# GATEWAY REVIEW TERMS OF REFERENCE

**PROJECT:** [Name in portal]

**GATE:** Health Check in Delivery

**DELIVERY AGENCY:** [Delivery agency responsible for project]

**CLUSTER:** [Cluster delivery agency belongs to]

**SRO:** [SRO name] **EMAIL:** [SRO email]

The Review will be conducted in line with Infrastructure NSW’s mandate to provide investor assurance for infrastructure projects valued at or over $10M and in accordance with the Health Check in Delivery Review Workbook.

The Review Report produced following this Review is primarily for the consideration of and noting by, the NSW Cabinet. The Terms of Reference form part of the Review Report.

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| PROJECT BACKGROUND |

[Project scope]

[Objectives and intended outcomes]

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| GATEWAY TIMING |

The timing of the Gateway Review is:

|  |  |
| --- | --- |
| Activity | Date |
| Documents to Reviewers | [Enter date dd/mm/yy] |
| Project Briefing (half day) | [Enter date dd/mm/yy] |
| Interview Days (all day) | [Enter date dd/mm/yy] |
| Report and Recommendations Table from Reviewers | [Enter date dd/mm/yy] |
| Final Report with delivery agency responses | [Enter date dd/mm/yy] |

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| TERMS OF REFERENCE |

The purpose of this Review is to assess the delivery confidence in the project and whether the project is on track to be delivered on-time, to-cost and in-line with the benefits outlined in the Final Business Case.

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| Scope |

In addition to applying the Gateway Review approach and assessing the response to issues raised in any previous Reviews, the Review Team is asked to comment on the following:

[Area or question for Review Team to investigate]

[Area or question for Review Team to investigate]

[Area or question for Review Team to investigate]

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| Out of Scope |

The Review Team should avoid:

[Area or question considered outside the focus of the Review]

[Area or question considered outside the focus of the Review]

[Area or question considered outside the focus of the Review]

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| REVIEW TEAM |

The following table lists the Review Team members for the Health Check in Delivery Review:

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewer Name | Position | Contact Number | Email |
| [Reviewer name] | Team Leader | [Enter mobile] | [email] |
| [Reviewer name] | Team Member | [Enter mobile] | [email] |
| [Reviewer name] | Team Member | [Enter mobile] | [email] |
| Review Manager | GCA Review Manager | [Enter mobile] | [email] |