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| Emergency Risk Management Project Plan  ERP xx: TITLE |

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| --- | --- |
| Duration | MONTH YEAR to MONTH YEAR |
| BNHCRC Project Manager | Name:Position:Organisation:Address:Telephone:Email: |
| Research Leader | Name:Postion:Organisation:Address:Telephone:Email: |
| Agency Research Lead | Name:Position:Organisation:Address:Telephone:Email: |

This project will be governed in accordance with the Emergency Risk Management Research Projects Agreement between the Department of Environment, Land Water and Planning, and the Bushfire and Natural Hazards CRC.

The Project Plan should be prepared in consutation with the Agency Research Lead. Gudiance notes are provided in red.

Document Amendments

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| --- | --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** | **Author** |
| 0.1 |  | Initial draft |  |
|  |  |  |  |
|  |  |  |  |

Introduction and Context

Policy drivers

Which DELWP/CFA Policy questions are addressed by this research?

Policy implementation questions

Research approach

What the research is intended to achieve and broadly what the approach will be achieving these outcome thugh this research.

Project Details

Background – Research Project

Insert from the EOI or proposal

Research question/s and context

Outline the research questions for this project. It would be useful to mention how you build on/ complement/or leverage existing research.

Linkages to the other research – AGENCY RESEARCH LEAD/RESEARCHER

How will the project connect with other current research and integrate (if integration is relevant)?

Methodology and Activities statement – AGENCY RESEARCH LEAD/RESEARCHER

Provide a brief overview of the activites and methods intended to used conduct the research including timeframes.

Please indicate the person who will be responsible for the conduct of each component of the work.

Any ethics approvls required for the work must be noted.

Key outputs

This section should expand on the material developed/rpesented in the response to the Call for Expression of Interest.

Products, services, etc.

Outcomes – AGENCY RESEARCH LEAD

This section should expand on the material developed/rpesented in the Call for Expression of Interest.

Outline how the research will impact – for instance informing policy, enabling future research or tool development, delivering a tool. Include how and evidence for the claim.

Quality Control Processes - RESEARCHER

This section should document the internal quality control processes to be used

Success measures

It is the expectation of the Bushfire and Natural Hazards CRC and DELWP/CFA that the material delivered as part of this project will meet the highest scientific standards and will be suitable for internal and external distribution.

It is a requirement of this project that the final report (and any supporting material) is ‘submitted to the States’ satisfaction’. To ensure the final report meets this expectation it will be subject to up to two rounds of review (with a minimum of two weeks for each review) by DELWP/CFA. Research organisations are required to ensure an internal peer review process is undertaken prior to the draft final report being submitted for consideration.

Before the final report is submitted to the State’s representative for approval it must also have been:

* Through an independent peer reviewer approved by the Bushfire and Natural Hazards CRC Project Manager
* Professional proof read and copy edited.

These steps must be arranged by the research organisation costed as part of project budget and completed within the project timeframe.

Reports that have not been independently peer reviewed and professionally proof read and copy edited will not be considered final. A copy of the independent peer review and the researcher response to any comments must be provided to the CRC.

What are the Key Performance Indicators for this Project? How will this project demonstrate its contribution in terms of both addressing Policy Implementation Questions and delivering quality research?

Collaboration and potential Interdependencies

Who are the partners in this project? (Who will the project have dialogue, knowledge exchange, conversations, or stakeholder engagement with?). How will the project connect with other research (I.e. CSIRO, BoM, and RMIT)?

How the project will rely on, or contribute to other research projects.

Milestones (by output if required)

Should equipment /extraordinary payments be required please include them here as a milestone.

State Supplied Items

Researchers must provide details of any State Supplied Items in particular the datasets reuired from DELWP/CFA for delivery of this project’s milestones. These will become Schedule A to this Project Plan. Data and other items can only be used in accordance with the terms and conditions negotiated by the Agency Research Lead with the relevant DELWP/CFA data custodian.

Additions and deletions to Schedule A over time will be documented in project updates.

It is acknowledged that negotiation of access to DELWP/CFA’s commercial data will require separate Data Access Licence Agreements to be negotiated with DELWP/CFA. These will not be included in the SSI schedule though courtesy notification via project updates of the establishment of any new DALA may assist others in the program.

Risks and Mitigation Plan

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| --- | --- | --- | --- | --- |
| No. | Risk  | Likelihood | Consequence  | Mitigation |
| 1 | Loss of key researcher(s) | Low | Moderate | A number of researchers contributing to each area. If an area of expertise is lost to the team, we will identify and fill this gap. The team comprises of members who can take up positions. |
| 2 | Failure to deliver | Low | Moderate | The project governance structure in combination with regular communications within the Project team. |
| 3 | Financial (funds not adequately accounted for or not spent in accordance with the funding agreement) | Low | Moderate | Organisations involved in project have rigorous financial management procedures and processes.  |
| 4 | Major bushfire restricts availiabiity to key DELWP/CFA stakeholders | Medium | Moderate | Reschedule engagement activities and identify alternative participants and venues. |
| 5 |  |  |  |  |

Budget (excluding GST -Cash and in kind must be documented

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | FY ($) | FY ($) | FY ($) | FY ($) | TOTAL ($) |
| Cash Budget allocation |  |  |  |  |  |
| Salaries (including on-costs) |  |  |  |  |  |
| Administrative overheads |  |  |  |  |  |
| Operating expenses |  |  |  |  |  |
| Equipment /extraordinary purchases |  |  |  |  |  |
| TOTAL |  |  |  |  |  |
|  |  |  |  |  |  |
| Fund Source/s |  |  |  |  |  |
| BNHCRC |  |  |  |  |  |
| Other (please specify) |  |  |  |  |  |
| **In Kind Contribtions**  |  |  |  |  |  |
| Other (please specify) |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

## Participants

### Research Orgnaisation

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Project role | Expertise brought to project | Time (FTE) |
|  | Primary contact…. |  | 0.xx |
|  | In kind contribution… |  |  |
|  |  |  |  |
| **FTE Total** |  |  |  |

### staff

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Project role | Expertise brought to project | Time (FTE) |
|  | Agency Research Lead |  | 0.xx |
|  |  |  | 0.xx |
|  |  |  |  |
| FTE Total |  |  |  |

### External collaborators

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Organisation | Expertise brought to project | Comments (including payments if required)  |
|  |  |  |  |
|  |  |  |  |
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Project Plan Approval

## Agency Research Lead Sign Off

Project Plan must be approved by the Agency Research Lead before submission to the PCB

…………………………………………………… ………………………………..

Name Date

## Project Control Board Endorsement

Endorsed by PCB on …………………… ………………(date)……………………………(minuted/out of session)

## Schedule A – Data or any other items to be supplied by the State.

Please note vague or specultative data requests will not be accepted

|  |  |
| --- | --- |
| Item details  | Rationale for requirement – please indicate if item is desirable or essential  |
| Please list all datasets or other items required from DELWP/CFA to complete this project |  |
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