

RTIP Capture Form

Request to Initiate (Capital Expenditure) Project

COMMUNICATION

The only system generated email notification is an email sent to the Requestor once an RTIP form has been submitted.

Requestors and Endorsers are expected to communicate with each other when a request has been submitted for endorsement or if a request requires changes or additional information before it can be approved.

START THE RTIP FORM PROCESS

The RTIP form is launched from [Working with Us](#) section of the [PF&D external web site](#)

The screenshot shows the Curtin University website navigation menu with the following items: CURTIN HOME, STUDY, ABOUT, RESEARCH, COMMUNITY, POPULAR LINKS, PROPERTIES, FACILITIES & DEVELOPMENT, HOME, NEWS, PERTH CAMPUS, TRANSPORT, SAFETY AT CURTIN, WORKING WITH US, OUR PROJECTS, WHO WE ARE. The 'WORKING WITH US' page content includes the following text:

WORKING WITH US

Curtin Home > Properties, Facilities & Development > WORKING WITH US > Working With Us

This section applies to staff, contractors and consultants that Curtin works with on campus.

Prior to working with us, there is some important information you'll need to know. Understanding relevant information and completing necessary inductions will streamline the process of creating an effective partnership and providing you with a safe and compliant working environment.

For specific recruitment information at Curtin University please visit Curtin's [Future Staff](#) webpage.

PERMITS TO WORK

GUIDELINES

CAPITAL EXPENDITURE REQUEST

COMPLETING THE RTIP FORM

Field	Notes
<p>Project Requestor Details</p> <p>RTIP #28386</p> <p>Name Defaults to Requestor's Name</p> <p>Business Area * Select from drop-down list ▼</p> <p>Endorser Populates based on the selected Business Area</p>	<ul style="list-style-type: none"> • Select a Business Area, this will auto-populate the Endorser • To free-select an Endorser select "Other" for the Business Area
<p>Proposal</p> <p>Provide a summary of the proposal</p> <p>Proposal Description *</p> <hr/> <p>What is the estimated cost of the proposal (if known)?</p> <p>Estimated Cost</p> <p>0</p> <p>Does this proposal have allocated funding available?</p> <p>Allocated Funding Available?*</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Allocated Funding Amount *</p> <p>0</p> <p>How shall this proposal be funded?</p> <p>Funding Description*</p> <p><input type="radio"/> Capital Program</p> <p><input type="radio"/> Faculty/Area funds</p> <p><input type="radio"/> Research Grant</p> <p><input type="radio"/> External/Government/Industry funding</p> <p><input type="radio"/> Other</p> <p>Required completion</p> <p>Year * ▼</p> <hr/> <p>Semester * ▼</p> <p style="font-size: small;">To enter an exact required completion date, select "other" from the drop down</p>	<ul style="list-style-type: none"> • To choose a specific required completion date, select "Other" from the Semester drop down

<p>Proposal Location</p> <p>Campus * ▼</p> <hr/> <p>Asset Impact*</p> <p><input type="radio"/> Whole Building(s)</p> <p><input type="radio"/> Part of Building (levels/rooms)</p> <p><input type="radio"/> Public Places (outdoors)</p> <p><input type="radio"/> Services / Infrastructure (not within a room/building)</p> <p><input type="radio"/> Other</p> <p>Select Building ▼</p> <hr/> <p>Details</p> <p>e.g. Refurb of all rooms or replacing carpets</p>	<ul style="list-style-type: none"> • Use the Details section to add additional details about the RTIP in relation to the location; for example: refurbishment of all rooms or replacing reticulation in the front grass area
<p>Project Performance Improvement & Value</p> <p>As a consequence of undertaking the project</p> <p><i>The overall impact upon spatial and environmental comfort for users as a result of the project.</i></p> <p>User Experience*</p> <p><input type="radio"/> Not Applicable</p> <p><input type="radio"/> No improvement for users</p> <p><input type="radio"/> Limited improvement for users</p> <p><input type="radio"/> Some improvement for users</p> <p><input type="radio"/> Good improvement for users</p> <p><input type="radio"/> Significant improvement for users</p> <p><i>The overall impact upon the cost of providing/delivering services as a result of the project.</i></p> <p>Future Cost of Ownership*</p> <p><input type="radio"/> Not Applicable</p> <p><input type="radio"/> No future cost reduction</p> <p><input type="radio"/> Limited future cost reduction</p> <p><input type="radio"/> Some future cost reduction</p> <p><input type="radio"/> Good future cost reduction</p> <p><input type="radio"/> Significant future cost reduction</p> <p><i>The overall impact the project will have upon business risk (financial, performance, health & safety, social, reputation, compliance and/or University wide).</i></p> <p>Risk Reduction*</p> <p><input type="radio"/> Not Applicable</p> <p><input type="radio"/> No risk reduction</p> <p><input type="radio"/> Limited risk reduction</p> <p><input type="radio"/> Some risk reduction</p> <p><input type="radio"/> Good risk reduction</p> <p><input type="radio"/> Significant risk reduction</p>	

