

Gateway Review Process Stakeholder Briefing Note



A project for which you are a stakeholder is going to go through a Gateway Review and you have been invited to attend a discussion with the Review Team.

This briefing will provide you with key information about the Gateway Review Process and your role as a stakeholder.

The Gateway Review Process

The 3PMO works closely with Senior Responsible Officers (SRO) and project staff to help them improve their efficiency, gain better value for money from their commercial activities and deliver improved success from programs and projects.

One of the ways this is achieved is via a series of independent Gateway Reviews conducted before key decision points of a program or project to determine whether the right processes are in place to ensure successful delivery. Gateway Reviews are tailored to individual programs and projects, but follow a set series of Gates outlined over.

The Review Team

One of the key principles that enables the successful delivery of the Gateway Review is the impartiality of the Review Team. In order to achieve this, the Review Team will generally consist of representatives from both the public and private sector, with relevant and varied experience/knowledge in the appropriate subject areas. The Review Team is completely independent of the project team and is appointed by the 3PMO.

The Review

The main aim of the Gateway Review is for the Review Team to gain a sound understanding of the project in order to provide recommendations to help project teams achieve successful project outcomes in the form of a Review Report.

As part of a Gateway Review, the Review Team will have spent considerable time getting to know the project through reading key project documentation. It will also participate in discussions with stakeholders, project team members and other parties that they consider necessary to assist with gaining a sound understanding of the project.

All external Review Team members are bound by confidentiality agreements that cover private interest and conflict of interest statements.

Your Role

The Review Team will ask questions which are related to the program or project. There is no need to do any preliminary reading, as the aim is to get your opinions and insights into the project from your views as a stakeholder. The Review Team will feed its understanding gained from stakeholder discussions into a Review Report, which is delivered to the SRO on the last day of the review. You can speak freely and frankly to the Review Team as comments or recommendations are not attributed to individuals and the Review Team is bound by confidentiality agreements.

If, for any reason, you are unable to attend the scheduled time, please email DPTI.GatewayReviews@sa.gov.au asap so that alternative arrangements can be made. These reviews are time critical, and set to a strict schedule so there is limited flexibility. Arrangements may be made via teleconferencing if attendance is not practicable.

The Report

The Review Report is the key output of a Gateway Review. The Review Team provides the SRO with a confidential report of the findings and recommendations made. The report is provided exclusively to the SRO and the 3PMO. The SRO will produce a Recommendation Action Plan based on the findings. The 3PMO retains a copy for collation of a generic Lessons Learnt register to ensure continuous improvement of process.

At the conclusion of the Gateway Review, you will be sent a short survey seeking feedback on the process. The findings will also be collated into the Lessons Learnt register.

Further information on the Gateway Review process is available from the 3PMO intranet site: http://cms.dpti.sa.gov.au/portfolio_management_office/gateway

