| Investment Name: | |  | | | |
| --- | --- | --- | --- | --- | --- |
| Report Version Number: | |  | Report Date: | |  |
| Reviewer Name: | |  | Review Date: | |  |
| # | Question | | Y/N | Feedback | |
| 1 | Is the executive summary clear and does it present an overall assessment of delivery confidence?  *Consider whether:*   * *The key findings and recommendations from the review are adequately reflected in the executive summary.* * *The key findings support the overall assessment of delivery confidence. If you don’t have your own rating system, refer to the GCDO’s Report Rating System for guidance.* * *The executive summary is easy to understand by the Senior Responsible Owner (SRO), the governance body and relevant external stakeholders, including Ministers.* | |  |  | |
| 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 external stakeholders.* * *Findings are timely in relation to the current delivery phase.* * *The impacts of the findings on successful delivery of the expected outcomes are clear.* | |  |  | |
| 4 | Are report recommendations practical and prioritised?  *Consider whether:*   * *Recommendations are clear and link to findings.* * *Recommendations have been prioritised. If you don’t have your own rating system, refer to the GCDO’s Report Rating System for guidance.* * *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 endorsed by the governance body and approved by the SRO. The Lead Reviewer should also approve the final version of report. For high risk investments, the assurance report should be submitted to the GCDO for a quality review.* | |  |  | |