Assurance Review

*[Insert review type]*

*[Insert programme/project name]*

| To: *[review interviewee name & role]* | From: *[SRO name, programme/project name]* |
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Dear *[review interviewee name]*,

The *[programme/project name]* is going to go through an assurance review between *[date]* to *[date]*. You have been invited to be an interviewee at *[time], [date], [venue address]*. This briefing is intended to help you take a full part in the process.

### Introduction

This document provides you with key information about your role in the forthcoming assurance review.

**The assurance process**

The Infrastructure and Projects Authority (IPA) work with central government and public sector organisations to help them improve their efficiency, gain better value for money from their commercial activities and deliver improved success from programmes and projects.

One of the ways in which IPA achieves this is through conducting assurance reviews of programmes/projects at defined stages to determine whether the right processes are in place to ensure successful delivery. All assurance activities will be tailored to individual programmes/projects. The review process consists of a number of different types of reviews for example:

* Gate Review 0: Strategic assessment
* Gate Review 1: Business justification
* Gate Review 2: Delivery strategy
* Gate Review 3: Investment decision
* Gate Review 4: Readiness for service
* Gate Review 5: Operations review & benefits realisation
* Project Assessment Review (PAR)
* Assurance of Action Plan (AAP)

The Review Team is independent and external to the programme/project, and undertakes the review in accordance with Cabinet Office guidelines and principles.

**An open agenda**

The assurance process is a partnership between the Senior Responsible Owner (SRO) and the Review Team to increase the programme/project’s chances of success. Being open and honest with the Review Team is key to the success of the review and you should expect the same in return.

Interviews are only part of the process - the Review Team will have spent considerable time getting to know the programme/project with thorough reading of key documentation.

### Your role

The Review Team will ask questions which are related to the programme/project. There is no need to do any preliminary reading, as the aim is to get your opinions and insights into the programme/project from your role as a stakeholder. The Review Team will feed its understanding gained from the interviews into a review report, which is delivered to the SRO on the last day of the review. You can speak freely and frankly because everything in the review report is non-attributable, confidential and will not be quoted in the report.

### The roles of Review Team

***Review Team Leader (RTL) – Interviewer:*** acts as the owner of the assurance review, managing the Review Team through to the delivery of the review report to the SRO. The RTL is likely to lead the questioning.

***Review Team Member (RTM) – Interviewer:*** there may be up to three RTMs on the review team. The RTMs are likely to ask questions about the programme/project to reflect their particular interest or expertise. They may also lead some interviews.

***Departmental Representative (DR) –*** In some instances, there may also be a representative from the commissioning department on the Review Team who is independent of the programme/project team. They will be able to provide an understanding of the wider departmental context, culture, and strategic direction.

If you have any further questions, please contact *[insert name and contact details of an appropriate member of the programme/project team]*.

Thank you in advance for your cooperation and support.

***[insert name of SRO]***