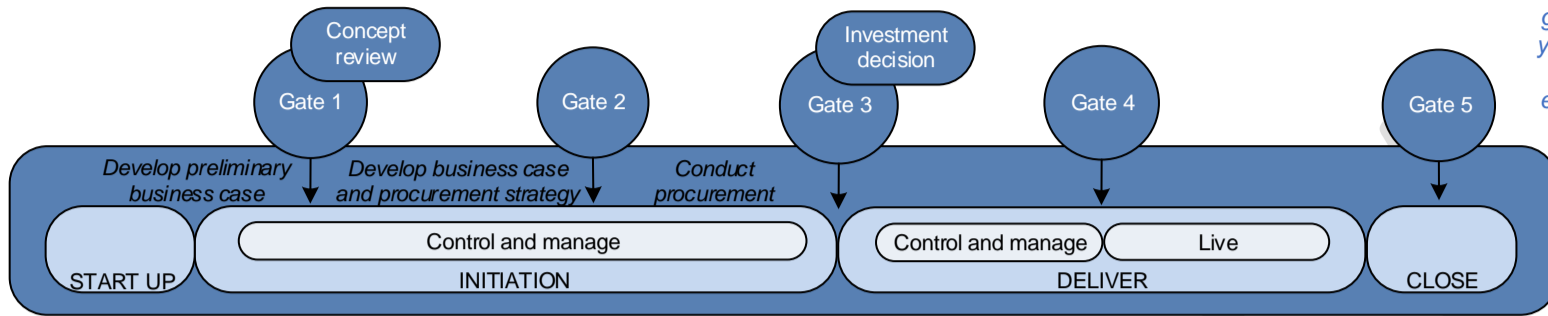


Purpose	Planning independent assurance activities will support timely and co-ordinated assurance reviews. This plan defines the gated assurance and ICT investment review activities to be undertaken during the life of the project to help improve delivery confidence.	Assurance level	
	Note: The project 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.	Date profiled	
		Plan endorsed by	SRO and/or Project Board
		Date endorsed	



Please note, this graphic should reflect your project's lifecycle structure. As an example, your project may have staged delivery.

