A drawing of a face

Description automatically generated

Statewide Capability Development Fund (SCDF)

Project Completion Report

|  |
| --- |
| This template is to be used by local government and RRTGs for approved projects funded through the TIDS SCDF to:   * Summarise key project details, including timing, cost and outcomes * Show the extent to which the project has contributed to program objectives (capability and capacity building)   Note: this report is not required for training courses/workshops funded through the SCDF. |

# RRTG details

|  |  |
| --- | --- |
| **RRTG details** | |
| RRTG/s |  |
| Local Government/s |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal contact person** | | | |
| First name |  | Last name |  |
| Position title |  | Phone |  |
| Email |  | | |

# Project details / outcomes

|  |  |
| --- | --- |
| **Project details** | |
| Project (title) |  |
| **Project key deliverables and outcomes – please summarise:** | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project dates** | | | |
| Estimated Project Start Date | *dd/mm/yyyy* | Actual Project Start Date | *dd/mm/yyyy* |
| Estimated Project Completion Date | *dd/mm/yyyy* | Actual Project Completion Date | *dd/mm/yyyy* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project budget** | | | |
| **Original / Estimated** | | **Final / Actual** | |
| SCDF component | $ | SCDF claimed | $ |
| Co-contribution | $ | Co-contribution | $ |
| Other funding (if any) | $ | Other funding (if any) | $ |
| Total project budget | $ | Total project cost | $ |
| If the final Total Project Cost at time of completion is over or under the original estimate, please provide an explanation for the variance. | | | |
|  | | | |

# Project learnings

|  |  |
| --- | --- |
| How did this project improve/ increase capability and capacity across the core functions? |  |
| How did this project benefit your region? |  |
| How will you transfer learnings across your region? |  |
| Detail key outcomes and outputs delivered by this project - e.g. innovative practice/material use; collaboration/resource sharing/joint purchase |  |
| Were there any learnings/challenges associated with this project? |  |

Please email/submit this report to your Roads and Transport Alliance Project Team representative or to [roads.alliance.communications@tmr.qld.gov.au](mailto:roads.alliance.communications@tmr.qld.gov.au) upon project completion.