



## Gateway Stages

Stage	Timing	Process
1. Initiating a review	2-3 months before the review	<p>The Senior Responsible Owner (SRO) initiates a Gateway review for the project by contacting the Gateway Unit.</p> <p>The Gateway Unit meets with the SRO and senior members of the project team to discuss:</p> <ul style="list-style-type: none"><li>• the scope of the Gateway review</li><li>• review timelines</li><li>• determine the skill mix required of the review team</li><li>• agree the agency's representative for the Gateway review.</li></ul>
2. Preparation	2-6 weeks before the review	<p>During the preparation phase the Gateway Unit will:</p> <ul style="list-style-type: none"><li>• source potential review team members with skill and experience appropriate for the review</li><li>• agree with the SRO the appointment of the review team</li><li>• formally engage each review team member</li><li>• provide guidelines for information required for the review.</li></ul> <p>The agency's Gateway representative should:</p> <ul style="list-style-type: none"><li>• reserve a venue for the planning meeting and review week</li><li>• categorise project documents for the review</li><li>• identify stakeholders for interview and tentatively book these to attend the review week.</li></ul>
3. Planning meeting	2-3 weeks before the review	<p>The planning meeting provides a forum for the review team to gain an understanding of the project, its key challenges and finalise the scope of the review. It is important that the SRO attend the planning meeting to confirm the key challenges and issues confronting the project.</p> <p>The Gateway Unit will chair and prepare an agenda for the planning meeting.</p> <p>At the planning meeting:</p> <ul style="list-style-type: none"><li>• the SRO or Project Director provides an overview of the project</li><li>• documents for the review are agreed</li><li>• stakeholders to be interviewed for the review are agreed.</li></ul> <p>The agency's Gateway representative should ensure that project documents are ready to circulate to the review team 1-2 days after the planning meeting. They should also inform interviewees of their respective interviews.</p>

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4. Review week	3-5 days	<p>The review team works with the SRO as a client for the review to:</p> <ul style="list-style-type: none"> <li>• gather evidence about the project via stakeholder interviews and information gained from reading project documentation</li> <li>• debriefs the SRO at the end of each day with findings emerging from the review</li> <li>• prepare and present a draft Gateway report with recommendations that help trigger intervention to improve project delivery, explaining the context for each recommendation raised.</li> </ul>
5. Post review	1-2 weeks after review	<p>The week following the review the SRO considers the draft Gateway report and takes the opportunity to correct any factual errors. The review leader will liaise with the SRO to agree the final Gateway report.</p> <p>The SRO takes responsibility for implementing recommendations made in the Gateway report and disseminating lessons learnt to their agency or project team.</p> <p>For any red recommendations received in the Gateway report an action plan template must be submitted to the Gateway Unit detailing the relevant action to be taken.</p> <p>The agencies representative ensures review team members are paid within 30 days of the receipt of invoices.</p> <p>To continuously improve the review process the Gateway Unit will invite feedback from the SRO and review team.</p>