

### Forecast Dates

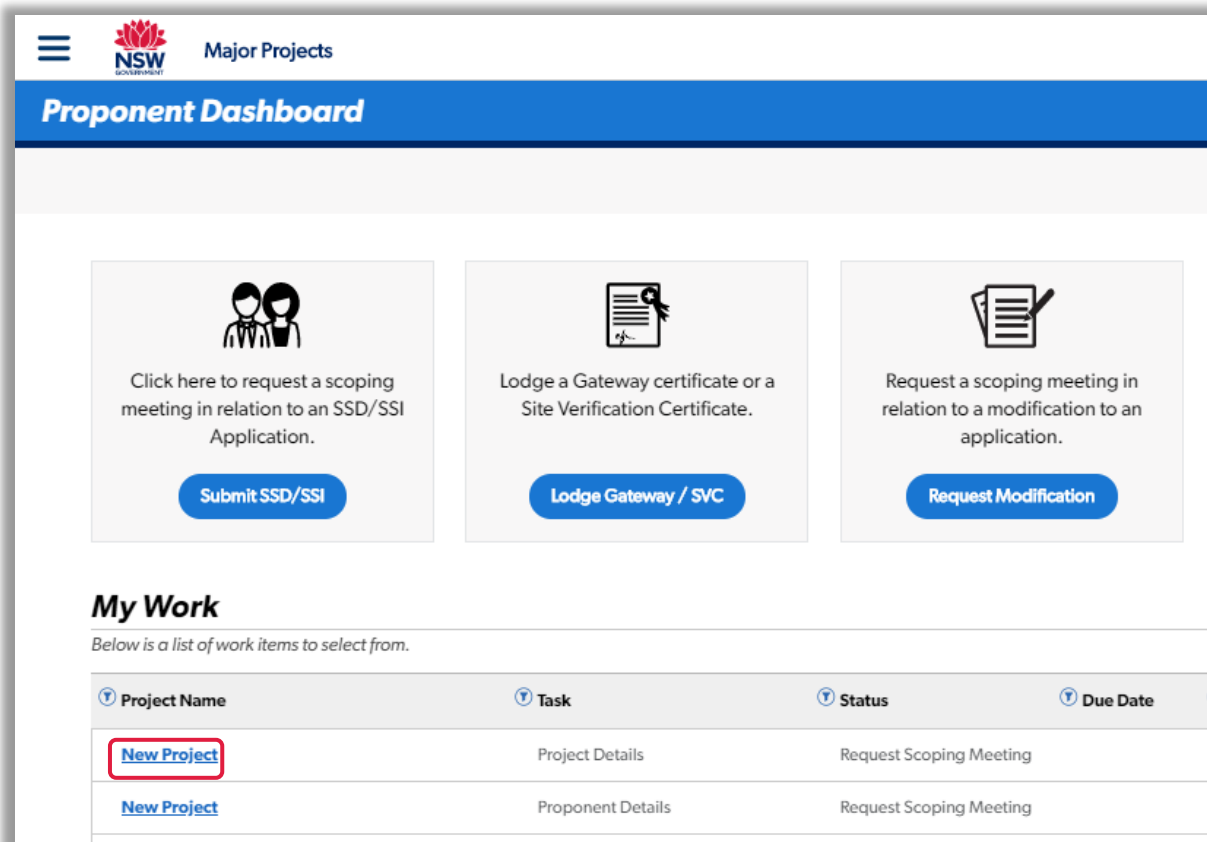
The Department will ask you to provide up-to-date forecast dates for the submission of the following documents:

- Scoping Reports;
- Environmental Impact Statements;
- Modification Reports; and
- Amendment Reports.

The Department will set the forecast date each time one of these documents is required. After that, you will receive email notifications once the forecast date approaches. You will be asked to log in to your profile to change the date if it is inaccurate.

