Australian Government

Department of Industry, Science and Resources

Department of Employment and Workplace Relations

BUSINESS RESEARCH AND INNOVATION INITIATIVE (BRII)

Feasibility Project Report Template – Workplace Relations Usability Challenge

1. Undertaking a BRII Feasibility Project

The BRII Feasibility Project aims to determine and document the Feasibility of your proposed solution. The Feasibility Project also provides an opportunity to develop the partnership between the challenge agency and each grant recipient/solution team.

Once the grant agreement has been executed, the Department of Industry, Science and Resources (DISR), the Challenge Agency and the Grantee (who will form the Challenge Management Group (CMG) will establish governance arrangements that will support the objectives of the project and ensure that the report comprehensively details the activities and outcomes of the project. This will include regular teleconferences and face to face meetings (if applicable).

The main steps in the Feasibility Project are:

Step 1

Appoint a project manager from the Grantee to lead the project. This project manager, along with the challenge managers from the Challenge Agency and a representative from DISR will form the CMG.

Step 2

Undertake the project in accordance with the BRII grant agreement and agreed project plan which allows 12 weeks from executing the agreement to complete the Feasibility Project. You then have four weeks to submit the Feasibility Project Report.

Step 3

Maintain regular communication with the Challenge Agency contact and ask any relevant questions. Also report your progress through the regular CMG meetings and discuss any issues that may arise.

Step 4

Seek regular feedback on your project. This could include providing a draft of the Feasibility Project Report, or presenting your draft findings to the CMG.

Step 5

Deliver a Feasibility Project Report in accordance with the grant agreement. This may include a presentation (face-to-face) to the CMG and any other relevant staff. Feasibility Project Reports should clearly articulate the proposed Proof of Concept (PoC).

Feasibility Project Reports should also be included as an attachment to your application for PoC funding. The BRII Workplace Relations Usability Challenge PoC Grant Opportunity Guidelines will set out the PoC assessment process and merit criteria.

2.   Feasibility Project Report structure

The report structure outlined below sets out the minimum requirements. It is a guide only and additional material should be added by the solution team to suit their particular project.

The report should be in A4 format, 12 point font and must not exceed 20 pages. You should discuss with your CMG if you would like to include website content in your Feasibility Project Report. The page/s you link to must be directly relevant and should not contain excessive amounts of information.

The report should describe the proposed solution that will be developed to meet the challenge requirements and provide the necessary evidence that the project can be delivered to PoC stage.

Executive summary

The executive summary should contain an overview of the full document. It should contain:

- Background and context of the challenge and technology problem to be solved
- Brief description of the proposed technology solution
- Brief description of the Feasibility Project objectives
- Brief description of the Feasibility Project outcomes
- Any issues or perceived difficulties in undertaking the Feasibility Project
- Overall conclusions of the Feasibility Project
- Recommendations of the Feasibility Project
- It should not exceed 2 pages.

The challenge

Set out the specific aspects of the challenge problem/s that will be addressed in the Feasibility Project.

Proposed solution

- Describe how the proposed solution will solve the selected aspects of the challenge problem.
- Provide the theoretical rationale for the proposed solution. The rationale must include references to investigations of current solutions and/or related research, including, where relevant, searches of patent databases and relevant academic journals.
- Provide detailed analysis of the technical requirements to deliver the proposed solution.
- Provide estimated costs and benefits (and related savings) to deliver the proposed solution.

Feasibility Project objectives

List the technical objectives of the Feasibility Project.

Feasibility Project methodology

Describe the methodology used to achieve the Feasibility Project outcomes.

Feasibility Project outcomes

- Describe the results of the Feasibility Project and assess the degree to which the proposed solution is likely to solve the challenge problem.

- Clearly set out the outcomes achieved against the objectives of the Feasibility Project.

- Describe any evaluation metrics used to justify the results claimed and assess their reliability and validity.

3. Report submission instructions

Project Report

The grant agreement provides a project report template and instructions at Schedule 2 Appendix 1.

When submitting the project report you must:

- have a duly authorised person sign the certification

- attach the Feasibility Project Report.

Proof of Concept application

If you are applying for PoC funding, you will also be asked to upload your Feasibility Project Report as an attachment to your application.