Project Risk Deferral

As a consequence of deferring the project

The overall impact that deferral of the project will have upon energy consumption, water consumption and waste production/management.

Environmental Impact*

- Not Applicable
- No environmental impact
- Limited environmental impact
- Some environmental impact
- Good environmental impact
- Significant environmental impact

The impact upon Health & Safety of deferring the project.

Health & Safety*

- Not Applicable
- No increased risk (>3 yrs deferral?)
- Limited increased risk (3 yrs deferral?)
- Moderate increased risk (2 yrs deferral?)
- Substantial increased risk (1 yr deferral?)
- Unacceptable increased risk (no deferral)

The impact to 'business continuity' of deferring the project.

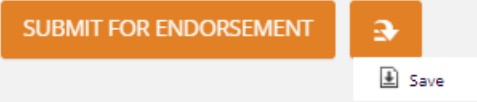
Business Interruption*

- Not Applicable
- No business impact (>3 yrs deferral?)
- Limited business impact (3 yrs deferral?)
- Moderate business impact (2 yrs deferral?)
- Substantial business impact (1 yr deferral?)
- Unacceptable business impact (no deferral)

The impact on the project budget of its deferral.

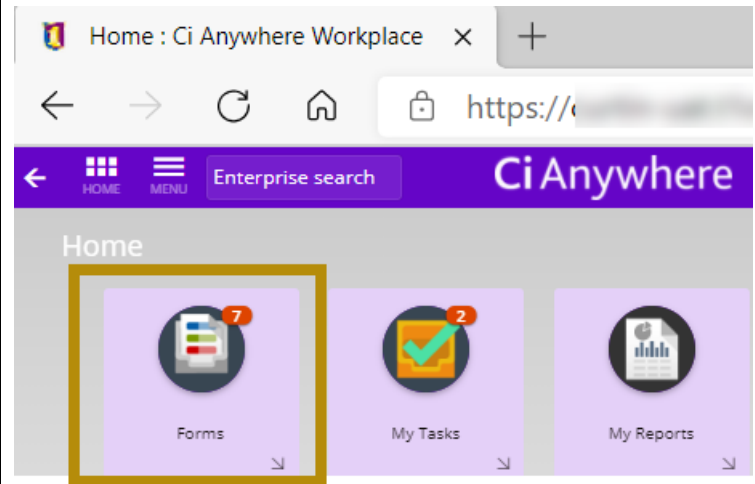
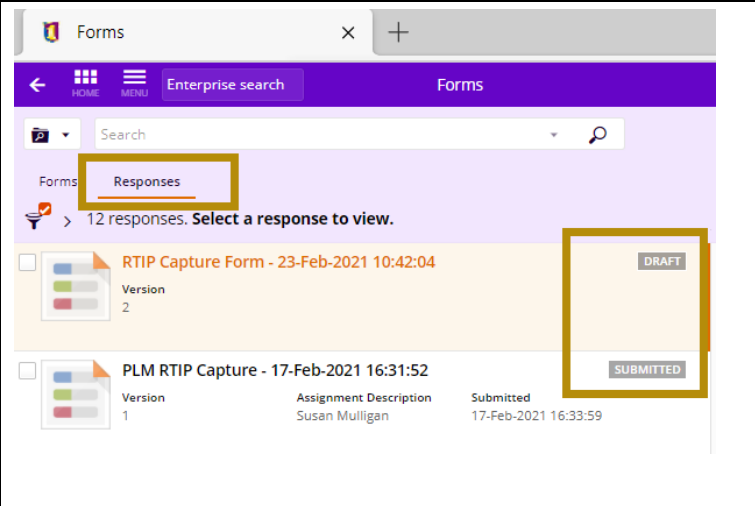
Project Cost*

- Not Applicable
- No increased costs (>3 yrs deferral?)
- Limited increased costs (3 yrs deferral?)
- Moderate increased costs (2 yrs deferral?)
- Substantial increased costs (1 yr deferral?)
- Prohibited increased costs (no deferral)

