

## SFJPSG6.2.5

### Exercise responsibility for a public sector programme/project subject to reviews



---

#### 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.

## SFJPSG6.2.5

### Exercise responsibility for a public sector programme/project subject to reviews

---

#### 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

## SFJPSG6.2.5

### Exercise responsibility for a public sector programme/project subject to reviews

---

#### 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

## SFJPSG6.2.5

### Exercise responsibility for a public sector programme/project subject to reviews

---

#### 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

## SFJPSG6.2.5

Exercise responsibility for a public sector programme/project subject to reviews

---

**Developed by** Skills for Justice

---

**Version number** 1

---

**Date approved** July 2009

---

**Indicative review date** July 2011

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Government Skills

---

**Original URN** GS 6.2.5

---

**Relevant occupations** Public Services; Public Service Professionals; Government and Related Organisations

---

**Suite** Professional Skills for Government (PSG)

---

**Key words** Programmes, PPM, Projects, Gateway reviews, PSG

---