

Statewide Capability Development Fund (SCDF)

Project Completion Report

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| 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

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

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

# Project details / outcomes

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

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| **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. |
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# Project learnings

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| 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 upon project completion.