## Description: Final_letterhead_FNU288U

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| PROJECT INITIATION DOCUMENT |
| **SECTION 1: General** |
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| **PROJECT NAME:** |  |

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| **COLLEGE/ DIVISION:** |  |  **SCHOOL/ SECTION**  | : |
| **CONTACT PERSON:** |  |  **CONTACT DETAILS:** |  |

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| **PROJECT LOCATION (ROOM/ BUILDING/ CAMPUS):** |  |  |  |

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| **SECTION 2: Current Situation and Conditions** |
| *Detail the existing space conditions, size, implications and short falls.*  |
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| *SECTION 3: Proposed Solution*  |
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|[ ]  *Temporary* |[ ]  *Permanent*  |
|[ ]  *Refurbishment*  |[ ]  *Extension*  |[ ]  *New Build* |

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| *Provide details of proposed solution to resolve the existing conditions highlighted above and provide details of project specific requirements and needs, e.g space for number of staff and students, specific joinery requirements. (attach relevant specifications if available)* |

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| **SECTION 4: Project Benefits & Alignment to University Strategic Plan**  |
| *Indicate the specific output of the strategic plan does this project align to, and other project benefits. Who will benefit from this project?*  |
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| **SECTION 5: Financial Returns/ Cost Savings** |
| *Provide business case*  |
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| **SECTION 6: Budget** |
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| Budget Available |
|[ ]  Yes |[ ]  No  |
| If yes, funded by: |
|[ ]  Division/College  |[ ]  University Approved CAPEX |[ ]  Levy |
|  |  |  |  |  |  |
|[ ]  Fiji Government  |[ ]  Others  |   |
|  |  |  |  |  |
| Amount ($):  |  |  | Project Estimate ($): |
|  |  |  |
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| **SECTION 7: Project Timeline** |
| *What is the proposed timeline of this project? Indicate the start and end date if any.*  |
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| **SECTION 8: Project Risks** |
| *Identify Project Risks before and during the project, shall the project is approved.* |
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| SECTION 9: Approval  |
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| *(Approval by line Senior Management Group Member)* |
| Signature: |  | Date: |  |
| Name: |  |

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