SFJPSG6.2.4
Prepare for a project review in the public sector

Overview

This unit is about preparing for a review of a programme/project. This includes, for example, preparing for a Gateway Review.

This unit should be used in conjunction with your organisation's own leadership behaviours.

This unit is recommended for those with responsibility for preparing the information required for a project review. This includes, for example, preparing the information required for such as a Gateway Review.

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Performance criteria

You must be able to:

P1 identify the aims and objectives of the programme/project, and its current status

P2 identify key decision points in the delivery of the programme/project, and which require a review

P3 establish correctly the scope, objectives and logistics of the review, together with the information required for the review

P4 identify and obtain all required information, checking that it is complete and up to date

P5 take relevant actions promptly to address any gaps or anomalies identified within the available information

P6 prepare the required information in the correct format

P7 make the information available to all of those who require and are entitled to it, issuing the information in sufficient time for the review to occur according to the agreed schedule

P8 liaise with relevant programme/project management specialists where required

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Knowledge and understanding

You need to know and understand:

K1   the purpose of the project review processes used by your organisation

K2   the types of project reviews used by your organisation and their particular aims and scope

K3   the importance of each type of review, and the benefits that they deliver

K4   the types of programmes/projects appropriate for a review and what constitutes a key decision point at which a review might take place

K5   those involved in the reviews, including key stakeholders, and their roles and responsibilities

K6   the information required in advance of each type of review, the format in which it is to be prepared, and the timescales within which it is to be available

K7   why it is important to consult with specialists and other relevant people in preparing for a review, and how to do this effectively

K8   your own role in preparing for the review

K9   those parties entitled to information in preparation for a review, and the confidentiality requirements relating to the project review process

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Additional Information

Behaviours

1   You present information clearly, concisely, accurately and in ways which promote understanding
2   You maintain confidentiality in line with review requirements
3   You take responsibility for making things happen
4   You act within the limits of your authority

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