**Establishment Plan Template**

Use this template to describe your plan for establishing your business model in the service area which you are applying for, and ensuring operational readiness from September 2019.

**When saving and submitting this file, please name it according to the following naming convention:**

**<SERVICEAREA>\_<ORGANISATION>\_BMTEMPLATE**

*e.g. NSW1\_THECAREPLACE\_EPTEMPLATE*

**Establishment plan**

*Outline your establishment plan here.*

*This includes:*

* *The governance arrangements to be put in place to monitor progress towards delivery of the establishment plan*
* *The milestones (including delivery dates and milestone descriptions) that will be used to track progress*
* *The major risks associated with establishing the operating model and how applicants intend to manage them throughout the establishment period.*

**Governance arrangements**

Enter details here regarding the governance arrangements, which will be put in place to monitor progress toward delivery of the establishment plan.

**RDP workforce**

Enter details here regarding the workforce that will be put in place to deliver RDP activities. This should include the planned approach to on boarding and training staff.

*Assumptions regarding training of staff*

*As part of the RDP establishment period, the Department will be providing 2-3 days of training to a small number of staff from each RDP. This will involve a train-the-trainer approach in order for RDPs to upskill staff within their organisation. Key components of the training will include: the RDP Operating Guidelines, Carer Support Planning Process, and In-Person Peer Support service delivery.*

*Subsequently, RDPs will be required to train their workforce that will be delivering the various RDP activities. The Department expects RDPs will provide a full-day of training to staff delivering the Carer Support Planning Process and a half-day of training for those delivering the In-Person Peer Support Service. RDPs are also expected to deliver relevant training to staff in alignment with the RDP operating model. It will be up to each RDP to determine how and in what format this will be delivered to staff.*

**Infrastructure**

Enter details here regarding the infrastructure arrangements (both ICT and non-ICT related) which will be put in place and how they will be established.

*Refer to the RDP Operating Model for a list of the infrastructure requirements for RDPs.*

**Operating guidelines and policies**

Enter details here regarding the operating guidelines and policies which will be put in place and the approach to developing these.

*Refer to the RDP Operating Model for a list of the infrastructure requirements for RDPs.*

**Establishment Milestones and associated costs**

| **Item** | **Milestone** | **Price** **(GST Inc)** | **Cost breakdown** |
| --- | --- | --- | --- |
| 1 | Description of the milestoneInsert date the milestone will be complete and details regarding what is included in order to complete the milestone | *<Bidders enter their estimate>* | Provide a breakdown of the key activities and deliverables contributing to the achievement of the milestone |
| 2 | Description of the milestoneInsert date the milestone will be complete and details regarding what is included in order to complete the milestone | *<Bidders enter their estimate>* | Provide a breakdown of the key activities and deliverables contributing to the achievement of the milestone |

**Establishment risks**

Enter details here regarding the risks identified with the establishing your RDP operating model, and how these risks will be managed throughout the establishment period.