Assurance activity	Focus	When	Resources & Cost
<b>Gate 1</b> Preliminary evaluation	Gate 1 confirms the stakeholders approve of the intended benefits of the project and checks: <ul style="list-style-type: none"> <li>Project is strategically aligned.</li> <li>Options to meet business need have been investigated.</li> <li>Cost, benefits and risk are identified.</li> <li>Business case is affordable and achievable.</li> <li>Scope is clear.</li> <li>There is support for the project to proceed (appropriate governance and accountability).</li> </ul>	Occurs after start up, and typically occurs during initiation. Time should be allowed to update project documentation and artefacts based on review recommendations.	External supplier \$25,000 (excluding GST) estimate
ICT Investment Review <b>Concept</b>	Confirms a clear statement of outcomes are aligned to agency strategy and a functioning governance environment is in place. Initial gated assurance review report and action plan are required for Concept review.	Occurs shortly after the first gated assurance review.	QGClO \$ n/a
<b>Gate 2</b> Readiness for market	Gate 2 review investigates the business case and procurement strategy and checks: <ul style="list-style-type: none"> <li>Outline Business Case is robust and funding is available.</li> <li>Outcomes are clear and unambiguous.</li> <li>The project is still needed.</li> <li>Procurement strategy and plan is agreed.</li> <li>Delivery strategy is viable and implementation is broken down into manageable components.</li> <li>Controls (e.g. project, probity) and performance measures are in place.</li> <li>Commercial expertise to understand the supplier market is available.</li> <li>Stakeholders support the project and are committed to its success.</li> </ul>	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
<b>Gate 3</b> Investment decision	The Gate 3 review confirms the project is still required, affordable and achievable and checks: <ul style="list-style-type: none"> <li>Agreed procurement strategy was followed and met all procedural requirements.</li> <li>Business case and benefits are up to date.</li> <li>Stakeholders continue to support the solution and project.</li> <li>Delivery approach is likely to deliver on time and within budget.</li> <li>Implementation, risk and change has been considered across the delivery and supply chain.</li> <li>The expertise and resources are available to manage and deliver the solution.</li> </ul>	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
ICT Investment Review <b>Investment decision</b>	Confirms the initiative has ongoing support and is affordable and achievable. QGClO requires a gated assurance review report and action plan.	Occurs before a long term financial and/or contractual commitment is made with a supplier.	QGClO \$ n/a
<b>Gate 4</b> Readiness for service	The Gate 4 review confirms the business is ready to use the new solution and checks: <ul style="list-style-type: none"> <li>The business case is still valid and benefits are likely to be achieved.</li> <li>Legal and ongoing management arrangements are up to date.</li> <li>Testing has been completed and users are satisfied.</li> <li>The business is ready to make any changes required, as a result of the new solution.</li> <li>Rollout is planned and confirmed (contingency plans are in place).</li> </ul>	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
<b>Gate 5</b> Benefits realisation	The Gate 5 review confirms benefits are being actively managed and checks: <ul style="list-style-type: none"> <li>Benefits are being delivered.</li> <li>The solution is still needed.</li> <li>Changes to the solution, if any, have not compromised the benefits.</li> <li>Improvements to value for money, performance and service are being considered.</li> <li>Effective ongoing management practices are evident.</li> </ul>	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 prompter only, please engage with your PMO for further guidance.)	
N/A	<a href="#">Governor in Council Project Commencement Approval</a> Any initiative with a total value of \$10 million (including GST) or over.
N/A	<a href="#">Project Assessment Framework</a> Any initiative with estimated capital costs over \$50 million (including GST).
N/A	<a href="#">Building Queensland</a> 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	
Gate 3	Investment decision
Deliverables	<ul style="list-style-type: none"> <li>Assurance Review Report, including recommendations.</li> <li>Daily "touch base" with SRO.</li> <li>Interviews with:                             <ol style="list-style-type: none"> <li>SRO – Miller Fry, Assistant Director-General</li> <li>Project Executive – Andrew Jones, Director</li> <li>Project Manager – Sharon Ryan</li> <li>Senior User representing Operations – Chris River, Manager</li> <li>Senior User representing Regional Offices – Jade Markel, Manager</li> <li>Procurement – Sue Gordon, Procurement Manager</li> <li>Finance – Gorge Hansen, Finance Director</li> <li>Supplier – Octopus Cloud – Johnathon Chambers, Engagement Manager</li> </ol> </li> </ul>
Schedule	<p><b>Pre-engagement</b></p> <ul style="list-style-type: none"> <li>Confirmation of review requirements and expectations.</li> <li>Review of supplied project information.</li> </ul> <p><b>Day 1 Interviews</b> Tuesday 21 / 3 / 2017</p> <ul style="list-style-type: none"> <li>Interview stakeholders.</li> <li>Socialise interview findings with SRO.</li> </ul> <p><b>Day 2 Interviews</b> Wednesday 22 / 3 / 2017</p> <ul style="list-style-type: none"> <li>Interview stakeholders.</li> <li>Socialise interview findings with SRO.</li> </ul> <p><b>Day 3 Draft report</b> Thursday 23 / 3 / 2017</p> <ul style="list-style-type: none"> <li>Draft report.</li> <li>Socialise report with SRO (if needed).</li> </ul> <p><b>Day 4 Present report</b> Monday 27 / 3 / 2017</p> <ul style="list-style-type: none"> <li>Present report to SRO.</li> <li>Update report (if needed).</li> </ul>

Completed gated assurance reviews					
Gate	Preliminary evaluation	Readiness for Market	Investment decision	Readiness for service	Benefits realisation
Date	9/8/2016 – 12/8/2016	6/12/2016 – 14/12/2016			
Report RAG	<p><b>Green</b></p> <p>The project is on target to succeed but may benefit from the uptake of the recommendations.</p>	<p><b>Amber</b></p> <p>The program or project should go forward with actions on recommendations to be carried out before the next Gateway review.</p>			

