

**Version number:**

**SRO Name:**

**Date of issue to SRO:**

**Department**

**Assessment Review dates:**

**Reviewer/s:**

**Project Value:**

**Background.**

<Insert Project Overview>

**Purpose of this Assessment Review.**

This Review is to assess the <Insert Project > Team’s response to the Recommendations in the <Insert Project> Gateway Review – <Insert Gate> report – delivered on <Insert Date>.

Project team action against each of the Recommendations from the <Insert Project> Review is assessed, and the result of that assessment is outlined in the ‘Outcome’ heading. Definitions of the color coding for each of these ‘Outcomes’ is listed in Appendix C.

**Approach and timing.**

A Planning Meeting for this review was conducted on <Insert Date> with <Insert Meeting Attendees>. The scope of this review was agreed at that time (Red and Amber Recommendations), as well as suggested documentation (refer Appendix A) and interviewees (refer Appendix B).

**Assessment.**

**Recommendation 1**

<Insert Recommendation from previous review>.

**Context.**

<Insert further context regarding the recommendation>.

**Findings.**

<Insert Current status>.

**Outcome.**

<Insert current RAG rating>.

**Recommendations 2** <Add or Delete Recommendations as Required>

**Context.**

**Findings.**

**Outcome:**

**Appendix A – Documentation Reviewed**

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**Appendix B – Interviewees**

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**Appendix C – Outcome Rating Definitions**

For each individual Outcome, the following definitions apply:

Red – Actions to address this Recommendation have either not started or are not satisfactory.

**Amber** – Actions to address this Recommendation are underway and are satisfactory progressed.

Green – The Recommendation has been satisfactorily addressed.

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|  |  | **Status** |
| **Ref. No.** | **Recommendation** | **R/A/G** |
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**Appendix D – Overall Review Rating Definitions**

**Green**–Actions against all Recommendations have successfully completed

**Green**/ **Amber**–Actions against some of the Recommendations have successfully completed, and action is in progress against all other Recommendations.

**Amber**– Actions against most of the Recommendations have commenced and / or completed.

**Amber** / **Red** –Actions against some of the Recommendations have commenced and / or completed.

**Red** –No actions against any Recommendations have commenced.