Bargen Ddinesig BAE ABERTAWE SWANSEA BAY City Deal

HAPS Project
Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	Last review date	2020/2021												2021/2022												Comments
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Governance																												
Project Level																												
Meetings																												
HAPS Regional Project Board	Meetings	SRO,CCC, PCC, CCS, NPT	Jan-22						x		x		x	x	x	x	x	x				x			x		x	Monthly meetings
HAPS Regional Technical / Advisory group	Meetings	CCC, PCC, CCS, NPT & Ptnrs	Jan-22										x												x			To be established.
Neath Port Talbot Council - RSD	Council Meetings	NPT	Jan-22	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x		x	x		x	Monthly meetings
CC Swansea	Council Meetings	CCS	Jan-22																									frequency tbc
Camarthenshire CC	Council Meetings	CCC	Jan-22																									frequency tbc
Pembrokeshire CC	Council Meetings	PCC	Jan-22																									frequency tbc
SBCD Joint Committee	Meetings	SRO, JC, PMO	Jan-22	x	x	x	x	x	x	x	x	x	x	x			x		x		x		x		x	x	x	
SBCD Programme Board	Meetings	SRO, PB,PMO	Jan-22	x	x	x	x	x	x	x	x	x	x	x			x		x		x		x	x	x	x	x	
SBCD Economic Strategy Board	Meetings	SRO,ESB,PMO	Jan-22	x	x	x	x	x	x	x	x	x	x	x	x		x		x		x		x		x			
SBCD JSC	Meetings	SRO, JSC, PMO	Jan-22		x		x		x		x		x		x		x		x		x		x		x			
Key Documentation Review																												
Intregrated Assurance & Approval Plan	Live document	SRO, HAPS PB, PMO	Jan-22			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	monthly review
Project Business Case	Live document	SRO, HAPS PB, PMO, PB,JC,JSC	Jan-22				x		x		x		x			x		x	x									OBC approved July 2021
Project Implementation Plan	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	Jan-22				x		x		x		x	x		x		x				x	x	x	x	x	x	regular review / update
Benefits Realisation Plan	Live document	SRO, HAPS PB, PMO,PB, JC. JSC	Jan-22									x		x					x	x				x		x		To review / monitor / update on a regular basis
Project issues log	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	Jan-22				x		x		x		x		x	x	x	x	x	x	x	x	x	x	x	x	x	regular review
Project risk register	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	Jan-22				x		x		x	x	x						x		x		x	x	x	x	x	regular review
Project M & E plan	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	Jan-22							x		x							x	x				x	x			x	regular review
Project Communications Strategy	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	Jan-22								x				x		x		x	x				x	x	x	x	regular review
Covid-19 Impact Assessment	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	Jan-22						x	x		x							x			x			x			regular review
Project Progress Reports	Live document	SRO, HAPS PB, PMO, PB, JC, JSC	Jan-22										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	monthly (highlight), quarterly & annual
Key Documentation Approvals																												
Project Intregrated Assurance & Approval Plan		SRO, HAPS PB, PMO, PB, JC, JSC																										Live document / on-going review / update
Project Business Case		SRO, HAPS PB, PMO, PB,JC,JSC																	x									OBC approved July 2021
Project Implementation Plan		SRO, HAPS PB, PMO, PB, JC, JSC																										Live document / on-going review / update
Benefits Realisation Strategy		SRO, HAPS PB, PMO,PB, JC, JSC																										Live document / on-going review / update
Project issues log		SRO, HAPS PB, PMO, PB, JC, JSC																										Live document / on-going review / update
Project risk register		SRO, HAPS PB, PMO, PB, JC, JSC																										Live document / on-going review / update
Project M&E Plan		SRO, HAPS PB, PMO, PB, JC, JSC																										Live document / on-going review / update
Project Communications Strategy		SRO, HAPS PB, PMO, PB, JC, JSC																										Live document / on-going review / update
Project Covid 19 Impact Assessment		SRO, HAPS PB, PMO, PB, JC, JSC																										Live document / on-going review / update
Project Progress Reports		SRO, HAPS PB, PMO, PB, JC, JSC																										Live document / on-going review / update
Assurance																												
Project Level																												
Level 1 - Functional Assurance (Internal)																												
Technical, due diligence, data security and financial	Internal procedures	SRO, HAPS PB, PMO, PB, JC, JSC														x		x			x			x			x	
Level 2 - Independent																												
OGC Gateway Process	Risk Potential Assessment	SRO, HAPS PB, PMO, PB, JC, JSC	Jan-22			x																					x	
OGC Gateway Process	PAR	SRO, HAPS PB, PMO, PB, JC, JSC	Jan-22			x																					x	Gateway review to be confirmed once PM & team in post
OGC Gateway Process	CFR	SRO, HAPS PB, PMO, PB, JC, JSC	Jan-22																									
Approvals																												
Consequential Assurance																												
Level 3 - Audit																												
External Audit		SRO, HAPS PB, PMO, PB, JC, JSC																										tbc
Internal Audit		SRO, HAPS PB, PMO, PB, JC, JSC																										tbc
Risk Critical Friends		SRO, HAPS PB, PMO, PB, JC, JSC																										tbc