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| **Project Authorisation** |
| Project name | *Indoor Sustainable Garden Project* |
| Author | *Tina Hughes* |
| Position | *Sales and Marketing Manager* |
| Date of submission | *DD/MM/20XX* | Signature | *Tina Hughes* |
| Contribution to business strategy and objectives | *To deliver a first-class customer experience to ensure high levels of customer satisfaction.**To meet the organisation's goals towards creating a sustainable and eco-friendly work environment.* *To become Australia's largest business consultancy firm.* |
| Reason for project | *As CBSA is working towards a sustainable work environment for employees and customers, an indoor sustainable garden will help reduce CO2 within the building and improve air quality.**It will be visually appealing to our customers, giving the impression we care about them and our staff.* |
| Expected benefits | *Improve environmental working conditions for staff, leading to staff wellbeing, higher morale in workers and increased productivity.**Meet organisational sustainability goals for the year.* |
| Deliverables | *Design and erection of an indoor garden wall in the foyer of the CBSA head office.**Training of CBSA staff to maintain the garden wall.* |
| Key stakeholders | *Project sponsor (Gavin Stead) responsible and accountable for change management and project outcomes and deliverables**Project manager (Tina Hughes) responsible for planning and overseeing the project through its life cycle**Local builder and designer (Hannibal) responsible for building the wall, supplying the plants, and training staff in the maintenance of the wall**Project Officer (Lucas Smith) assisting the project manager* |
| Other resources | *Computers and printers* |
| Timescales | *Six weeks beginning from the first week of December* |
| Budget | *They may include:* *Design $3,500**Builder costs $8,300**Plants $4,000**Watering system $2,250**Training of staff $600* |
| Governance | *The project governance provides for the decision to be made for the project. For this project, the project sponsor is accountable for the resourcing and overall decision-making; the project manager is responsible and accountable for the day-to-day project organisation, and the project officer will assist the project manager.* |
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| Date of approval |  |
| Signature |  |
| Position |  |