project be done within funding allocation or need top up?
- Scope projects – can it be done in 24 months?
- What Priority Category does the project fit into?
- Board acceptance
- Proprietor approval
- Sign declaration

Pre approval

- Estimate of costs provided
- Scope of work and estimate of timeline provided
- All documentation provided
- Sign declaration by all parties
- Submit to APIS

APIS SIGN OFF

- Assess if meets priority, timeframe and funding allocation
- APIS to check exceptions with review committee
- Sign off by APIS to move to next phase
- Reporting

PRE APPROVAL PHASE

Procurement

- What was procurement process
- Who was selected and why
- Can they meet timeframes
- Contract signed

Release of Funding

- Scope and budget meets requirements (still within budget at pre approval stage?)
- Work schedule breakdown (Still able to meet deadlines)
- Any risks
- All documentation provided to APIS (Declaration current)
- APIS to check exceptions with review committee
- Sign off by APIS to release funds to proprietor (10% Holdback until project completion form completed)

Reporting

- Agree reporting timeframes to APIS
- Reporting to APIS on quarterly basis on project delivery status
- APIS to prepare reports for Ministry each quarter

PROCUREMENT/RELEASE OF FUNDING PHASE

Project initiation

- Proprietors initiate projects and commence work

Project Management

- Proprietor manage project delivery with contractors
- Report on progress
- Actual vs Budget
- Any risks to completion

Project closure

- On completion of projects Proprietor to complete "Project completion" form and provide documentation
- Evidence of practical completion provided by Proprietor to APIS
- Sign off by APIS and release of 10% holdback funds to Proprietor
- Reporting

PROJECT MANAGEMENT/REPORTING PHASE