| Investment Name: |  |
| --- | --- |
| ToR Version Number: |  | ToR Date: |  |
| Reviewer Name: |  | Review Date: |  |
| # | Question | Y/N | Feedback |
| 1 | Are the objectives of the review clearly defined?*Consider the extent to which the objectives are focused, unambiguous and pertinent to the current delivery phase. For example:** *Are the objectives framed around specific risks and how will the review assess the impact of these risks on the expected outcomes?*
* *What areas of concern have been raised by the Senior Responsible Owner (SRO) and other key stakeholders and how will these be answered by the review?*
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| 2 | Does the review clearly state what areas are within the scope of the review and what areas are deemed to be out of scope? *Any areas out of scope should be caveated by a statement that allows the Lead Reviewer to investigate any areas identified during the course of the review that may impact on successful delivery of the expected outcomes.* |  |  |
| 3 | Are key members of the review team identified? *Consider the particular skills and experience you want in a Lead Reviewer and/or review team and ensure that they have the requisite subject matter knowledge and expertise for the review. For example, do they have experience in the delivery methodology?* |  |  |
| 4 | Are the deliverables of the review clearly defined? *For example:* * *Is the factual accuracy checking process clearly described?*
* *How will delivery confidence be assessed and recommendations prioritised? If you don’t have your own rating system, refer to the GCDO’s Report Rating System for guidance.*
* *Who will receive copies of the final report? For high risk investments, assurance reports should be submitted to the GCDO for a quality review.*
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| 5 | Are the key dates for the review clearly stated?*For example:** *Start / end dates for fieldwork*
* *Draft assurance report (within five business days of end of fieldwork)*
* *Management responses received (within ten business days of draft assurance report)*
* *Final report issued (within five business days of management responses).*
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| 6 | Are conflicts of interest identified and how they managed clearly described?*For example:* * *Personal relationships between agency and provider personnel.*
* *Performing an assurance review where the provider has or is currently providing project management or technical services*
* *Fixing issues identified during the course of an assurance review.*
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| 7 | Have the terms of reference been approved at the appropriate level within the organisation?*The terms of reference should be approved by the SRO or equivalent e.g. Head of Internal Audit or Head of relevant Enterprise Portfolio or Programme Management Office. For high risk investments, the terms of reference should also be submitted to the GCDO for a quality review.* |  |  |