<p>Primary Project Objective</p> <p>Primary Project Objective *</p> <p>Free text field for the primary project objective</p>		
<p>Proposal Endorsement</p> <p>Include any brief notes to assist your business manager/director providing the first stage of approval for this proposal.</p> <p>Supplementary notes</p> <p>Free text field for any additional notes</p>		
		<ul style="list-style-type: none"> • Submit for Endorsement once the form is complete • Save to complete the form at a later date <p>* Either option moves the form into Ci Anywhere and from this point forward Ci Anywhere is where you need to go to access the form</p>

REVIEW AND TRACK COMPLETED FORMS / FINALISE DRAFT FORMS

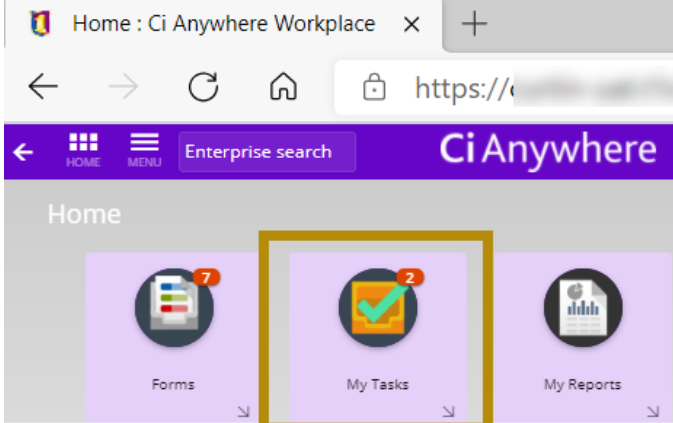
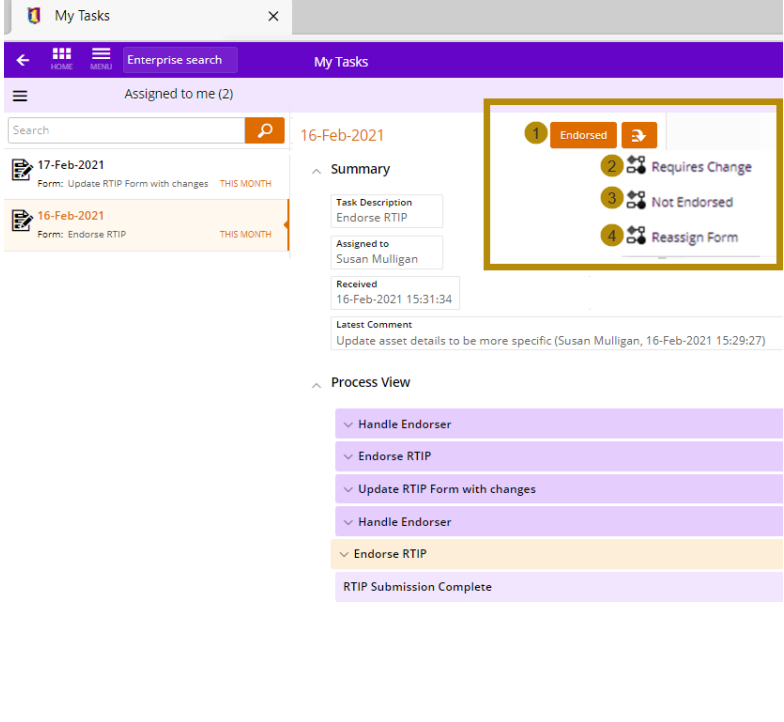
To make changes to the RTIP form or view submitted forms, go to the Form section of Ci Anywhere

	<ul style="list-style-type: none">• Go to Ci Anywhere• Click the Forms tile
	<ul style="list-style-type: none">• Click Responses tab to see the list of RTIP forms you have created.• Each form has a status• To edit a Draft form, click View• For all forms you have the option to copy or download the form

ACTIONS AVAILABLE TO THE ENDORSER

Available actions for the Endorser:

1. Endorse the RTIP
2. Reject the RTIP
3. Reassign the RTIP
4. Request changes to the RTIP form

	<ul style="list-style-type: none"> • Go to Ci Anywhere • Click the My Tasks tile
	<ul style="list-style-type: none"> • Select the RTIP form • Click the Endorse button to endorse the proposal OR • Click the Action Arrow and select to reject, reassign or request changes to the form <p>* There are no system generated emails, if action is required contact the Requestor directly to discuss next steps</p>