|  |  |  |
| --- | --- | --- |
| **Date** |  | *Date* |
| **Author** |  | *Authors Name* |
| **File Ref.** |  | *File Reference* |
| **Subject** |  | *Title of Issue – e.g. SH1 Brynderwyn Freight and Safety Improvements* |

**PART A – ASSESSING THE ENTRY POINT**

**DESCRIPTION OF PROBLEM / OPPORTUNITY & BENEFITS**

|  |
| --- |
| Insert a brief description of the key problems/opportunities that have given rise to consideration of developing a business case for an activity or programme of activities. Describe the benefits that the organisation can expect to gain from addressing the issue. |

**PRE-EXISTING WORK & ENTRY POINT ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| Review of Pre-Existing Work: | 1. Is there a current fit-for-purpose Strategic Case? Y/N. Comment. 2. Is there a current fit-for-purpose Programme Business Case? Y/N. Comment. 3. What other previous work/study has been undertaken that could have a bearing on the way forward? | |
| Is this activity included in the NLTP/RLTP? | Yes/No | |
| Recommended Point of Entry: | *Select from:* Amend Existing (*define*)/ New  *Select from:*  Strategic Case / Programme Business Case / Indicative Business Case / Detailed Business Case / Pre-Implementation / Implementation | |
| Point of Entry Supported by Regional Transport Planning Manager | *Regional TP Manager to Sign* | Date: |
| Regional TPM Comments: | *Comments from TP Manager* | |

**PART B – PLANNING THE STRATEGIC CASE**

*In the majority of instances it is expected that the Point of Entry would be the Strategic Case phase. In these instances Part B must be completed and approved[[1]](#footnote-1) by the Regional TP Manager and Cost Centre Manager paying for the Accredited ILM facilitator. In a minority of cases the assessment might point to commencing at a later Phase. In these instances a more thorough paper should be prepared for regional Business Unit Decision Making Teams seeking approval of the proposed way forward1.*

|  |  |  |  |
| --- | --- | --- | --- |
| Strategic Case Project Manager: |  | | |
| Strategic Case Author: |  | | |
| ILM Facilitator1: | Internal / External | | |
|  |  | | |
| **SCOPING THE ILM WORKSHOP** | | | |
| Who are the ILM Participants (up to **Eight**) | | | |
| 1. | | 5. | |
| 2. | | 6. | |
| 3. | | 7. | |
| 4. | | 8. | |
| Who are the proposed invited observers? (unlimited) |  | | |
|  |  | | |
| **STRATEGIC CASE TIMING** | | | |
| Estimated Dates of ILM |  | | |
| Estimated Date of Completion |  | | |
|  |  | | |
| **PHASE BUDGET** |  | | |
| Budget Estimate: |  | | |
| Cost Centre Code: |  | | |
| Cost Centre Manager Approval: | *Cost Centre Mgr Signature* | | Date: |

1. NZTA Significance Policy applies [↑](#footnote-ref-1)