# Evidence of work

Evidence of work at a high level is any document that has been produced as part of engaging in approved works as part of the Business Growth Program.

Depending on the type of work being undertaken, evidence of work could look like:

* A copy of the plan, procedure, strategy, analysis, report or policy
* A copy of the document library. (for example: WH&S Policies Library)
* A link to a website developed by the service provider.

The below table provide detailed examples of what this evidence of work could look like for each service area. Note that this list is not exhaustive.

If you would like further guidance on what we might expect as evidence of work for a project you are being funded for, or that your client may require as part of a grant we recommend getting in touch with the Department to discuss your works via email [businessprograms.ditt@nt.gov.au](businessprograms.ditt@nt.gov.au%20) or calling 1800 193 111

**Note:** Evidence of work required for specific grant applications will be included explicitly in funding agreements in the acquittal section. This will describe exactly what documents are required by the Department to meet this requirement.

# Examples for different service areas

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| Category | Service area | Example evidence of work |
| **Organisation** | **Strategic business planning** | * Strategic plan document * Strategic business plan * SWOT analysis report * Business continuity plan * Risk analysis * Risk management plan * Expansion or diversification strategy * Change management strategy * Implementation plan for above of the above |
| **Workforce** | **Workforce development and planning** | * Staff retention strategic plan * Staff attraction strategic plan * Recruitment strategic plan * Performance planning and management policy and procedure documentation * Skill gap analysis report * Workforce analysis report * Succession plan |
| **People management** | * Employee skill assessment and development plan * Human resources policies * Human resources procedure documents * Aboriginal employment plan * Diversity, equity and Inclusion employment plan * Position evaluation, design and profiles * Human resources audit and compliance review * Workplace wellness strategic plan |
| **Cultural awareness** | * Cross cultural competency assessment report * Diversity, equity, and inclusion strategic plan * Cultural adaptation strategic plan * Cross cultural engagement plan * Business reconciliation plan |
| **Marketing** | **Marketing and communication planning** | * Strategic marketing plan * Market assessment report * Marketing implementation plan * Brand guidelines * Style guide * Brand repositioning strategic plan * Communication plan * Media plan * Customer segmentation strategic plan * Marketing campaign plan * Industry insight report |
| **Digital marketing** | * Digital marketing analysis report * Digital marketing plan * Social media strategy * Website (as part of a re-branding or repositioning strategy) * SEO audit report * SEO guidelines document |
| **Market research** | * Market research analysis report * Customer research survey content * Customer research analysis report * New market entry strategic plan * Competitive analysis report * Market and customer segmentation report |
| **Finance** | **Financial planning** | * Financial planning report * Financial forecasting report * Financial management strategic plan * Asset management strategic plan * Cash flow modelling report * Sales optimisation report |
| **Financial performance** | * Budget report * Cash flow forecast * Cost management optimisation plan * Financial performance monitoring and advisory report * Debt management and financing strategic plan * Financial management review findings report * Working capital strategic plan |
| **Operations** | **Procurement** | * Procurement review advisory report * Procurement strategic plan * Tender response documentation review findings and recommendations report * Procurement policy documents * Procurement guidelines * Sourcing and supplier selection strategic plan |
| **Organisational governance** | * Governance audit and reviews * Governance framework * Internal controls procedures and process documentation * Operational policy documents * Operational procedure documents |
| **Work Health and Safety** | * Risk management and hazard control strategic plan * Risk management policy * Risk register * Risk audit assessment report * Incident report policies and procedures * Compliance and regulatory risk assessment * Policy and procedures review findings and recommendations report * Emergency response plan * Emergency response policy documents * Emergency response procedures |
| **Business improvement and innovation** | * Business improvement review findings and recommendations report * Process improvement report * Automation plan * Human-centred design framework * Customer experience analysis report * Customer experience strategy * Customer support framework * Quality assurance or improvement policy and procedure documents |
| **Supply chain management and planning** | * Distribution channel optimisation plan * Logistics and supply chain analysis report * Logistics and supply chain strategic plan * Logistics and transport optimisation strategy * Supply chain development strategic plan * Supply chain sustainability assessment report |
| **Records and document management** | * System review and implementation advisory report * Records and document management framework * Records and document management policy and procedure documents * Information retention plan |
| **Environment, Social and Governance** | * ESG analysis and assessment report * Social and ethical organizational transformation strategic plan * ESG risk management plan * Community engagement strategic plan * Diversity, equity and inclusion planning * Fair labour policy documents * De-carbonisation plan * ESG data collection and reporting framework * Sustainability audit report * Sustainability strategic plan |
| **Information and Communication Technology (ICT)** | **Information and communication technology management** | * ICT governance strategic plan * ICT risk management strategic plan * ICT systems report * Information technology strategic plan * ICT management policy and procedure documents * Data on information management system analysis report |