Gated assurance checklist for project management products

The following project management artefacts may be needed during an assurance review. Reviewers may also request access to other documents that may be relevant for a particular gated review, such as procurement and contractual records.

It is important to note that management products are living documents. Reviewers will be looking for fit-for-purpose documents with information that is appropriate at the time of a gated review. PRINCE2 can also be tailored to ensure a balanced and appropriate level of planning, control and governance is applied to a project. Low impact, short projects may apply a ‘lite’ adoption of PRINCE2.

Using the business case as an example. A ‘lite’ approach may see the business case presented as a ‘one pager’. At Gate 1 the business case will only contain a high-level view to help the Project Board make their first decisions, and as the project progresses the business case will become more detailed. Numerous, large documents are not an indicator of good project management. Stakeholders and reviewers need clear, up-to-date documents that assist them to understand and therefore better govern and manage their projects.

### Key output

<table>
<thead>
<tr>
<th>Gate 1</th>
<th>Gate 2</th>
<th>Gate 3</th>
<th>Gate 4</th>
<th>Gate 5</th>
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<tbody>
<tr>
<td>ICT Concept Review</td>
<td>ICT Investment Review</td>
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<td>Preliminary evaluation</td>
<td>Readiness for market</td>
<td>Investment decision</td>
<td>Readiness for service</td>
<td>Benefits realisation</td>
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#### Project Start Up
- Business case (includes benefits)
- Project brief
- Project product description

#### Project Initiation
- Risk management strategy
- Configuration management strategy
- Quality management strategy
- Communication management strategy (including stakeholders)
- Benefits review plan
- Plan (project, exception, stage, team as applicable)
- Product descriptions (breakdown structure, flow diagram)
- Project register (risks, issues, quality, lessons)
- Project schedule

#### Project Execution
- Work package (if applicable)
- Highlight report (and checkpoint report if applicable)
- Product status account
- Configuration item record
- Exception report (if applicable)
- Issue report (if applicable)
- End stage report (if applicable)

#### Project Closure
- Lessons report
- End project report