<Investment name>:

Assurance plan

Version number

Date

Document control

Revision history

| Version | Date | Author | Description of changes |
| --- | --- | --- | --- |
| 1.0 |  |  |  |

Reviewer list

<The reviewer list should include all factual accuracy reviewers, programme/project manager and Internal Audit.>

| Name | Title | Business group |
| --- | --- | --- |
|  |  |  |

Document approval

The assurance plan is endorsed by:

|  |  |  |  |
| --- | --- | --- | --- |
| <Signature> | <insert governance body name> | Date |  |
| <Signature> | <insert key stakeholder name> | Date |  |

Senior Responsible Owner

I have reviewed the assurance plan and confirm that it is fit-for-purpose based on my understanding of the complexity and risk of the investment.

|  |  |  |  |
| --- | --- | --- | --- |
| <Signature> | <insert SRO name> | Date |  |

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# Investment overview

## Objectives and outcomes

<Include an overview of the investment objectives and outcomes being sought. This should include alignment to any strategic, sector or All-of-Government outcomes and agreed success criteria.>

## Structure

<Include an overview of the structure of the investment (is this a portfolio, programme or project and what methodology is being applied). Include any tranches/phases/projects and any financial implications/funding structures/funding decision points i.e. delivery of Phase 1 will enable release of Cabinet funding allocation for Phase 2.>

## Risk rating

<Insert Treasury’s risk rating based on the Risk Profile Assessment.>

|  |  |
| --- | --- |
| Risk Rating from Risk Profile Assessment (RPA) |  |

## Referenced documents

|  |  |
| --- | --- |
| Document | Version |
| <Include all reference documents which should be read in conjunction with the assurance plan> |  |
|  |  |

# Assurance plan overview

## Assurance approach

<Include an overview of the assurance objectives, scope and approach. It is expected that the assurance plan will cover the current delivery phase but may not include detailed assurance activities in subsequent phases. Note the date the assurance plan will be next reviewed and updated.>

## Lessons learned

<Outline any specific lessons learned from similar initiatives (either internally or publicly available) and how you have incorporated these into your assurance approach.>

## Key risks

<Include key strategic and delivery risks for the investment. Alternatively, provide a copy of your risk register as an appendix to the assurance plan.>

|  |  |  |  |
| --- | --- | --- | --- |
| Risk ID | Risk description / potential impact | Inherent risk rating | Risk mitigation plan |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Plan on a page

<Include a high level overview of the key assurance activities (‘plan on a page’) showing:

* Key decision points (including stage gates)
* Assurance activities that support the key decision points.

There should be a clear relationship between the assurance activities in the detailed assurance plan and how these relate to the key decision points. It is expected that the plan on a page will cover the key decision points for the current delivery phase and may not include detailed information on subsequent phases.>

# Detailed assurance plan

## Independent assurance

<Include internal audit reviews; third party assurance reviews, including Independent Quality Assurance (IQA) and Technical Quality Assurance (TQA) reviews; quantitative risk analysis; and Gateway reviews.>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Activity | Audience | Timing | Provider | Status |
| 1 | <Insert assurance activity / purpose> | <Insert intended audience of the assurance activity> | <Insert indicative due date> | <Insert assurance provider e.g. Internal Audit, third party assurance provider> | <Insert status of assurance activity> |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

## Governance and oversight

< Include regular governance and oversight activities e.g. governance meetings, executive project status reports, Audit and Risk Committee oversight; health checks performed by an internal EPMO; and risk reviews performed by an internal Risk function

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Activity | Audience | Frequency | Provider |
| 1 | <Insert assurance activity / purpose> | <Insert intended audience of the assurance activity> | <Insert how often the assurance activity will occur> | <Insert assurance provider e.g. Internal Audit, EPMO, Risk> |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

# Assurance roles and responsibilities

## Governance structure

<Include a diagram of the governance structure for the investment.>

## Assurance roles and responsibilities

<Describe assurance roles and responsibilities. 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?>

|  |  |
| --- | --- |
| Role | Assurance responsibilities |
| <SRO> |  |
| <Governance body> |  |
|  |  |