# Project Development Support Program

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| Organisation Name |       |
| Website |       |
| Primary Contact (name and email) |       |
| Secondary Contact (name and email) |       |
| Date |       |

## Eligibility

Please provide a succinct and comprehensive response to each of the following questions to assess your eligibility for the program. Dot points are acceptable.

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| **Is the applicant incorporated in Australia with an active ABN?** |
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| **Has the applicant received previous ARIIA support? If so, what type of support?** |
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| **Does project aim to solve a significant problem commonly experienced by aged care workforce/providers?** |
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| **Does the project aim to support aged care workforce capacity and/or capability building?** |
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| **Does the project focus on scaling the solution within the aged care market e.g. translating to different programs OR is it being used in another sector and is being adapted and tested for the aged care sector OR is it novel to the sector?** |
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| **Has the project been endorsed by the organisation’s executive team to proceed to project development stage with intention to support implementation?** |
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| **Do the participating organisation(s) have capacity to implement the project or are committed to resourcing the project?** |
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| **Do the participating organisation(s) agree to sharing project outcomes with ARIIA for internal evaluation and a lay summary for external reporting and dissemination?** |
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## Scoping

As part of the Project Development Support Program. we want to know what areas of your project you would like support and/or coaching with.

### Pre-Implementation Planning

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| BACKGROUND [ ]  |
| [ ]  Defining the problem in aged care the project aims to solve[ ]  Selecting the right solution[ ]  Defining how the solution addresses the problem[ ]  Identifying any evidence to support the solution and how is it innovative? |

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| AIMS / OUTCOMES / BENEFITS [ ]  |
| [ ]  Defining outcomes/aims of the project[ ]  Identifying the outcomes/benefits for customers, workforce and the organisation? |

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| CODESIGN & CONSULTATION [ ]  |
| [ ]  Identifying key stakeholders and roles[ ]  Planning codesign and consultation activities [ ]  Planning stakeholder engagement activities |

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| CHANGE MANAGEMENT & COMMUNICATION [ ]  |
| [ ]  Creating change management plan[ ]  Identifying communication methods[ ]  Creating communication plan |

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| MEASURING FOR SUCCESS & OUTCOMES [ ]  |
| [ ]  Identifying what needs to me measured and why[ ]  Identifying how the project outcomes will be measured/evaluated[ ]  Identifying how the process will be measured/evaluated[ ]  Creating and evaluation plan |

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| IMPLEMENTATION AND PROJECT MANAGEMENT [ ]  |
| [ ]  Creating an implementation plan with clear steps, realistic timeline and evaluation of outcomes that are aligned with aims/outcomes[ ]  Identifying resources required for the project[ ]  Creating a project budget[ ]  Ensuring your implementation approach is realistic/achievable[ ]  Planning for a pilot prior to full scale implementation [ ]  Pitching to decision makers |

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| RISK & PROJECT GOVERNANCE [ ]  |
| [ ]  Creating a project governance structure, identifying who will be involved and how frequent will they meet[ ]  Identifying any legislative requirements/rules/policies that need to be considered/adhered to[ ]  Creating a risk management plan[ ]  Identifying the need for formal ethics approval |

### Implementation of the project

[ ]  High level support and coaching the project team during the implementation of the project

### Project governance

[ ]  Supporting the project through provision of objective project governance guidance and coaching

### Scaling the project

[ ]  Support and/or coaching to scale the project across the organisation

[ ]  Support and/or coaching to commercialise across the aged care sector

### Other

[ ]  Is there anything else you would like support/coaching with? List below:

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## Declaration

* I have the authority to apply for this opportunity on behalf of my Organisation.
* All information provided in this application is true and correct at the time of submission.
* I understand that ARIIA will reply to the primary applicant and may ask for additional information or clarification.
* I understand that should the application be successful, a Project Development Support Program Acknowledgement will need to be signed prior to promotion of the opportunity.

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| Applicant Name |       |
| Applicant Position Title |       |
| Date |       |

Please submit your application, along with any required attachments, via this email (Subject: Project Development Support Application). A member of the Aged Care Incubator team will make contact regarding the application. Thank you for your interest in the program. For updates on the latest programs and upcoming launches, we invite you to [subscribe to the ARIIA newsletter](https://www.ariia.org.au/subscribe) and [follow us via LinkedIn](https://www.linkedin.com/company/ariia.org/).