

WHAT THE INTERVIEWEE SHOULD KNOW

OVERVIEW

- Gateway is a constructive, highly structured, expert peer review. It is not an audit.
- An independent Review Team reviews key documents and meets with selected interviewees.
- Interviews usually go for between 30 minutes and an hour.
- Questions will relate to the interviewee's area of expertise and function within the project.
- Questions broadly follow those outlined in the relevant Gateway Review workbook which can be found at <http://www.infrastructure.nsw.gov.au/project-assurance/>
- Interviews inform the Review Team about the project; Review Team members will not discuss their views or findings with interviewees.
- All interviews are confidential and discussions are not repeated or attributed outside the Gateway process.
- Based on the document review and all the project discussions, the Review Team prepares a report and makes constructive recommendations.

WHO'S WHO IN A GATEWAY REVIEW

Gateway Coordination Agency (GCA) Review Manager – The GCA Review Manager has Cabinet level reporting responsibilities for project assurance. The GCA Review Manager engages the expert Reviewers, prepares the Terms of Reference, and manages the Review process through to finalising the Review Report.

Review Team – The Gateway Review Team members (typically three members but can be more or less) are independent of the project. One of the Review Team will be appointed as the Review Team Leader. The Review Team Leader will welcome the interviewee, lead the interview and close when appropriate.

The Review Team will have received background documentation on the project and been briefed by the Project Director prior to the interviews.

INTERVIEWS

The Review Team, in consultation with the GCA Review Manager and the Senior Responsible Officer, determines who will be interviewed. The time, place and focus of the interviews will usually be organised by the Project Team.

Interviewees include:

- project team members
- business users of the project
- stakeholders internal and external to Government
- others involved in the project, including consultants and advisors.

Interviewees are selected to provide specific information relevant to the Review. For example, if interviewees provided advice that has been summarised in project documentation, such as a Strategic or Final Business Case, they may be asked to explain the methodology used and/or the assumptions made.

Interviewees may find it useful to bring along background, supporting documentation or other visual aids. Occasionally, interviewees may be asked to provide further information and this can be provided through the project team to the GCA Review Manager.

The principle of Gateway is that the Review Team provides a high quality report to the GCA and this can only be achieved through the cooperative and open participation of interviewees.

Interviews are typically 30 minutes to an hour long and conducted in person or by telephone or videoconference if necessary.

REPORT AND RECOMMENDATIONS

The Review Report is confidential and supplied only to the agency's Senior Responsible Officer and to NSW Cabinet.