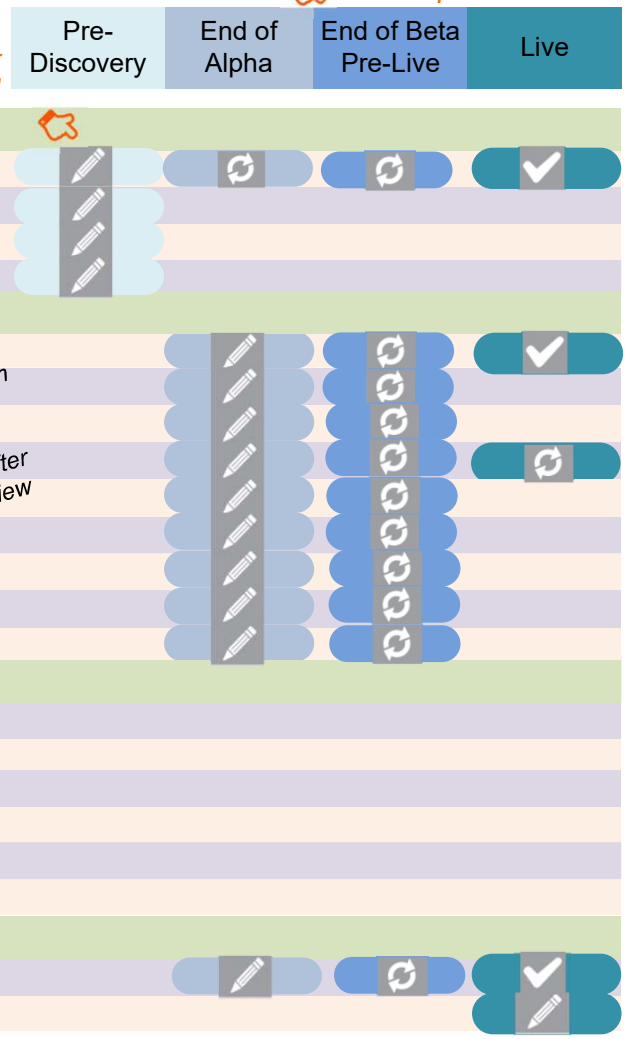
Gated assurance checklist for PRINCE2 Agile project management products *(aligns with United Kingdom government agile delivery assurance phases)*

The following project management artefacts may be needed during a gated assurance review.
Reviewers may also request access to other documents that may be relevant, such as business, financial management, procurement and contractual records.
In an agile environment, reviewers will also need access to information such as online collaboration environments, information radiators, etc.
Reviewers will be looking for fit-for-purpose documents and information that is appropriate at the time of the gated review.
PRINCE2 Agile can be tailored to ensure a balanced and appropriate level of planning, control and governance is applied. Low impact, short projects may apply a "lite" adoption of PRINCE2 Agile.

Using the business case as an example. A 'lite' approach may see the business case presented as a 'one pager'. At start up, the business case will only contain a high-level view to help the Accountable Officer make their first decisions, and as the project progresses the business case will become more detailed.
Applying agile behaviours, concepts, frameworks and techniques does not negate the need for good project management. Stakeholders need supporting documentation and information radiators that are clear, concise and up-to-date to support effective governance and fast decision making.

Re-do assurance profile

Register for ICT Investment review with your assurance level and startup documentation



Draft
this is a work in progress

Depending on the nature of the agile project, you may decide to do the Pre-discovery review after Start Up or after Initiation; both options should work.

NOTE….
If you do the review after startup, user information may not be detailed enough.
If you do the review after initiation, you may need to redo some planning (depending on the recommendations from the pre-discovery review).

QGCIO recommend doing the Pre-discovery review after Startup and using the recommendations from the review as your next priorities of action.

Key output

Project startup *(this phase typically takes a few weeks)*

- Business case (includes benefits at start up)
- Project brief
- Project product description
- Daily log (if applicable) and Lessons log

Initiation

- Benefits management approach
- Change control approach
- Communication management approach
- Configuration item record
- Product description/s
- Project Plan
- Project register (risks, issues, quality, lessons)
- Quality management approach
- Risk management approach

Delivery

- Exception report (if applicable)
- Highlight report (and checkpoint report if applicable)
- Issue report (if applicable)
- Plan/s
- Product status account
- Work package (if applicable)

Project closure

- Lessons report
- End project report

Tailoring guidance for PRINCE2 Agile

"All products can exist in a wide range of formats from the very formal (e.g. a bound document) to the very informal (e.g. an email or a conversation).
They all need to exist in some form even if only a sentence or a paragraph within another product.
It should not be assumed that each product is a document."

PRINCE2 Agile, Section 23, page 205

Learn more about program and project assurance on the Queensland Government Chief Information Office website www.qgcio.qld.gov.au (self-registration required for internal to government portal).

Project management products listed are aligned with PRINCE2 Agile

Ensures appropriate governance and planning is underway | Verifies stakeholder engagement and planning is active | Confirms expected outcomes are being achieved