| Review Name: | |  | | | |
| --- | --- | --- | --- | --- | --- |
| Report Version Number: | |  | Report Date: | |  |
| Reviewer Name: | |  | Review Date: | |  |
| # | Question | | Y/N | Feedback | |
| 1 | Is the executive summary clear based on the objectives of the review?  *Consider whether:*   * *The key findings and recommendations from the review are adequately reflected in the executive summary.* * *The key findings address the specific objectives of the review, including any areas of concern raised by the sponsor and other key stakeholders.* * *The executive summary is easy to understand by the sponsor of the review and other key stakeholders.* | |  |  | |
| 2 | Does the assurance report align to the original terms of reference?  *Consider whether:*   * *All scope items are covered.* * *There is appropriate depth of coverage based on the original scope.* | |  |  | |
| 3 | Are the detailed findings relevant and supported by sufficient evidence?  *Consider whether:*   * *Findings are well reasoned, clearly articulated and unambiguous.* * *Findings are supported by sufficient evidence.* * *A factual accuracy check has been performed, including with key stakeholders.* * *Findings are timely in relation to specific risks and issues and their potential impacts on business outcomes.* | |  |  | |
| 4 | Are report recommendations practical and prioritised?  *Consider whether:*   * *Recommendations are clear and link to findings.* * *Recommendations have been prioritised, including assigning owners.* * *Recommendations have been assigned a suggested due date.* | |  |  | |
| 5 | Has the assurance report been approved at the appropriate level within the organisation?  *The assurance report should be approved by the appropriate senior person sponsoring the review e.g. Chief Information Officer, relevant Business Owner or Head of Internal Audit. The Lead Reviewer should also approve the final version of report.* | |  |  | |