

Regional Work Package Readiness Checklist

Are You Ready to Deliver a Package of Work to a Major Project? This checklist will help you evaluate your preparedness before responding to a tender or EOLs related to work packages on major projects.

DOCUMENTATION

- ☐ Business is registered with current ABN and licences
- ☐ Insurances up to date (public liability, workers comp, professional indemnity if relevant)
- ☐ Capability Statement tailored to the project/sector
- ☐ ICN and/or C-Res profile is live and current

SCOPE AND DELIVERY

- ☐ You understand the work package scope and can deliver it
- ☐ You can break down the job into labour, materials, equipment, logistics
- ☐ You have a clear quote or pricing model with itemised costs
- ☐ You've accounted for regional challenges like transport or remote access

WORKFORCE AND SUBCONTRACTORS

- ☐ You have enough skilled staff (or a plan to hire)
- ☐ Key personnel are qualified and experienced
- ☐ You know where to source backup or subcontractors if needed
- ☐ You have cultural safety practices if working with Indigenous communities

SYSTEMS AND PROJECT MANAGEMENT

- ☐ You track jobs using a schedule or Gantt chart
- ☐ You can provide updates and reports weekly
- ☐ You can manage scope changes and variations
- ☐ You document risk and mitigation strategies

FINANCIAL PREPAREDNESS

- ☐ You understand payment terms (milestone vs. 30/60/90 days)
- ☐ You've spoken to your bank or accountant about working capital
- ☐ You've priced the job to be sustainable, not just to win
- ☐ You can cashflow at least the first stage of work

EXTRAS

- ☐ You've done your research on the project
- ☐ You've attended project briefings or networking events
- ☐ You can explain your local impact (jobs, training, regional benefit)
- ☐ You've included policies on WHS, sustainability, and equal opportunity