
Guide to completing the REAF Project Registration and Risk Assessment Tool

Introduction

Once a project or program has been identified as within the scope of the Recurrent Expenditure Assurance Framework (REAF) (either because its Estimated Total Cost meets or exceeds the monetary threshold, or it has been nominated by an agency, ERC or Treasury), the first step is to register the project and self- assess its Risk Tier.

You can download the REAF Project Registration and Risk Assessment Tool from the Treasury internet site. It is an Excel workbook

The workbook consists of

	A green tab for data entry
	Blue tabs summarising relevant information to assist in entering data

You must complete the data entry in the **Green tab** (the rest of the workbook is protected).

Data entry

The data entry sheet is self-explanatory. You can only enter data in unprotected cells, which are clearly identified.

There are 7 steps of data entry in the data entry tab:

- **Step 1** is project registration where you are required to enter project and contact details, including the ETC
- **Step 2** is a self-assessment of the risk rating on each of 6 risk criteria:
 - Government priority
 - Interface complexity
 - Procurement complexity
 - Agency capability
 - Criticality of Service
 - Implementation complexity

In making these self-assessments you should consult the Tab marked Appendix 1 in the workbook (which more fully describes the criteria, sub-criteria and questions to be considered in determining a rating)

- **Step 3** is an automatic calculation of a preliminary risk tier - no data input is required here
- **Step 4** consists of a set of additional considerations that could influence or change the preliminary risk tier and allows you to adjust the preliminary risk tier based on these considerations
- **Step 5** requires you to propose an assurance plan based on the adjusted risk tier (that is the Gates and/ or Health Checks for your project)
- **Step 6** asks you for your Treasury contact (if you have discussed this with Treasury Policy and Budget analyst)

Submission

Once approval has been obtained for submission to Treasury, the excel file should be saved using the following naming convention

REAF Project Risk Profile Tool_ *Agency* _*Project Name* _version *x*.xls

Replace *Agency* with your actual Agency Name and *Project Name* with the actual project name. The project name should be the same name used or proposed to be used in PRIME.

The version number should start with 1 and be updated with each resubmission

Email the completed Tool, supporting documents and pdfs of signed forms to the NSW Treasury Gateway Team at

Gateway@treasury.nsw.gov.au

Please use the following format in the email subject field

Project Registration_ *Agency name* _ *Project Name* _version *x*

Next Steps

Your self -assessment and proposed assurance plan will be reviewed by the Major Recurrent Advisory Group, which has senior executives from across the sector.

Once the Risk Tier and assurance plan are approved, you will be advised by the Treasury Gateway Team who will work with you to plan the reviews.