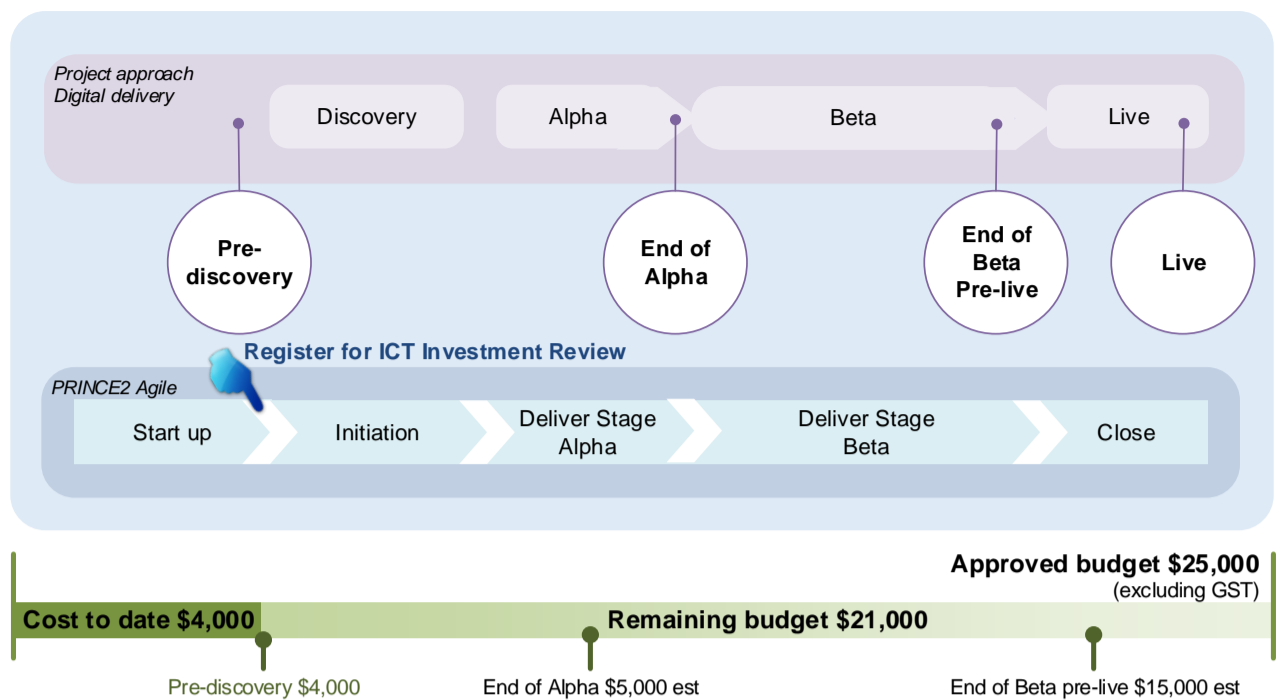


Gated assurance and ICT Investment review plan

Purpose

- Planning independent assurance activities will support timely and co-ordinated assurance reviews.
- This plan defines the QGCIO gated assurance and ICT investment review activities to be undertaken during the life of the project to help improve delivery confidence.
- This initiative will apply the United Kingdom Government Assurance for Agile Delivery of Digital Services, endorsed by the QGEA Program and Project Assurance Policy.
- Learn more about gated assurance at:
<https://www.qgcio.qld.gov.au/services/gated-assurance>



Assurance level	Date profiled	Approved budget \$25,000 (excluding GST)	
Two	29/6/2018	Cost to date \$4,000	Remaining budget \$21,000
		Pre-discovery \$4,000	End of Alpha \$5,000 est
			End of Beta pre-live \$15,000 est

