

1. NRSP Working Group Proposal Policy

1.1 Purpose

Provide NRSP staff with a template to assist in the developing Working Group proposals prioritised by the Steering Committee.

1.2 Scope

Applies to all Working Group topics which have been prioritised for delivery by the Steering Committee.

1.3 Working Group Development Steps

The following outlines the process which will be followed to develop a NRSP Working Group:

1. Submit topic for consideration to the Steering Committee for consideration
2. Steering Committee will discuss and prioritise Working Group topics based on resources, size of the problem and perceived opportunity.
3. The highest prioritised topics will seek nominations from the Steering Committee to lead or participate in developing a project plan.
4. Once developed and approved by the Working Group members the project plan will be circulated to the Steering Committee, out of session, for review, comment and endorsement before formally commencing.

1.4 Core Elements of the Project Plan

To ensure Working Groups have a clear objective, outcome and project plan the following are elements must be developed once a topic is prioritised for delivery:

- Project definition:
 - Background
 - What is the nature and size of the problem being addressed?
 - What will success look like?
 - Working Group objectives
 - Desired outcomes
 - Working Group scope:
 - In-scope
 - Out of scope
 - Constraints and assumptions
 - Key stakeholders
 - Risks and opportunities

PARTNERSHIP PROGRAM

- Project Approach
 - Brief summary of what would be involved
 - Working Group team, experts in the area
- With the Working Group identify the:
 - Timelines
 - Resourcing
 - Costs
 - Milestones
 - Deliverables
 - Funding mechanisms

1.5 Document Length

The Working Group proposal will aim to be two pages in length to a maximum of four.

1.6 Reporting

The Working Group will report progress at each Steering Committee meeting.