WHAT THE SENIOR RESPONSIBLE OFFICER (SRO) AND PROJECT DIRECTOR SHOULD KNOW

OVERVIEW

- Gateway is a constructive, structured, expert peer review. It is not an audit.

- An independent team reviews key documents and meets with relevant interviewees to identify opportunities to improve project outcomes and mitigate risks.

- Gateway Reviews are a NSW Cabinet level process and no relevant project information should be withheld from the Review Team.

- Reviews follow the process outlined in the Gateway Workbooks found at http://www.infrastructure.nsw.gov.au/project-assurance/

- A full range of templates and materials are also provided online. These provide a guide only.

- The Project Director is responsible for ensuring appropriate documentation is available for the Review Team (no more than 30 documents) around a week before the Review commences.

- The Project Director hosts the Review Team for a Project Briefing, a project tour (if requested) and the interview days.

- It is the Project Director's responsibility to nominate potential interviewees, confirm agendas and ensure interviewees attend.

- Interviews are confidential, and discussions are not repeated or attributed outside the process.

- Based on the document review and interviews, the Review Team prepares a report and makes constructive recommendations, which are provided to the SRO and Project Director.

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 Review Team, prepares the Terms of Reference, and manages the process through to finalising the Report.

Review Team - The 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 (RTL). The RTL will direct the interview day(s).

Senior Responsible Officer (SRO) and Project Director - The SRO and Project Director are responsible for having all required interviewees and documentation available to the Review Team. Interviewees will be nominated by the Project Director and agreed with the RTL and GCA Review Manager prior to, or at, the Project Briefing. Project documentation will be distributed electronically via a data room.

The Project Director should be as responsive as possible to the RTL's requests for information, logistical arrangements or interviewees.

Interviewees - Interviewees are selected to provide specific information relevant to the Review, based on their role or expertise. External stakeholders should be included as appropriate.

PREPARING FOR GATEWAY

It is the Project Director's responsibility to contact the GCA at the appropriate time to plan a Gateway Review.

The Gateway Review process can take from three to six weeks. Guidance as to the process is found in the relevant Workbook, available online. Templates for each Review type are also found online.

A Project Briefing is held a few days prior to the interview day(s) and should be in the form of an executive level presentation.

Only the most relevant documentation should be collated for the Review as the Review Team has limited time to review documents.

Interviewees should be selected to provide specific information relevant to the Review. Interviewees may bring along background and other visual aids. Presentations are not necessary.

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

REPORT AND RECOMMENDATIONS

A Review debrief is provided to the SRO and GCA Review Manager.

The Review Report is confidential and supplied only to the agency's SRO, Project Director and to NSW Cabinet.