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| **Exit Review** Version 2.0 2016 |
| **Version number:** | [Insert Draft 0.1, 0.2, 0.3 or Final 1.0] |
| **Senior Responsible Owner (SRO)** | [Insert name] |
| **Date of issue to SRO:** | [Insert date] |
| **Programme or project title:** | [Insert name and acronym (if applicable)] |
| **Department/Organisation of the programme/project** | [Insert name] |
| **Agency or NDPB (if applicable):** | [Insert name] |
| **Programme/Project Director (or equivalent)** | [Insert name] |
| **Review dates:** | [Insert dates dd/mm/yyyy to dd/mm/yyyy] |
| **Review Team Leader:** | [Insert name of team leader] |
| **Review Team Member(s):** | [Insert name(s) of team member(s)] |
| **Departmental Representative (if applicable):**  | [Insert name] |
| **Previous Review:** | [Insert review type] [Insert dates][Insert Delivery Confidence Assessment - DCA] |
| **IPA ID number:** | [Insert designated number] |
| **GMPP ID number (For IPA use only):** | [Insert number] |

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**[Please remember to click on “update table” once the report is completed to ensure that the contents table above is accurate]**

**About this report**

This report is an evidence-based snapshot of the programme’s/project's status at the time of the review. It reflects the views of the independent review team, based on information evaluated over the review period, and is delivered to the SRO immediately at the conclusion of the review.

**This assurance review was arranged and managed by:**

Infrastructure and Projects Authority

HM Treasury Building

1 Horse Guards Road

London

SW1A 2HQ

**Gateway helpdesk:** gateway.helpdesk@ipa.gov.uk

More information about the Infrastructure and Projects Authority and guidance for central government bodies

on the requirements for integrated assurance and approvals is available from:

<https://www.gov.uk/government/organisations/infrastructure-and-projects-authority>

# 1. Executive Summary

# 2. Delivery Confidence Assessment (DCA)

|  |  |
| --- | --- |
| **Delivery Confidence Assessment:** | **[Insert status: Red, Amber, Green etc.]** |
| The Review Team finds that [Please refer to “Delivery Confidence – Guide for Review Teams”.[The statement should be an overview of the key issues that the Review Team consider have the greatest impact on Delivery Confidence. Additional evidence based views and recommendations should be included in the body of the report.] |

**The Delivery Confidence assessment RAG status should use the definitions below:**

|  |  |
| --- | --- |
| **RAG** | **Criteria Description** |
| **Green** | Successful delivery of the project/programme to time, cost and quality appears highly likely and there are no major outstanding issues that at this stage appear to threaten delivery. |
| **Amber/Green** | Successful delivery appears probable. However, constant attention will be needed to ensure risks do not materialise into major issues threatening delivery. |
| **Amber** | Successful delivery appears feasible but significant issues already exist requiring management attention. These appear resolvable at this stage and, if addressed promptly, should not present a cost/schedule overrun. |
| **Amber/Red** | Successful delivery of the project/programme is in doubt with major risks or issues apparent in a number of key areas. Urgent action is needed to ensure these are addressed, and establish whether resolution is feasible. |
| **Red** | Successful delivery of the project/programme appears to be unachievable. There are major issues which, at this stage, do not appear to be manageable or resolvable. The project/programme may need re-base lining and/or overall viability re-assessed. |

#

# 3. Summary of report recommendations

The Review Team makes the following recommendations which are prioritised using the definitions below:

***[N.B. When assigning a classification to a recommendation, reviewers will need to consult the “Guide to the Classification of Recommendations” where they will find a list of the classifications and their meanings.]***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref. No.** | **Recommendation** | **Critical/****Essential/****Recommended** | **Target date for completion** | **Classification** |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
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|  |  |  |  | Choose an item. |

**Critical (Do Now) –** To increase the likelihood of a successful outcome it is of the greatest importance that the programme/project should take action immediately.

**Essential (Do By) –** To increase the likelihood of a successful outcome the programme/project should take action in the near future.

[Note to review teams – whenever possible, Essential recommendations should be linked to project milestones e.g. before contract signature and/or a specified timeframe e.g. within the next three months.]

**Recommended –** The programme/project should benefit from the uptake of this recommendation.

[Note to review teams – if possible, Recommended recommendations should be linked to project milestones e.g. before contract signature and/or a specified timeframe e.g. within the next three months.]

# 4. Comments from the SRO

|  |
| --- |
| [Insert comments here] |

# 5. Summary of the programme/project

# 6. Acknowledgement

[Insert a note of thanks to the SRO and the client team. e.g. “The Review Team would like to thank the Client X Programme/Project Team for their support and openness, which contributed to the Review Team’s understanding of the Programme/Project and the outcome of this review.”]

# 7. Scope of the Review

[Insert the Terms of Reference for the review]

*For Example:*

* *Confirm that there is a realistic and agreed overall programme closure plan;*
* *Confirm that there will be appropriate, and agreed, post-closure governance to monitor any continuing spend and the delivery of benefits;*
* *Assess whether the benefits as defined in the programme Business Case have been delivered, or are on track to be delivered;*
* *Confirm that there continues to be accountability for benefits realisation and, where required, there is agreement from the lines of business for hand-over of benefits delivery;*
* *Confirm the work streams continuing post-closure have clear lines of accountability;*
* *Confirm that there is an appropriate project staff re-deployment plan;*
* *Confirm that there is a mechanism in place for logging and sharing the lessons learned;*
* *Confirm that all actions arising from previous assurance recommendations have been completed appropriately or an appropriate, and agreed, action plan is in place;*
* *Confirm that the programme has sufficiently delivered the policy objectives originally agreed;*
* *Confirm the programme’s plans are effective in satisfying HMRC Change Framework Gate 8 requirements including plans for WCP PIR;*
* *Assess whether consequential assurance or intervention from the MPA is required to ensure that the programme is delivered and benefits realised; and*
* *Confirm readiness of the programme to exit the GMPP at the next reporting quarter following the review.*

# 8. Detailed Review Team Findings

# 8.1. Delivery

# 8.2. GMPP Exit requirements (if any)

# 8.3. Planning for Closure and assurance of on-going benefit delivery in BAU (if relevant)

# ANNEX A – Programme/project documents reviewed

The following documents were reviewed by members of the Review Team and informed the findings and recommendations in this report:

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| --- | --- |
| **No.** | **Document Name** |
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[Add or delete rows as required]

# ANNEX B – Benefits Waterfall (if available)

# ANNEX C – Attendees at the facilitated discussions and interviewees

| **Name** | **Organisation and role** |
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# ANNEX D – Assurance History