| Investment Name: | |  | | | |
| --- | --- | --- | --- | --- | --- |
| Plan Version Number: | |  | Plan Date: | |  |
| Reviewer Name: | |  | Review Date: | |  |
| # | Question | | Y/N | Feedback | |
| 1 | Does the assurance plan provide clear information on the potential risks to successful delivery and their impact on outcomes? | |  |  | |
| 2 | Are planned assurance activities tailored for the nature, size, risk and complexity of the investment?  *There should be a clear link between the risks to achieving the expected outcomes and the planned assurance activities.* | |  |  | |
| 3 | Is the scope of the assurance plan clear?  *It is expected that the assurance plan will cover the current delivery phase but may not include detailed assurance activities in subsequent phases. The assurance plan should be monitored and iterated throughout the investment lifecycle.* | |  |  | |
| 4 | Is there a clear relationship between the planned assurance activities and key decision points?  *It is helpful to include a ‘plan on a page’ that provides a high level overview of the key decision points and planned assurance activities.* | |  |  | |
| 5 | Does the assurance plan describe how lessons learned from similar initiatives have been incorporated into the assurance approach? | |  |  | |
| 6 | Is the assurance approach integrated across all ‘three lines of defence’?  *The ‘three lines of defence’ model includes day-to-day project management processes and controls, internal governance bodies and oversight functions (e.g. EPMO and Risk) as well as independent internal assurance (e.g. Internal Audit) and third party assurance reviews, including IQA and TQA reviews.* | |  |  | |
| 7 | Are assurance activities coordinated?  *Roles and responsibilities across assurance providers should be clearly defined and coordinated to reduce the compliance burden on delivery teams.* | |  |  | |
| 8 | Are estimated assurance costs clearly stated in the assurance plan and have they been budgeted for? | |  |  | |
| 9 | Are assurance roles and responsibilities clearly defined at the governance level?  *For example:*   * *Who will review and approve key assurance artefacts (e.g. assurance plans, terms of reference and assurance reports)?* * *How will progress against the assurance plan be monitored at the governance level?* * *Who will receive copies of assurance reports?* * *How will the status of issues raised in assurance reports be tracked and reported at the governance level?* | |  |  | |
| 10 | Has the assurance plan been approved at the appropriate level?  *The assurance plan should be endorsed by the relevant governance body and approved by the SRO. For high risk investments, it is expected that Internal Audit will endorse the assurance plan. Assurance plans for high risk investments should also be submitted to the GCDO for a quality review.* | |  |  | |