

Gateway Stages

Stage

Stage	Timing	Process
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"> gather evidence about the project via stakeholder interviews and information gained from reading project documentation debriefs the SRO at the end of each day with findings emerging from the review prepare and present a draft Gateway report with recommendations that help trigger intervention to improve project delivery, explaining the context for each recommendation raised.
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>If the project receives an overall delivery confidence rating of Red or Amber/Red, or if there are red recommendations, the DG is required to inform the relevant Minister.</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>

