Queensland Government

|  |  |
| --- | --- |
| <insert dept acronym> | <insert name of department (in full)> |

|  |  |
| --- | --- |
| <insert month year> | Gated assurance review reportGate **<insert gate>****<insert project name>**Document version <0.0> |

**[Sec: UNCLASSIFIED-GOVERNMENT-INTERNAL-USE-ONLY]**

Version history

| Revision date | Version No. | Author | Description of changes  |
| --- | --- | --- | --- |
| *<date of the revised version>* | *<e.g. 0.1; 1.0; 2.1, etc>* | *<name of author implementing the version change>.* | *<brief brief description of the reason for creating the revised version >* |
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|  |  |  |  |

***Notes to the author –***

This document is a template of a Gated assurance review report. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

* Blue italicised text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue regular or italicised text enclosed in angle brackets (<text> / <text>) indicates a field that should be replaced with information specific to a particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.

**When using this template, the following steps are recommended:**

1. Replace all text enclosed in angle brackets (e.g., <Project Name>) with the correct field document values. These angle brackets appear in both the body of the document and in headers and footers.
2. Font colour should be changed from blue to black following insertion; remove italics where appropriate.
3. Modify boilerplate text as appropriate for the specific project.
4. To add any new sections to the document, ensure that the appropriate header and body text styles are maintained.
5. To update the Table of Contents, right-click on it and select “Update field” and choose the option - “Update entire table”.
6. To update filename and last saved fields, right-click on text and select “Update field”.
7. Before submission of the first draft of this document, delete this instruction section “Notes to the Author” and all instructions to the author throughout the entire document.

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#

# Executive summary

*<Add summary>*

# Review information

### Review details

|  |
| --- |
| Review details |
| Version number: | *< v 0.0 >* |
| Dates of review: | *< dd/mm/yy > to <dd/mm/yy >*  |
| Report issued to Accountable Officer:  | *< dd/mm/yy >* |
| Project / program name: | *<name>* |
| Agency: | *<name>* |
| Accountable Officer: | *<name>* |
| Initiative assurance level | *<name>* |
| Overall assessment: | *< overall RAG >* |

### Review team

|  |
| --- |
| Review team members |
| Team leader: | *<name>* |
| Team member: | *<name>* |
| Team member: | *<name>* |
| Team member: | *<name> [Add or remove as applicable]* |

### Program / Project background

*<Add summary from the Terms of Reference>*

### Review objectives

*<Add summary – refer to Terms of Reference for additional information >*

This report is an evidence-based snapshot of the program / project status at the time of the review (as derived from the information provided to the assurance provider). 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. Gated assurance reviews do not replace the need to conduct risk identification, analysis, review or audit activities.

QGCIO Gated assurance reviews do not cover nor duplicate the reviews associated with quality management and signoff processes but use the results from reviews conducted to increase confidence levels for those making decisions regarding quality management.

For a list of people interviewed refer to Appendix B, for a list of documents reviewed refer to Appendix C.

# Review findings

### Review summary

*<Add a description of any significant good practice found – especially those that may be transferred to other initiatives>*

### Review findings

# Gate 0 *[delete as appropriate]*

### Policy context business context

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Business case and stakeholders

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Management of intended outcomes

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Risk management

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Review of current outcomes

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Readiness for the next phase

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

#

# Gate 1 *[delete as appropriate]*

### Policy and business context

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Business case – scope and stakeholders

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Project governance and planning

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Risk management

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Readiness for the next phase

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

#

# Gate 2 *[delete as appropriate]*

### Alignment of delivery approach

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

###  Business case and stakeholders

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Risk management

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Review of current phase

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Readiness for the next phase

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

#

# Gate 3 *[delete as appropriate]*

### Assessment of proposed solution

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

###  Business case and stakeholders

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Risk management

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Review of current phase

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Readiness for the next phase

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

# Gate 4 *[delete as appropriate]*

###  Business case and stakeholders

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Risk management

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Review of current phase

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Readiness for the next phase

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

#

# Gate 5 *[delete as appropriate]*

### Review of operating phase

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

###  Business case and benefits management

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Plans for ongoing improvements in value for money

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Plans for ongoing improvements in performance and innovation

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Review of organisational learning and maturity targets

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

### Readiness for the future – plans for future service provision

*< Add a brief summary setting out key findings.>*

|  |  |  |
| --- | --- | --- |
| # | Recommendation | Rating |
|  |  |  |
|  |  |  |

# Planning for the next assurance review

# Review preparation

The <program / project> would benefit from a <Health check / Gateway review> in <date / timing>.

# Appendix A – summary of recommendations

|  |
| --- |
| Recommendations |
| **Recommendation** | **Description** | **Rating** |
| Recommendation 1 |  |  |
| Recommendation 2 |  |  |
| Recommendation 3 |  |  |
| Recommendation 4 |  |  |
| Recommendation 5 |  |  |
| Recommendation 6 |  |  |
| Recommendation 7 |  |  |
| Recommendation 8 |  |  |
| Recommendation 9 |  |  |
| Recommendation 10 |  |  |
| Recommendation 11 |  |  |
| Recommendation 12 |  |  |
| Recommendation 13 |  |  |
| Recommendation 14 |  |  |
| Recommendation 15 |  |  |

# Appendix B – list of interviewees

*< It is recommended about 5 to 15 people be interviewed during a gated assurance review. Below are some suggested stakeholders. >*

|  |  |
| --- | --- |
| Interviewee name | Role |
|  | *< Accountable Officer >* |
|  | *< Project Manager >* |
|  | *< Specialists (e.g. Enterprise architects, procurement, contracts, etc >* |
|  | *< Senior User, other users >* |
|  | *< Senior Supplier/s >* |
|  | *< Service Operations >* |
|  | *< Cyber Security >* |
|  | *< other stakeholder/s impacted by the project >* |
|  |  |
|  |  |

# Appendix C – documents reviewed

|  |  |
| --- | --- |
| Document name | Version |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
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# Appendix D – Red/Amber/Green (RAG) definitions

The review report is given an overall status of red, amber or green (RAG status) for the initiative. Each recommendation also has a rating to indicate its relative urgency.

Criteria descriptions are based on the Queensland Treasury Gateway Review Guidebook, page 10.

**Overall Assurance report RAG status**

|  |  |
| --- | --- |
| **RAG** | **Criteria description** |
| 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. |
| Amber/Green | Successful delivery appears probable, however constant attention will be needed to ensure risks do not materialise into major issues threatening delivery. |
| 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/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. |
| 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. |

**Recommendation rating**

|  |  |
| --- | --- |
| **Rating** | **Criteria description** |
| 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. |