### How to Change a Forecast Date:

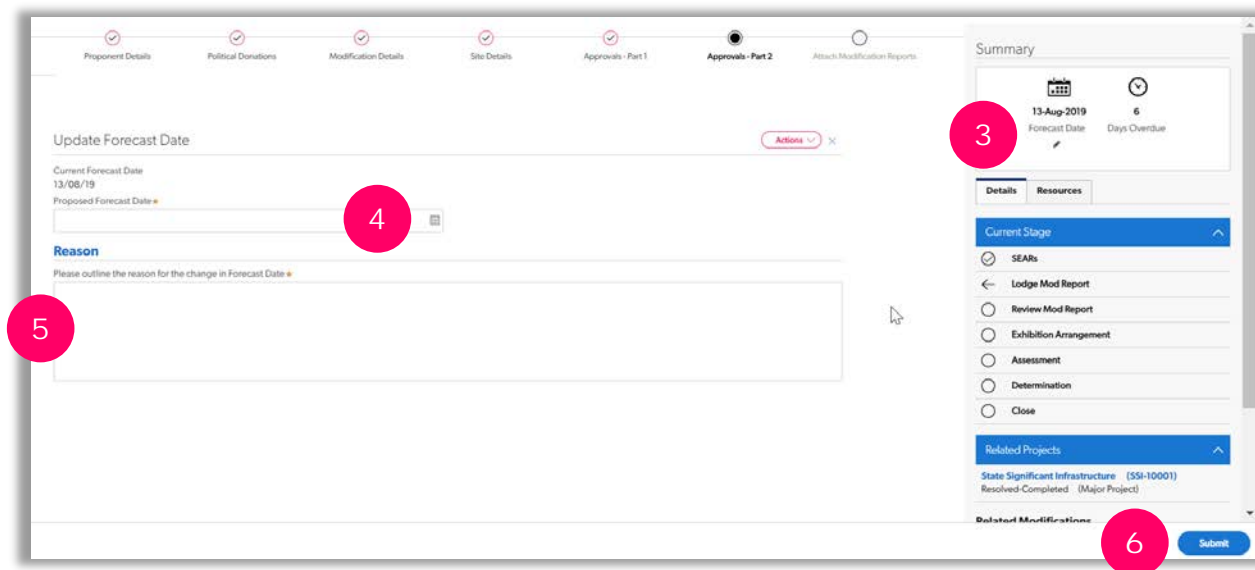
1. Sign in to the Major Projects website to view the 'My Work' area of your dashboard.
2. Click on the project you would like to change a forecast date for.



The screenshot shows the 'Proponent Dashboard' on the Major Projects website. The dashboard includes three main action buttons: 'Submit SSD/SSI', 'Lodge Gateway / SVC', and 'Request Modification'. Below these is a 'My Work' section with a table of work items. The 'New Project' link in the table is highlighted with a red box.

Project Name	Task	Status	Due Date
<a href="#">New Project</a>	Project Details	Request Scoping Meeting	
<a href="#">New Project</a>	Proponent Details	Request Scoping Meeting	

3. In the top-right hand corner of the screen, click on the pencil icon next to the forecast date. This will open the 'Update Forecast Date' screen.
4. Click on the calendar icon and select a new forecast date.
5. Enter an brief explanation for the change.
6. Click 'Submit'.



The screenshot shows the 'Update Forecast Date' screen. At the top, there is a navigation bar with several tabs: Proponent Details, Political Donations, Modification Details, Site Details, Approvals - Part 1, Approvals - Part 2, and Attach Modification Reports. The 'Update Forecast Date' screen displays the current forecast date as 13/08/19 and a field for the proposed forecast date. A calendar icon is next to the proposed date field. Below this is a 'Reason' section with a text area for explaining the change. On the right side, there is a 'Summary' panel showing the current stage (SEARs) and a list of related projects. A 'Submit' button is located at the bottom right. Red circles with numbers 3, 4, 5, and 6 highlight the pencil icon, the calendar icon, the reason text area, and the submit button respectively.

### ***Need more help or have questions?***

Contact the Major Projects Support team at [MajorProjectsSupport@planning.nsw.gov.au](mailto:MajorProjectsSupport@planning.nsw.gov.au)