# Title

Use a maximum of 55 characters (including spaces).

|  |  |
| --- | --- |
| Title | Include keywords that will allow a reader to scan your title and easily determine what your project is about. |

# Summary

Use a maximum of 150 characters (including spaces).

|  |  |
| --- | --- |
| Summary | Briefly explain what the project is about and how it will benefit those impacted. This summary will appear on the [Projects page](https://www.forgov.qld.gov.au/projects-and-initiatives/search-for-projects-and-initiatives/single-touch-payroll-phase-3/_nocache). |

# Project details

Tell readers in more detail about the project.

|  |  |
| --- | --- |
| About the project | Use formatting including headings and lists as needed. Describe the problem the project is solving, how it will solve it, and the expected outcome. |
| Start date | MM/YYYY |
| End date | MM/YYYY |
| Project phase | For example, UAT, delivery, implementation. Use a maximum of 150 characters (including spaces). |
| Benefits | How will the project benefit those impacted? For example, Reduces data entry for faster processing, Moves data storage offsite saving on agency electricity expenditure. Don’t list features. |
| Key milestones | Upcoming project dates (e.g. for go-lives or testing phases). |
| Links | Links to related information on other sites (e.g. intranets, external websites). |
| ICT dashboard link | If your project is on the ICT dashboard, add the link here. |

# Readability

[Enable readability statistics in Word](https://support.microsoft.com/en-us/office/get-your-document-s-readability-and-level-statistics-85b4969e-e80a-4777-8dd3-f7fc3c8b3fd2). Highlight your content and complete a [Spelling & Grammar check](https://support.microsoft.com/en-us/office/check-grammar-spelling-and-more-in-word-0f43bf32-ccde-40c5-b16a-c6a282c0d251). If it asks you to check the rest of the document, select **No**. Word will show a readability score for your content. You can also use a free online app called, [Hemingway Editor](https://hemingwayapp.com/).

See also the [Queensland Government Web writing and style guide](https://www.qld.gov.au/forgov-dev/information-and-communication-technology/communication-and-publishing/website-and-digital-publishing/website-standards-guidelines-and-templates/write-for-queensland-government-websites/web-writing-and-style-guide).

|  |  |  |  |
| --- | --- | --- | --- |
| Style guide check |  |  | |
| Flesch-Kincaid Grade Level |  |  |  |
| 9 or less | 10 to 13 | 14 or more |
| Good | OK | Poor |

# Images, video and supporting material

If you’re including images, videos or supporting material to your content, provide details here. See the [documents and media guide](https://www.forgov.qld.gov.au/information-and-communication-technology/communication-and-publishing/website-and-digital-publishing/publish-on-queensland-government-websites/publish-on-for-government/how-to-publish-on-for-government/for-government-publishing-guides/publish-documents-and-media-on-for-government) for accessibility and formatting requirements.

|  |  |
| --- | --- |
| Images | Attach to your email when sending this content brief. There are no image size requirements. |
| Video | Provide the embed code or a link to download the file. |
| Supporting material | Attach documents to your email when sending this content brief. If you have links to other web sites, list them here. |

# Category

Select a category to display your project page under. This will help you attract the right readers.

|  |  |
| --- | --- |
| Category | Facilities  Finance  Human resources  Information and communication technology  Procurement  Systems  Other |

# Agency details

Tell us which agencies are involved in the project and the lead agency. Copy and paste agencies from [For government audiences](https://www.forgov.qld.gov.au/information-and-communication-technology/communication-and-publishing/website-and-digital-publishing/publish-on-queensland-government-websites/publish-on-for-government/how-to-publish-on-for-government/for-government-audiences).

|  |  |
| --- | --- |
| Agencies involved |  |
| Lead agency |  |

# Contact

Tell us who readers can contact to find out more information about the project. A group email and/or team phone number is best. These will be published. If you provide a person’s name and contact details, you need to get their consent.

|  |  |
| --- | --- |
| Contact name | Optional |
| Phone | Optional |
| Email | Required |

# Subject matter expert

The person who will approve the accuracy of the content.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |
| Position |  |
| Business unit |  |
| Organisation |  |
| Phone |  |

# Editor

The person (web publisher) who will review your content and provide editorial advice ***before*** you get approval.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Business unit |  |
| Organisation |  |
| Phone |  |
| Date |  |

# Director or equivalent approval

To publish on *For government* you need to get Director or equivalent approval. If your agency requires further levels of approval, copy and paste the table below.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |
| Position |  |
| Business unit |  |
| Organisation |  |
| Phone |  |

# Publishing information

## Publishing date

What date do you need to publish this content? You need to give your editor appropriate time to edit, your approver enough time to review your content, and your publisher enough time to publish it—no less than 2 weeks.

|  |  |  |
| --- | --- | --- |
| Publishing date |  | More than 2 weeks from today’s date |
| Less than 2 weeks from today’s date |

## Classification

Most of the content we publish on *For government* is public, meaning anyone can see it—supporting our commitment to government transparency.

Some content we publish is sensitive or may be confusing to the public. We set this to ‘private’ and make it only available to government employees who log in. **This content won’t appear in search results.** Employees will need a link to the page or to navigate to it via the menu.

Please choose a classification:

PUBLIC—this content doesn’t pose a risk to security or reputation for the Queensland Government.

PRIVATE—this content may pose a risk to security or reputation for the Queensland Government if made public.

## Metadata

|  |  |
| --- | --- |
| Keywords | List key search terms and phrases. Separate with commas. |

## Review contact

|  |  |
| --- | --- |
| Review email | The email address of the team responsible for reviewing the content (usually a web team). |

## Scheduled publishing

|  |  |
| --- | --- |
| Publish on | If you want the content to be published on a specific date and time, add this here. |

## URL path settings

|  |  |
| --- | --- |
| URL alias | If you want a specific URL, request it here. |