Digital NSW | DSIA

Gate 0 Review Report: Go / No-Go

Project Name

September 2024

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| Revision history |
| **Revision date** | **Version status** | **Author** | **Version no.** |
| [Enter date] | Draft | [Enter Author] |  |
| [Enter date] | Final draft | [Enter Author] |  |
| [Enter date] | Final | [Enter Author] |  |

# About this report

Agencies are to complete a Project Justification Report within two weeks of registering the project on the NSW ICT Assurance Portal. This Report is due to Digital NSW no less than five business days after the Digital Assurance Risk Advisory Group (DARAG) determines the project's risk tier. After the determination of the project’s risk tier by the Digital Assurance Risk Advisory Group (DARAG).

The Gate 0 Gateway Review assessment process is outlined in the Gate 0 Workbook.

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| **Square-bracketed text provides guidance or indicates the information to be added. It should be deleted before submitting the report.** |

**Project and review team information**

|  |  |
| --- | --- |
| **Program**  | [Program name]  |
| **Project name**  | [Project name]  |
| **Delivery agency**  | [Agency name]  |
| **Project Sponsor**  | [name of Project Sponsor]  |
| **Status of report**  | DRAFT Version [x]/ FINAL  |
| **ICT Assurance team**  | [name, Director] [name, Principal Manager][name, Case Officer] |
| **Review dates**  | Briefing [dd month YYYY] Interviews [dd – dd month YYYY] |
| **Review team leader**  | [Insert name of team leader]  |
| **Review team**  | [Insert name of team member] [Insert name of team member][Insert name of team member] |
| **Previous review**  | [Insert review type] [Insert dates][Insert Delivery Confidence Assessment – DCA] |

# Cost ranges

The agency is to provide guidance as to the estimated range of cost for the next stages of the project (including an estimate that includes forecast internal and external costs combined):

|  |  |  |
| --- | --- | --- |
| Overall ETC range | Strategic Business Case cost | Final Business Case cost |
| [ETC range] | [SBC cost] | [FBC cost] |
| **Intended funding source for FBC:** | [Commentary on likely source of funds] |
| **Intended funding source for delivery:** | [Commentary on likely source of funds] |

# Government priority

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| How has NSW Government identified the proposed project as a strategic priority? |
| [Provide detail on the NSW Government’s priority for the project. This can include policies and strategies to which the project is aligned. Cabinet-endorsed strategies, policies, election commitments or decisions will attract a higher score. Briefly describe how this project assists in achieving the NSW Government’s current objectives.Detailed Guidance:* The scope and timeframe of any election commitments and who made the commitment
* Extent of criticality to any endorsed government priority, strategy or policy
* Dependency of other approved projects or priorities on this project
* Criticality to maintaining statutory compliance
* If the project is to replace an asset at the end of its useful life, demonstration that the asset’s function is still needed by the government
* Prioritisation against other similar projects]
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# Critically of service need/urgency

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| How critical is the service need, or how urgently does the community need it? |
| [Succinctly define the identified problem or service need (6-8 sentences). This should include the urgency or the criticality of the need and likely impacts on the community if action is not taken. An example would be a legislated deadline for implementation or the upgrade or replacement of a critical system.Detailed Guidance:* Clear objectives and scope
* Demonstrated urgency including any dependencies (eg stated government priority, public safety, capacity constraints, service gaps, commercial requirement, statutory obligation)
* Evidence to support claimed urgency
* For broad-based issues (eg impact of cybersecurity and privacy) demonstration that this project is relatively urgent compared to other actions that need to be taken
* Expected timeframes for each stage of the project and how these align to the drivers of the urgency]
 |
| **Supporting evidence of problem or service need is attached:** | [Yes or No] |

# Strategic risk and compliance mitigation

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| How does the proposed project mitigate the agency’s strategic risks for example – the implementation of critical cyber security features such as Multifactor authentication (MFA). IT System replacement before it becomes unsupported. |
| [Briefly describe how the agency’s asset management plans (or equivalent documents) provide evidence of the need for this project.Detailed Guidance:* An extract from agency Enterprise Risks that demonstrates the need for the project
* Clear evidence that the need has arisen from a systematic planning process and is not merely listed
* Evidence of the process by which the agency has demonstrated a requirement to do the project to deliver on the agency’s strategic objectives
* Demonstration of the prioritisation process which shows that this project will provide better value for money than other projects which are aligned to the agency’s strategic objectives]
 |
| **Relevant extracts from Risk Management plans (or equivalents) are attached:** | [Yes or No] |

# Alternative solution

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| How has the project considered non-asset solutions or augmentation of existing assets? |
| [Comment on why an asset solution has been proposed (accounting for the early stage of project development and providing options both funding and solution that could be applied to mitigate the existing risk for a period.Detailed Guidance:* Use of alternative solutions – reuse or partnering with existing agency
* Purchase solution commercially rather than build and deploy
* Approach the issue with alternative non-IT Solution]
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# Whole of government impact/reuse/SDA

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| Whole of government impact/reuse/SDA |
| [Any comment on possible whole of government Impact / cross agency impact/ possible use or creation of State digital asset.Detailed Guidance:* How might the project’s success depend on other existing or planned projects and inter-agency cooperation?
* Is this project a ‘critical enabler’ for another project?
* Will the project be leveraging an existing State Digital Asset?
* Will the project result in the development of a state digital asset that is intended to be reused by others?]
 |

# Agency Comments

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| --- |
| Any further comments |
| [Insert comments] |

# Agency Executive Endorsement

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| --- |
| (Secretary/CEO or Delegate) |
| [Insert name and position] |

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