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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 |  | | |