Assurance activity	Focus	When	Resources and cost
Pre-discovery COMPLETED 28/6/2018	A pre-discovery review will examine readiness to begin an agile project and will consider: <ul style="list-style-type: none"> • User needs • Vision and outcomes • Risk and issue controls • Governance 	Review should occur when project start up is nearing completion and may be done while discovery activities are beginning.	External supplier \$4,000
ICT Investment Review Concept	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.	QGCIO \$ n/a
End of Alpha	<ul style="list-style-type: none"> • Prioritisation of user needs • Skills required to develop minimum viable product • Empowerment of the agile team • Relationships and collaborative working across all stakeholders • Consideration of integrations and dependencies • Readiness of end users to transition to new service • Updating of the Business Case (or relevant artefact) 	This review occurs when the alpha phase/s are nearing completion and should occur before Beta is begun. Time should be allowed to update project documentation and artefacts based on review recommendations. Recommendations may also result in another phase of alpha.	External supplier \$5,000
Health check	<ul style="list-style-type: none"> • Objective assessment of how well the project is performing relative to its objectives. • Confirms project is being effectively managed in accordance with the department's 3P methodology. 	Will occur before the submission of artefacts to the QGCIO for ICT Investment Decision review.	PMO \$ n/a
ICT Investment Review Investment decision	Confirms the initiative has ongoing support and is affordable and achievable. QGCIO requires a gated assurance review report and action plan.	Occurs before a long term financial and/or contractual commitment is made with a supplier.	QGCIO \$ n/a
End of Beta / Pre-live	<ul style="list-style-type: none"> • Prioritisation of user needs and development on delivering Minimum Viable Product/s. • Non-functional, integration and operational readiness. • Effectiveness of the organisation and stakeholders working in an agile way. • Readiness of end users for the transition to new services. • Plans to manage and measure channels. • Control of budget and business case (or relevant artefact) 	Reviews at this point are dependent on how the project plans to release the solution. Releases that are public facing or have an impact on business operations or may attract reputational risk, should perform an independent review. Time should be allowed to act on, review and approve progress on assurance review recommendations before go live.	External supplier \$15,000
Live	<ul style="list-style-type: none"> • Ongoing development and release deployment. • User and business needs and benefits. • Business Case (or relevant artefact). • Lessons learned and knowledge transfer. • Stakeholder communications. 	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.	Cross Agency Assurance Working Group \$ reciprocal arrangement

Additional Government governance that may apply.	n/a <u>Governor in Council Project Commencement Approval</u> Any initiative with a total value of \$10 million (including GST) or over.	n/a <u>Project Assessment Framework</u> Any initiative with estimated capital costs over \$50 million (including GST).	n/a <u>Building Queensland</u>	n/a Probity audit Any initiative with high risk and/or high value procurement of goods and services.
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Gated assurance and ICT Investment review plan

Next scheduled gated assurance review

Gate End of Alpha	Planned February 2019	Review by External supplier
Interview	Documentation	
<ol style="list-style-type: none"> 1. Project Executive – Gerald O'Hara, Director 2. Project Manager – Brent Tarleton 3. Senior User – Jonas Keyes, Product Manager 4. Senior Supplier – Carreen Wilkerson, Senior Enterprise Architect 5. Website operations – Suellen Howard, Senior Projects Officer 6. Supplier – Super Sites <p>Please note, these are the minimum number of stakeholders to be interviewed. Accountable Officer will work with review team to identify additional interviewees, if needed.</p>	<ol style="list-style-type: none"> 1. Business case 2. Benefits management approach 3. Communication management approach 4. Highlight reports 5. Plan 6. Project register 7. Agile wall (physical) 	

Summary of review recommendations

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

Category	Actioned	Open
Red	3	0
Amber	1	1
Green	0	1

<p><i>End of Alpha review</i></p> <p>Not yet undertaken.</p>	<p><i>End of Beta pre-live review</i></p> <p>Not yet undertaken.</p>	<p><i>Live review</i></p> <p>Not yet undertaken.</p>
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Red is take action immediately.

Amber is take action within an agreed time.

Green is take action as required.