



# Application Readiness Tool – Checklist

## How to use this Checklist

The purpose of this checklist is to check your application is complete, and to help applicants assess what stage their project is ready to apply at.

More supporting evidence is required as a project progresses through the three stages. **Each stage builds on the previous stage.** This means that **Stage 2 applications require all Stage 1 and 2 Questions** to be completed, and **Stage 3 questions require all Stage 1, 2, and 3 questions** to be completed.

Completion of this tool indicates whether an application can be completed – it does not guarantee that your application will be assessed positively.

	Application Component	Complete?
STAGE 1	<b>Does your proposal have a clearly defined problem (or opportunity) that it seeks to address?</b> <i>All proposals should have a clearly defined problem (or opportunity) that they seek to address, as this is a core foundation of a good business case.</i>	<input type="checkbox"/>
	<b>Is there a good understanding of the magnitude of the problem/opportunity the proposal seeks to address?</b> <i>All proposals should provide compelling evidence regarding the magnitude of the problem (or opportunity) they seek to address.</i>	<input type="checkbox"/>
	<b>Does the proposal make a meaningful contribution to the 5 strategic objectives in the New Zealand Infrastructure Strategy. If not, does it make a meaningful contribution to a sector level Strategy?</b>	<input type="checkbox"/>
	<b>If you have completed all the components above this line, you are ready to submit at Stage 1.</b>	
	<b>Did the proposal develop a long-list of potential options?</b> <i>A wide range of options should be looked at to solve the problem. The range of options should include low-cost or non-built options alongside higher-cost ones.</i>	<input type="checkbox"/>
STAGE 2	<b>Have 3-5 short-list options been identified and developed to a reasonable level of detail?</b> <i>A wide range of options should be looked at to solve the problem, and should include a low-cost or non-built option. Each of the short-list options should be developed to a similar level of maturity.</i>	<input type="checkbox"/>
	<b>Have the costs and benefits of 3-5 shortlist options been assessed using a cost benefit analysis, or another suitable method for the project type?</b> <i>In most cases, a cost-benefit analysis should be used to assess the short-list options. Cost effectiveness analysis may appropriate in a limited set of cases, such as when there is an inability to monetise benefits.</i>	<input type="checkbox"/>
	<b>Has the project identified the main sources of risk and is there a plan in place to manage them?</b> <i>Identifying, mitigating and managing the key risks is crucial to successful delivery. Key risks are those that impact the ability for a project to deliver its intended outcomes and benefits within the anticipated timescales and spend.</i>	<input type="checkbox"/>
	<b>If you have completed all the components above this line, you are ready to submit at Stage 2.</b>	
	<b>Has a preferred option been selected?</b> <i>For a project to be a national infrastructure priority, the preferred option should be likely to provide value for money under a range of different scenarios and assumptions.</i>	<input type="checkbox"/>
STAGE 3	<b>Has a cost estimation been completed for the project?</b> <i>Cost estimation should be appropriate for the stage of planning. It should be more detailed at this stage than at previous stages.</i>	<input type="checkbox"/>
	<b>Is a governance structure in place for the project?</b> <i>Appropriate governance structures should be in place for all stages of project development and delivery.</i>	<input type="checkbox"/>
	<b>Has a commercial approach and procurement plan been developed?</b> <i>A commercial dimension of the business case is important to demonstrate that the preferred option will result in a viable procurement and a well-structured arrangement between the public sector and its service providers.</i>	<input type="checkbox"/>
	<b>If you have completed all the components above this line, you are ready to submit at Stage 3.</b>	