

**Business Overview Template**

The Business Overview is intended to provide a brief outline of key financial considerations for a new program, and is submitted to the APQA Office together with the Notice of Intent. If significant investment is needed to launch/deliver a new program, programs may be required to prepare a complete Business Forecast.

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| **Program elements**  | **Business overview***(insert responses in unshaded rows)* |
| 1. **Program background:**
 |
| * 1. Name and credential of program
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| * 1. School offering program
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| * 1. Estimated program credits
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| * 1. Identify any partnerships/collaborations (internal/external)
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| * 1. Program contact
 |  |
| 1. **Program delivery:**
 |
| * 1. Anticipated program start date
 |  |
| * 1. Anticipated program duration (FT) or minimum time for completion (PTS)
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| * 1. Number of intakes annually
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| * 1. Anticipated student enrolment per intake
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| * 1. Identify campus for program delivery
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| * 1. Identify teaching spaces required for this program, including types (e.g. computer lab, classroom, etc.) and locations if known
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| * 1. Identify whether full-time or part-time structure, cohort or course-by-course
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| * 1. Identify proposed delivery model (online, blended, face-to-face)
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| * 1. Identify courses to be delivered by other schools/departments
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| * 1. If this program delivery is being modeled on an existing one, please identify
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| 1. **Financial considerations:**
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| * 1. Identify primary sources of ongoing revenue for the program (i.e, tuition, grants, employer sponsorship, etc.)
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| * 1. Identify ongoing delivery costs – primary cost categories (eg. faculty – FT vs PT, support staff, materials, etc)
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| * 1. Identify services required from other departments (eg. ITS, LTC, Student Services)
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| * 1. Start-up costs (see below)
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| * + - 1. identify any capital equipment investments required (identify key items, estimated costs, and any potential source of funding)
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| * + - 1. identify any renovations required (identify spaces and requirements, and any potential source of funding)
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| * + - 1. identify estimated number of new courses to be developed
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