

# Gated assurance checklist for program management products

The following program management artefacts may be needed during an assurance review. Reviewers may also request access to other documents that may be relevant, such as business and strategic plans and financial management records.

It is important to note that management products are living documents. Reviewers will be looking for fit-for-purpose documents with information that is appropriate at the time of a gated review.

Using the business case as an example. In the early phase of program identification the mandate and brief will provide the high-level view to help the Program Board make their first decisions. As the program progresses and defines itself, more detail is then available to develop the business case. Numerous, large documents are not an indicator of good program management. Stakeholders and reviewers need clear, up-to-date documents that assist them to understand and therefore better govern and manage their programs.

Key output	ICT Concept Review			
	Initial	Mid-stage defining	Mid-stage tranche	Closure
	Gate 0	Gate 0	Gate 0	Gate 0
<b>Identifying a program</b> (this phase typically takes few weeks)				
Program mandate				
Program brief				repeated at appropriate decision points during the program
Program preparation plan				
<b>Program collateral</b>				
Benefits (profile, management strategy, map, realisation plan)				
Blueprint				
Business case				
Information management (strategy, plan)				
Issues (strategy, register)				
Monitoring and control strategy				
Organisation structure				
Program communications plan				
Program definition				
Program plan				
Projects dossier				
Quality and assurance (strategy, plan)				
Resource management (strategy, plan)				
Risk (management strategy, register)				
Stakeholder (engagement strategy, profiles)				
Vision statement				

Register for ICT Concept Review with your assurance level and mandate

additional reviews as requested by QGCIO

	Ensures appropriate governance and planning is underway
	Verifies stakeholder engagement and planning is active
	Confirms expected outcomes are being achieved

For more information visit the ICT program and project assurance pages on the Queensland Government Chief Information Office Portal <https://portal.qgcio.qld.gov.au> (self-registration required).