[Project name]
Gated assurance plan

Project Manager: [Name]

Purpose
Planning independent assurance activities will support timely and co-ordinated assurance reviews. This plan describes the gated assurance and ICT investment review activities to be undertaken during the life of the project to help improve delivery confidence.

Note: The project will also have additional assurance processes. In addition to gated assurance reviews, regular Health Checks should be undertaken to confirm the project is being well managed and assurance accountabilities and processes are being actively applied and are effective.

Assurance activity | Focus | When | Resources & Cost |
--- | --- | --- | --- |
**Gate 1** Preliminary evaluation | Gate 1 confirms the stakeholders approve of the intended benefits of the project and checks:  
- Project is strategically aligned.  
- Options to meet business need have been investigated.  
- Cost, benefits and risk are identified.  
- Business case is affordable and achievable.  
- Scope is clear.  
- There is support for the project to proceed (appropriate governance and accountability). | Occurs after start up and typically occurs during initiative.  
Time should be allowed to update project documentation and artefacts based on review recommendations. | External supplier $25,000 (excluding GST) estimate |
**Gate 2** Readiness for market | Gate 2 review investigates the business case and procurement strategy and checks:  
- Outcomes are clear and unambiguous.  
- The project is still needed.  
- Procurement strategy and plan is agreed.  
- Delivery strategy is viable and implementation is broken down into manageable components.  
- Controls (e.g. project, probity) and performance measures are in place.  
- Commercial expertise to understand the supplier market is available.  
- Stakeholders support the project and are committed to its success. | Occurs before the project goes to the market.  
Time should be allowed to act on, review and approve progress on assurance review recommendations. | External supplier $25,000 (excluding GST) estimate |
**Gate 3** Investment decision | The Gate 3 review confirms the project is still required, affordable and achievable and checks:  
- Agreed procurement strategy was followed and met all procedural requirements.  
- Business case and benefits are up to date.  
- Stakeholders continue to support the solution and project.  
- Delivery approach is likely to deliver on time and within budget.  
- Implementation, risk and change has been considered across the delivery and supply chain.  
- The expertise and resources are available to manage and deliver the solution. | Occurs before a long term financial and/or contractual commitment is made with a supplier.  
Time should be allowed to act on, review and approve progress on assurance review recommendations. | External supplier $25,000 (excluding GST) estimate |
**Gate 4** Readiness for service | The Gate 4 review confirms the business is ready to use the new solution and checks:  
- The business case is still valid and benefits are likely to be achieved.  
- Testing has been completed and users are satisfied.  
- The business is ready to make any changes required, as a result of the new solution.  
- Rollout is planned and confirmed (contingency plans are in place). | Occurs before go live.  
Time should be allowed to act on, review and approve progress on, assurance review recommendations. | External supplier $25,000 (excluding GST) estimate |
**Gate 5** Benefits realisation | The Gate 5 review confirms benefits are being actively managed and checks:  
- Benefits are being delivered.  
- The solution is still needed.  
- Changes to the solution, if any, have not compromised the benefits.  
- Improvements to value for money, performance and service are being considered.  
- Effective ongoing management practices are evident. | This review can occur once, or at regular intervals, after go live.  
Review is most effective when enough time has elapsed for benefit measures to be collected and reported. | External supplier $25,000 (excluding GST) estimate |

Total Estimated cost excluding GST $125,000

Additional Government governance that may apply. (This list is provided as a prompt only, please engage with your PMO for further guidance.)

N/A [Governor in Council Project Commencement Approval] Any initiative with a total value of $10 million (including GST) or over.


N/A [Building Queensland] Any initiative with estimated capital costs over $50 million (including GST).

N/A [Probity audit] Any initiative with high risk and/or high value procurement of goods and services.
**Next planned gate**

<table>
<thead>
<tr>
<th>Gate</th>
<th>Investment decision</th>
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**Deliverables**

- Assurance Review Report, including recommendations.
- Daily “touch base” with SRO.
- Interviews with:
  1. SRO – Miller Fry, Assistant Director-General
  2. Project Executive – Andrew Jones, Director
  3. Project Manager – Sharon Ryan
  4. Senior User representing Operations – Chris River, Manager
  5. Senior User representing Regional Offices – Jade Markel, Manager
  6. Procurement – Sue Gordon, Procurement Manager
  7. Finance – Gorge Hansen, Finance Director
  8. Supplier – Octopus Cloud – Johnathon Chambers, Engagement Manager

**Schedule**

<table>
<thead>
<tr>
<th>Pre-engagement</th>
<th>Day 1 Interviews</th>
<th>Day 2 Interviews</th>
<th>Day 3 Draft report</th>
<th>Day 4 Present report</th>
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<td>21/3/2017</td>
<td>22/3/2017</td>
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<td>Interview stakeholders</td>
<td>Interview stakeholders</td>
<td>Draft report</td>
<td>Present report to SRO</td>
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<td>Socialise interview findings with SRO</td>
<td>Socialise interview findings with SRO</td>
<td>Socialise report with SRO (if needed)</td>
<td>Update report (if needed)</td>
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**Completed gated assurance reviews**

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<tr>
<th>Gate</th>
<th>Preliminary evaluation</th>
<th>Readiness for Market</th>
<th>Investment decision</th>
<th>Readiness for service</th>
<th>Benefits realisation</th>
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**Report RAG**

- **Green**
  - The project is on target to succeed but may benefit from the uptake of the recommendations.
- **Amber**
  - The program or project should go forward with actions on recommendations to be carried out before the next Gateway review.

**Summary of RAG for recommendations**

Each gated assurance report includes recommendations which are prioritised by their urgency. This is a summary of the recommendations from the project gated assurance reports. Progress against these recommendations can be found in the gated assurance report Action Plan.

![Gates chart](chart.png)

Red is take action immediately. Amber is take action within an agreed time. Green is take action as required.