

**ITS Projects Gateway Review**

The purpose of this review is to assess the current status of the project, check viability of the Business Case and ensure all necessary artefacts (as determined by the project size) are complete in order to establish either readiness of the project to progress to the next gate, agree further actions, implement special measures or stop the project. This paper may also be used as assurance by Project Boards.

**Project Name:**

**Date:**

**Project Rag Status: Red** [ ]  **Amber** [ ]  **Green** [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Present on Behalf of PMO** | **Present on behalf of Service Transition & Acceptance** | **Present on behalf of Business Support** | **Project Manager** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Stage** | **Stage description** | **Current Gate** |
| Gateway 3 – **Project Initiation Documentation** (PID) | The body of documents that make up the PID give solid foundations for the project and let the organisation gain an appreciation of the work that needs to be done before expending funds. | [ ]  |
| Gateway 4 – **Detailed Design** | Various design elements of the final solution are defined and documented which will enable the solution to be built, tested, delivered and run as business as usual.  | [ ]  |
| Gateway 5 – **Build and Test** | The gate at the end of the stage is to ensure the correct artefacts have been produced to assure the application or system has been created according to requirements and specification, and that it works according to expectations, without adversely impacting the live environment. | [ ]  |
| Gateway 6 – **Transition** | Transition Stage is to prepare the system for the promotion of the developed application to the live environment. Gate 6 is the ‘Go/No Go’ gate for go-live. | [ ]  |
| Gateway 7 – **Early Life Support** | Run the completed application in the live environment, supported by the support elements described in the Support Model. | [ ]  |
| Gateway 8 - **Closure** | Assure that the artefacts required in order to close the project and ensure the benefits realisation plans are handed over to ensure they are owned going forward. | [ ]  |

# Deliverables

* Have all project deliverables planned in the current gate been completed as defined?
	+ Yes [ ]
	+ No [ ]  Complete table below

|  |  |  |
| --- | --- | --- |
| **What has not been delivered** | **Reason for delay/non-delivery** | **Comments** |
|  |  |  |
|  |  |  |

# Risks

* Are there any Red/Amber Risks? *(from PPM Tool)*
	+ No [ ]
	+ Yes [ ]  Complete table below

|  |  |  |
| --- | --- | --- |
| **Risk detail (as per the PPM Tool)** | **Mitigating action to bring project back to green** | **Comments** |
|  |  |  |
|  |  |  |

* Have action plan/s for mitigation of all risks been agreed?
	+ No [ ] , action plan/s for mitigation of all risks must be agreed
	+ Yes [ ] , proceed to next gate

# Issues

* Are there any Issues? *(from PPM Tool)*
	+ No [ ]
	+ Yes [ ]  , complete table below

|  |  |  |
| --- | --- | --- |
| **Issue detail (as per the PPM Tool)** | **Resolution actions taken to bring project back to green** | **Comments** |
|  |  |  |
|  |  |  |

* Have resolution actions for all issues been accepted?
	+ No [ ] , resolution actions for all issues must be accepted
	+ Yes [ ] , proceed to next gate

# Viability of Business Case

* Is the Business Case still viable? *(Tick if yes. If your answer is no to any of the 5 lines below, fill in the table below).*
	1. Is the solution still viable (does the Business still need and support this)? [ ]
	2. Is the project going to deliver within agreed time? [ ]
	3. Is the project going to deliver within the approved budget? [ ]
	4. Is value for money still being achieved? [ ]
	5. Are the Benefits still going to be realised *(are the benefits to be delivered by the project well understood and agreed with the stakeholders,* *is there an agreed benefits Realisation plan)?* [ ]

|  |  |  |
| --- | --- | --- |
| **Business Case viability issue** | **Actions taken to address this** | **Comments** |
|  |  |  |
|  |  |  |

# Artefacts list

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gate** | **Artefact** | **Not required** | **Required** | **Artefact completed**  | **Comments** |
| 3 | PID | [ ]  | [ ]  | [ ]  |  |
| Communications Plan | [ ]  | [ ]  | [ ]  |  |
| Service Impact & Requirements Form | [ ]  | [ ]  | [ ]  |  |
| 4 | Contract Information Sheet | [ ]  | [ ]  | [ ]  |  |
| Release & Deployment Plan | [ ]  | [ ]  | [ ]  |  |
| Test Strategy | [ ]  | [ ]  | [ ]  |  |
| Functional & Technical Requirements | [ ]  | [ ]  | [ ]  |  |
| Test Plan | [ ]  | [ ]  | [ ]  |  |
| Service Design Document | [ ]  | [ ]  | [ ]  |  |
| Service Level Agreement | [ ]  | [ ]  | [ ]  |  |
| 5 | Service Catalogue Specification | [ ]  | [ ]  | [ ]  |  |
| Test Completion Report | [ ]  | [ ]  | [ ]  |  |
| 6 | Early Life Support Plan | [ ]  | [ ]  | [ ]  |  |
| Support Model | [ ]  | [ ]  | [ ]  |  |
| Service Desk Scripts | [ ]  | [ ]  | [ ]  |  |
| Training Plan | [ ]  | [ ]  | [ ]  |  |
| 7 | Exit Criteria to move into business as usual | [ ]  | [ ]  | [ ]  |  |
| 8 | Project Closure Report | [ ]  | [ ]  | [ ]  |  |
| Lessons Learned Report | [ ]  | [ ]  | [ ]  |  |

# Recommendation

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommendation** | **Tick**  | **Comment** | **Date to reconvene for gateway review** |
| Pass to next gate | [ ]  |  |  |
| Do not pass to next gate, further actions required. | [ ]  |  |  |
| Do not pass to next gate, implement special measures. Escalate to Project Board.  | [ ]  |  |
| Do not pass to next gate, stop the project. Escalate to ITSB.  | [ ]  |  |