

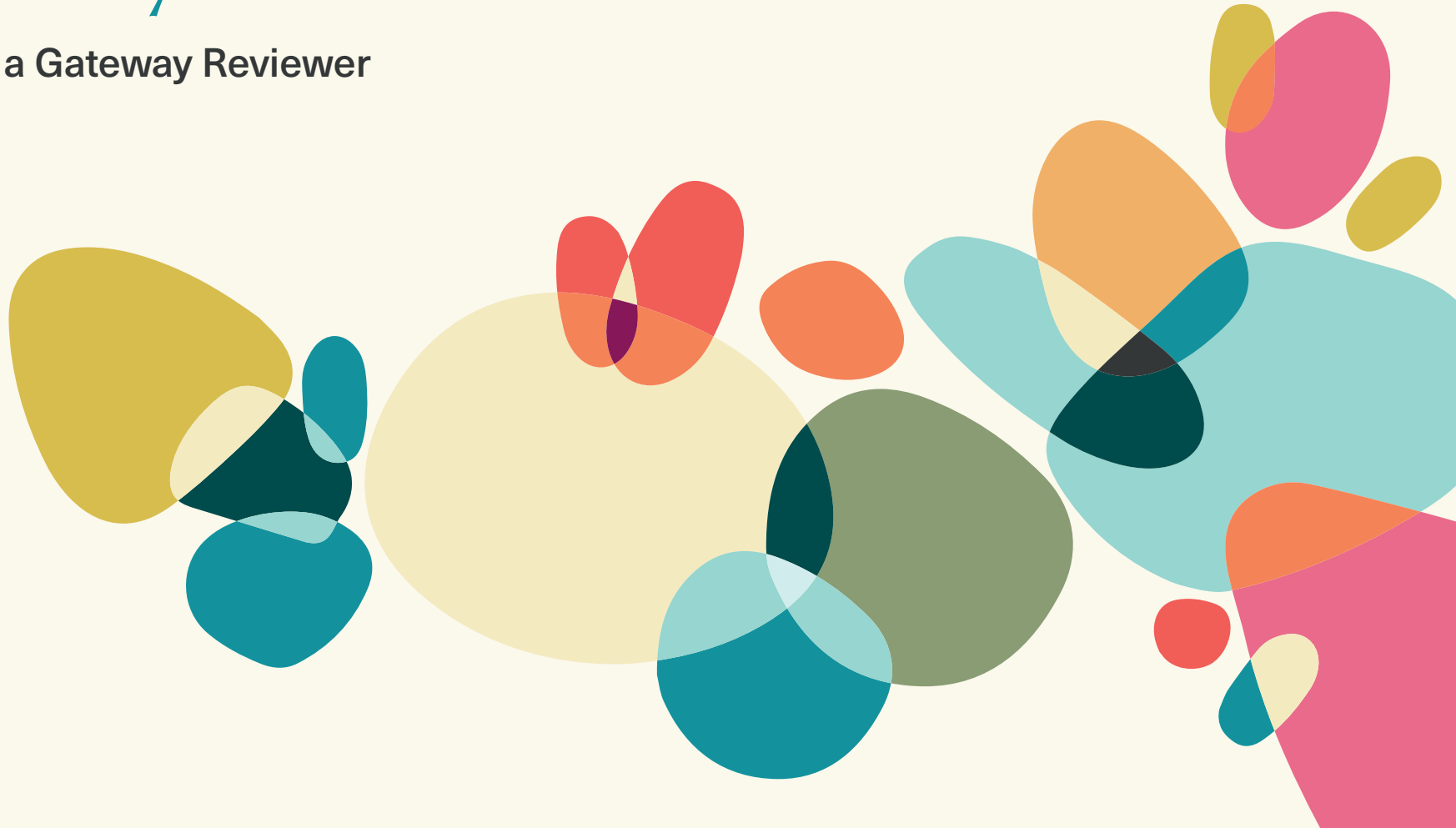


Government of **Western Australia**  
Department of **Finance**



# Gateway

Becoming a Gateway Reviewer



# What is a Gateway Review

Gateway reviews examine programs or projects at key decision points that naturally arise in their lifecycle. The reviews are carried out by a team of up to four experienced practitioners independent of the project team.

The review team uses its expertise and experience to examine progress to date and provide recommendations to assist in the successful delivery of the program or project.

# Why do a Gateway Review

**Gateway reviews can provide the following benefits:**

- Early identification of corrective action
- Improved management of risks in programs and projects
- Better understanding by key stakeholders of the program or project status and the issues involved
- Increased confidence in time and cost targets for the program or projects

# Why become a Gateway Reviewer

Becoming a reviewer offers a unique developmental opportunity, providing a real insight into how other agencies manage major projects and programs, including risk management, service delivery and change management.

## **Benefits to you include:**

- Access to specialist Gateway training for senior public sector personnel
- Networking opportunities with experienced senior practitioners
- The opportunity to share your knowledge with others across the sector
- The opportunity to learn from others
- The opportunity to assist in defining and structuring projects
- The satisfaction from contributing to WA Government project outcomes
- Possible inclusion in reviews undertaken by other States as Gateway has been adopted throughout Australia and New Zealand
- Referencing Gateway reviews on your CV (without identifying the specific project/s) looks great.

There are two types of Gateway reviewers: team member and team leader. Both public and private sector personnel can become Gateway reviewers.

## What is expected?

Reviews are completed in short periods of time of intense activity (usually 4 days). The majority of the time is spent interviewing project team members and other key stakeholders and reading the project documentation.

It is the review team's role to identify areas of improvement, make recommendations that will support the project delivery and examine progress against any previous recommendations.

The selection of an appropriately skilled and experienced Gateway team is critical to the success and effectiveness of Gateway reviews. Reviewers are selected based on a suitable mix of skills and experience relevant to the project.

Potential reviewers should demonstrate excellent leadership, communication, and negotiation skills. They should also have the ability to quickly develop new working relationships and be capable of delivering concise and constructive outputs within tight timeframes.

## Challenges of being a reviewer

**Some of the challenges reviewers encounter are:**

- Being able to understand the project documentation in a short time
- Fitting the review into your schedule
- Obtaining crucial information during interviews
- Extracting corporate knowledge that has not been documented
- Asking the right questions during interviews
- Managing the project Senior Responsible Owner's expectations at the daily feedback sessions during the review.

## How to become a Gateway Reviewer

**To become a Gateway Reviewer, you need to complete the following:**

- Attend Gateway review team member training. For enquires contact the Gateway Unit at Finance
- Complete the reviewer registration form available online or email [gatewayunit@finance.wa.gov.au](mailto:gatewayunit@finance.wa.gov.au) for a copy
- Send the completed registration form, with your CV, education qualifications and a copy of your Gateway training certificate to [gatewayunit@finance.wa.gov.au](mailto:gatewayunit@finance.wa.gov.au).



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