|  |  |
| --- | --- |
| **Review details** |  |
| *Gateway pattern* | Queensland Treasury Gateway |
| *Review type* | Gate <gate number and name> |
| *<Only keep the purpose of the specific gate this report is intended for.>*  The purpose of a Gate 0 Strategic Assessment review is to investigate the direction and planned outcomes of the program, together with the progress of its constituent projects.  The purpose of a Gate 1 Preliminary Evaluation review is to focus on the preliminary business case, including details of the strategic importance of the project and its links to government and organisational policy and programs.  The purpose of a Gate 2 Readiness of Market review is to investigate the final business case and procurement strategy before any formal approaches are made to prospective suppliers or partners.  The purpose of a Gate 3 Investment Decision review is to focus on the updated final business case and confirm the project is still required, affordable and achievable.  The purpose of a Gate 4 Readiness for Service review is to focus on the readiness of the agency to transition from project delivery to the live environment.  The purpose of a Gate 5 Benefits Realisation review is to confirm the desired benefits of the project are being achieved and business changes are operating smoothly.  This report is a snapshot of the initiative at the time of the review. It reflects the views of the independent review team based on information provided and evaluated. The content of this report will not ensure success. Gated assurance reviews will identify factors that are, or are likely to be, putting the initiative’s success at risk.  This review does not replace the need to conduct risk identification, analysis, other review, health check or audit activities. | |
| *Date of review* | <date> to <date> |
| *Initiative assurance level* | <One, Two, Three or Four> |
| *Report issued* | <date> |
| *Version* |  |

|  |  |
| --- | --- |
| **Review team members** | |
| *Role* | *Name* |
| Review team lead |  |
| Review team member |  |
| Review team member |  |
| Assisting |  |

|  |  |
| --- | --- |
| **Project background** |  |
|  | |

Amber

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| **Delivery Confidence Assessment** | | *Based on Queensland Treasury Gateway Review Guidebook, page 12.* |
| The review report is given a Delivery Confidence Assessment for the initiative. Each recommendation also has a *status* to indicate its relative urgency.  *<Update the overall assessment table with the appropriate colour and bold the appropriate text. Remove this text and unneeded boxes from the final report.>*  Amber/Green  Green  Amber/Red | | |
| **Delivery Confidence Assessment** | | Red |
| *The status applied is non-negotiable beyond the Review Team.* | | |
| **Red** | **Successful delivery appears to be unachievable. There are major issues which at this stage, do not appear to be manageable or resolvable. The project may need re-baselining and/or overall viability re-assessed.** | |
| Amber/Red | Successful delivery is in doubt with major risks or issues apparent in a number of key areas. Prompt action is required to address these and establish whether resolution is feasible. | |
| Amber | Successful delivery appears feasible, but significant issues already exist requiring management attention. These appear resolvable at this stage and, if addressed promptly, should not impact delivery or benefits realisation. | |
| Amber/Green | Successful delivery appears probable, however constant attention will be needed to ensure risks do not materialise into major issues threatening delivery. | |
| Green | Successful delivery to time, cost and quality appears highly likely and there are no major outstanding issues that at this stage appear to threaten delivery significantly. | |
| **Review conclusion** | | |
|  | | |

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| **List of interviewees** | |
| *Name* | *Project Role* |
|  |  |

|  |  |
| --- | --- |
| **Documents reviewed** |  |
| *Document name* | *Version* |
|  |  |

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| **Status of recommendations from previous gated assurance review**  <Please remove this table, if this is the first gated assurance review.> | |
| *Rec* | *Status* |
|  |  |
| <1. | Complete |
| 2. | In progress. Project Manager working with Cyber Security to progress penetration testing, currently scheduled for 15/3/2020.  Example only, please remove these from the final report.> |

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| **Review findings (status)** | | | | | | | |
| **Critical (Do Now)** | To achieve success, the recommendation should be actioned immediately. | **Essential (Do by)** | The recommendation is important, but not urgent.  Take action before further key decisions are taken. | **Recommended (Good practice)** | The project would benefit from the uptake of this recommendation. |

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| --- | --- | --- |
| **Policy and business context** *<needed for gates 0, 1>* | | |
|  | | |
| No. | Recommendation |  |
| **1** |  | **Recommended** |

|  |  |  |
| --- | --- | --- |
| **Assessment of delivery approach** *<needed for gate 2>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Assessment of proposed solutions** *<needed for gate 3>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Business case and stakeholders** *<needed for gates 0, 1, 2, 3, 4>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

|  |  |  |
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| **Management of intended outcomes** *<needed for gate 0>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Project governance and planning** *<needed for gate 1>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Risk management** *<needed for gates 0, 1, 2, 3, 4>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Review of current outcomes** *<needed for gate 0>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Review of current phase** *<needed for gates 2, 3, 4>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| --- | --- | --- |
| **Readiness for next phase** *<needed for gates 0, 1, 2, 3, 4>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Review of operating phase** *<needed for gate 5>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Business case and benefits management** *<needed for gate 5>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Plans for ongoing improvements in value for money** *<needed for gate 5>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Plans for ongoing improvements in performance and innovation** *<needed for gate 5>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Review of organisational learning and maturity targets** *<needed for gate 5>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

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| **Readiness for the future** *<needed for gate 5>* | | |
|  | | |
| No. | Recommendation |  |
|  |  | **Recommended** |

*<Colours for RAG are:*

|  |  |  |
| --- | --- | --- |
| *Red R 192 G 0 B 0* | *Amber R 254 G 169 B 65* | *Green R 171 G 196 B 119* |

*Remove this text from the final report.>*