Generic Gateway Review Schedule

A Gateway Review requires to be planned well in advance and sufficient time allowed for reviewers to be identified and engaged.

GENERIC GATEWAY REVIEW SCHEDULE	

TYPICAL REVIEW SCHEDULE

	When
Document to Reviewers	Day 0
Planning Day[1]/site visit	Day 7 (5 working days)
Interviews	Day 14 (5 working Days)
Interviews	Day 15
Report Writing and sponsor briefing	Day 16
Draft Report to Agency for Fact Checking	Day 16 Close of Business
Agency Response after fact checking	Allow one working day
Report Finalised by the Review Team	Allow one working day
Final report and close out plan issued by Treasury to Agency	Allow one working day
Agency response to close out plan	Allow three to four working days
Treasury issues final report with Agency response to close out plan	Allow one working day

TYPICAL PLANNING DAY AGENDA

[1]Typical agenda for Planning Day		
What	How Long	Who
Review Team pre-discussion	30 Minutes	Review Team/Review Manager
Agency briefing	approximately 1-2 hours	Project Sponsor/ Project Director
Site Visit (if relevant)	45 minutes-1 hour	Agency representative

Review Team Discussion
  • additional documentation?
  • additional interviewees?
  • areas of focus for each reviewer
	30-45 Minutes	Review Team/Review Manager

Generic Gateway Review Schedule

The interviewees are selected to be able to provide input on one or more of the Gateway Review focus areas:

Gateway Review focus areas
1. Service Delivery
2. Affordability and Value for Money
3. Sustainability
4. Governance
5. Risk Management
6. Stakeholder Management
7. Change Management

NOTES

- Stakeholder interviews may typically take one, one and a half, or two days depending upon the nature of the review and the number of stakeholders

- The agency proposes the intitial list of stakeholders and the documents to be provided on day 0
  This is confirmed by the review team on planning day when the team comes together and determines if additional documents or interviewees are required

- Dates for the review are agreed with the agency by the review manager who is responsible for ensuring the availability of the expert reviewers
  It is good practice to plan reviews as far in advance as possible so reviewers can be identified and locked down

- Focus areas of particular concern are agreed with the agency (usually project sponsor) for incorporating into the terms of reference