# Project Assurance Plan template

The Department of Treasury and Finance (DTF) and the Office of Project’s Victoria (OPV) will prepare the PAP in consultation with departments or agencies. In developing the PAP, DTF and OPV will consider:

* the risk profile of the project as recorded in the Project Profile Model, including what stages carry material risk;
* the assurance functions that will provide the greatest value to manage these risks, or whether a Gateway Review and standard reporting provides sufficient assurance during delivery;
* any views of the department or relevant Minister contained within the business case that provide a rationale for exception from standard assurance functions; and
* Government policy decisions.

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| Project name |  | Department |  | Senior responsible owner |  |
| **TEI:** |  | **PPM result:** |  | **Interdependencies**: |  |

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| Project description |
| [A brief summary of your project] |

| Project Stage | PAP – [select from below as appropriate] | DTF/OPV comments |
| --- | --- | --- |
| 1. **Conceptualise**
 | DTF in ILM workshop |  |
| DTF involvement in Steering committee/other group |  |
| Gate 1 Review |  |
| Project Assurance Review (PAR) |  |
| 1. **Prove**
 | Review of business case |  |
| HVHR Assessment and Mitigation Actions |  |
| Independent costing/scoping advice (by DTF or department) |  |
| DTF involvement in Steering Committee or governance body (Options: one/multiple groups. Attendance/ receipt of meeting papers only) |  |
| Major Projects Performance Reporting |  |
| Gate 2 Review |  |
| Additional Gate 2 Review |  |
|  Project Assurance Review (PAR) |  |
| 1. **Procure**
 | HVHR Assessment and Mitigation Actions |  |
| DTF involvement in Steering Committee/other group |  |
| External independent advice (one-off/periodic. technical/strategic. Client and audience can be specified) |  |
| Tender evaluation – EoI (evaluation team/Committee) |  |
| Treasurer’s approval - EoI |  |
| Tender evaluation – RFT (evaluation team/Committee) |  |
| Treasurer’s approval - RFT |  |
| Major Projects Performance Reporting |  |
| Gate 3 & 4 Review |  |
| Additional Gates 3 or 4 Review |  |
|  Project Assurance Review |  |
| 1. **Implement**
 | HVHR Assessment and Mitigation Actions |  |
| DTF involvement in Steering Committee/other group |  |
| External independent advice (Options: one-off/periodic. technical/strategic. Client/recipients of advice) |  |
| Major Projects Performance Reporting |  |
| Gate 5 Review |  |
| Additional Gate 5 Review |  |
|  Project Assurance Review |  |
| 1. **Realise**
 | DTF involvement in Steering Committee/other group |  |
| External independent advice |  |
| Major Projects Performance Reporting |  |
| Gate 6 Review |  |
| Release of Gate 6 Review to Treasurer |  |
|  Project Assurance Review |  |

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| DTF/OPV COMMENTARY: |
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| TREASURER APPROVAL: |
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# Attachment A – Guidance for DTF participation on steering committees

## Documenting DTF participation on governance bodies

Project Assurance Plans (PAPs) will document the capacity in which DTF participates on individual project governance bodies or steering committees, and other project groups. As a general rule, DTF will participate in governance bodies and committees for all High Value or High Risk (HVHR) projects. This will allow DTF to monitor and oversee project delivery, and facilitate approval processes and accurately report on project delivery issues to Government, through the Major Projects Performance Report.

DTF’s role on governance bodies is to provide advice on business case deliverability, costings, risks, timelines, procurement, strategy and governance, and to recommend interventions or remedial actions.



The extent of DTF participation on governance bodies should be informed by the assurance steps documented in the PAP, which are developed from information contained in the project business case and from DTF’s risk assessment of the project using the project profile model tool (PPM).

Ideally, DTF should be involved in governance bodies from the development of the business case (where the procurement strategy is developed), prior to the funding decision. However once a project is funded, DTF is required to be represented on all project governance bodies and committees where the project has been approved as requiring HVHR oversight. This participation should be through the duration of the project lifecycle.

Any projects where it is deemed that DTF’s involvement in the project governance body is not required must be documented in the PAP, including reasons leading to this decision, and should be by exception only.

DTF representatives will be expected to be able to confidently communicate DTF positions and requirements to the governance body to inform project development and implementation.

## Reference material

For more guidance on how project governance groups should operate and the responsibilities of members refer to DTF’s *Investment Lifecycle Guideline – Project Governance*.