Project Assurance Reviews

Code of Conduct

The Code of Conduct is a statement of principles that the review team will adopt to ensure a consistent professional approach in delivering a successful review. The Code of Conduct should be agreed between the review team at the start of the planning meeting and discussed with the SRO. Establishing a Code of Conduct is essential to ensure that the review team and the SRO adopt uniform working practices and standards.

In conducting the review the review team will: (typical items include)

* be helpful
* be challenging but supportive
* be open and honest
* make findings evidence based and triangulate information
* be respectful to the Programme/Project Team
* be timely in conduct of interviews and production of report as far as possible
* be professional at all times
* maintain confidentiality and allow interviewees to speak freely without ramification (comments will be non-attributable)
* seek to make practical recommendations that will aid delivery
* keep the SRO informed during the review process so there are no surprises in the final report
* assist to ensure the project is a success
* value diversity and difference
* value best practice as well as identifying areas for improvement
* be independent and objective
* work as a team and respect each other’s opinions
* use the review as a learning experience
* be robust in the management of time
* value best practice as well as identifying areas for improvement
* commit to providing a report that gives value to the project and its stakeholders
* appropriately triangulate the evidence
* observe the fact that the review is not an audit