

WHAT IS THE ROLE OF THE REVIEW TEAM LEADER (RTL)?

The RTL acts as the owner of the Gateway process throughout the planning meeting and the Gateway Review itself, managing the review team through to the successful delivery of the final report to the Senior Responsible Owner (SRO). The SRO will consider the RTL as the person tasked with overall responsibility for implementing the Gateway Review.

Throughout the Gateway Review the review team should work in partnership with the client organisation.

The RTL is expected to:

- Complete a Confidentiality and Disclosure form
- Maintain overall control of the Gateway Review
- Ensure open and honest interaction with the SRO and the project team. The RTL should arrange an informal discussion at the end of each day with the SRO to summarise emerging findings
- Make recommendations that are consistent with the team's findings and are evidence based
- Ensure recommendations are clear and robust
- Ensure that the report presented by the review team is clear and concise
- Arrive at a consensus with the rest of the review team on an overall assessment of the project's status
- Work with the review team to assess the impact of any actions resulting from the recommendations of previous Gateway reviews
- Develop a rapport with a number of people, including the Review Team Members (RTMs), the SRO and the Project Manager
- Complete a feedback form. This is an important way of ensuring that good practice is maintained and that the Gateway Unit can learn from the RTL's experiences
- Ensure that the review team dispose of all supporting documents and any personal notes prior to leaving the review venue on the final day.

STAGES IN THE GATEWAY REVIEW PROCESS

STAGE 1: INITIATING A REVIEW

(2-3 months before review)

- Initial meeting between Gateway Unit and SRO to discuss review requirements and dates.



STAGE 2: PREPARATION

(6-8 weeks before review)

- Gateway Unit provides a shortlist of potential reviewers to the agency.
- Selection of review team by agency.
- Formal engagement of review team by Gateway.
- Draft document list prepared by agency.
- Interviewees booked in by agency.



STAGE 3: PLANNING MEETING

(2-3 weeks before review)

- Project overview delivered by agency.
- Discussion of key issues and stakeholders by agency.
- Finalisation of documents and interviewees by review team and agency.
- Distribute documents to review team after the planning meeting.



STAGE 4: CONDUCTING THE REVIEW

(Short duration: 3-5 days)

- Review project documentation by review team.
- Interview key project stakeholders by review team.
- Daily briefing with SRO and Review team.
- Review team presents draft report to SRO.



STAGE 5: POST REVIEW

(1 week after review)

- Final report sent to SRO, with a copy to Gateway.
- Collection and distribution of feedback by Gateway.
- Agency complete Action Plan template for any red recommendations.

STAGE 1 AND 2: INITIATING THE REVIEW AND PREPARATION

During these stages the Gateway Unit will work with the SRO and the project team to:

- Determine the readiness and stage of the project for a review
- Finalise dates for the planning meeting and the review
- Appoint review team members with suitable skills and experience applicable to the project
- Identify a preliminary list of stakeholders to be interviewed
- Draft list of documents to be distributed.

STAGE 3: THE PLANNING MEETING

The planning meeting is an essential part of the Gateway process and is usually held 2-3 weeks prior to the review.

This meeting provides a forum for the review team members to gain a more comprehensive understanding of the project. The RTL is expected to take the lead on clarifying any key issues relevant to the review. It also provides an opportunity to finalise the interview schedule of key stakeholders and the documents to be made available to the RTL and the review team members.

The review team should bring a list of key questions and clarification points to the planning session.

The Gateway Unit will provide the RTL with the agenda for the planning meeting. A representative from Gateway will chair the meeting.

Following the planning meeting, the review team will receive the nominated documents from the agency and they will also receive the final Interview Schedule from the Gateway Unit. Prior to the review the RTL should read all documents to gain a better understanding of the project and its key issues.

STAGE 4: CONDUCTING THE REVIEW

Throughout the review, it is expected that a partnering style will be adopted between the review team, the SRO, the project team and key stakeholders. The key message to all parties should be that the review is not an audit, but an assurance process designed to help projects succeed.

There could be times during the review when members of the review team, the SRO or the project team require support or advice about the Gateway process or their role. The Gateway Unit will assist the RTL if required.

The review team will meet with the SRO at agreed points during the review to discuss emerging findings. This will assist in maintaining the principle of 'no surprises' when the RTL presents the report.

All RTMs will have signed confidentiality agreements prior to the planning session. Any remarks or sources of information must not be attributed to the source both in discussions/ interviews or in the report.

For the duration of the review, the following will be provided by the project team:

- Lunch
- Access to the building/room (eg access cards)
- Access to an electronic whiteboard, a stand-alone laptop and a projector.

THE REPORT

The Gateway Unit will provide the RTL with a report template for completion during the review. The report template is designed to ensure a consistent approach and style.

The review team will work together to draft the report. The report will include a conclusion with the overall Red/Amber/Green (RAG) status of the project; a summary of findings and related recommendations including a RAG status for each; a list of interviewees and their roles; and a list of documents reviewed.

Red

To achieve success the project team should take action immediately.

Amber

The project should go forward with actions on recommendations to be carried out before the next Gateway review of the project.

Green

The project is on target to succeed but may benefit from the uptake of recommendations.

On the final day of the review, the review team will present the draft report to the SRO and discuss the findings and recommendations.

After the review, the SRO has seven days to consider the draft report and is given the opportunity to correct any factual errors. The RAG status is not negotiable.

The RTL will liaise with the SRO to make any changes to the report, and maintain consultation with the review team during this period.

The RTL is responsible for delivering the final report to the SRO within one week of the end of the review.

Please note any reference to 'projects' also includes 'programs'.



Government of **Western Australia**
Department of **Finance**
Government **Procurement**

Optima Centre, 16 Parkland Road, Osborne Park WA 6017
Postal Address: Locked Bag 11, Cloisters Square, Perth WA 6850
T: (08) 6551 1555
E: gateway@finance.wa.gov.au
W: www.finance.wa.gov.au



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Participating in a Gateway Review as the Review Team Leader

