

Gated assurance checklist for project management products

The following project management artefacts may be needed during an assurance review. Reviewers may also request access to other documents that may be relevant for a particular gated review, such as procurement and contractual 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. PRINCE2 can also be tailored to ensure a balanced and appropriate level of planning, control and governance is applied to a project. Low impact, short projects may apply a 'lite' adoption of PRINCE2.

Using the business case as an example. A 'lite' approach may see the business case presented as a 'one pager'. At Gate 1 the business case will only contain a high-level view to help the Project Board make their first decisions, and as the project progresses the business case will become more detailed. Numerous, large documents are not an indicator of good project management. Stakeholders and reviewers need clear, up-to-date documents that assist them to understand and therefore better govern and manage their projects.

Key output	ICT Concept Review		ICT Investment Review		Benefits realisation
	Preliminary evaluation Gate 1	Readiness for market Gate 2	Investment decision Gate 3	Readiness for service Gate 4	
Project Start Up					
Business case (includes benefits)					
Project brief					
Project product description					
Project Initiation					
Risk management strategy					
Configuration management strategy					
Quality management strategy					
Communication management strategy (including stakeholders)					
Benefits review plan					
Plan (project, exception, stage, team as applicable)					
Product descriptions (breakdown structure, flow diagram)					
Project register (risks, issues, quality, lessons)					
Project schedule					
Project Execution					
Work package (if applicable)					
Highlight report (and checkpoint report if applicable)					
Product status account					
Configuration item record					
Exception report (if applicable)					
Issue report (if applicable)					
End stage report (if applicable)					
Project Closure					
Lessons report					
End project report					

	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).