Swansea District & Waterfront Digital District

Integrated Assurance and Approval Plan

Assurance / approval / Reporting	Activity/Product	Primary client	Last review date	2019/2020												2020/2021												2021/2022												2022/2023												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	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 board	Live document	CCS	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
City and County of Swansea	Council Meetings	CCS	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
UWTSD	UWTSD meetings	UWTSD	**Jan-20**																																																	
Project Partners	Meetings	Partners	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
Joint Committee	Meetings	SRO, JC, PMO	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
Programme Board	Meetings	SRO, PB,PMO	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
Ex Strategy Board	Meetings	SRO,ESB,PMO	**Jan-20**										x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
JSC	Meetings	SRO, JSC, PMO	**Jan-20**												x		x			x		x		x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Monthly Meeting
Assurance																																																				
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO											x	x																																						
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC	**TBC**																																																	
OGC Gateway Process	Gate 1 Business Justification	SRO, PB, PMO, JC	**TBC**																																																	
OGC Gateway Process	Gate 2 Delivery Strategy	SRO, PB, PMO, JC	**TBC**																																																	
OGC Gateway Process	Gate 3 Investment Decision	SRO, PB, PMO, JC	**TBC**																																													x					
OGC Gateway Process	Gate 4 Readiness for Service	SRO,PB,PMO, JC	**TBC**																																																	
OGC Gateway Process	Gate 5 Operations Review & Benefits	SRO,PB,PMO, JC	**TBC**																																																	
Project Implementation Plan	Live document	SRO, PMO, PB, JC, JSC	**Jan-20**										x			x				x		x			x																											
Project business case	Live document	SRO, PMO, PB, JC, JSC													x																																						
Project issues log	Live document	SRO, PMO, PB, JC, JSC	**Jan-20**								x		x		x		x			x		x		x		x		x		x		x		x		x		x	x	x		x		x		x		x		x		x	
Project risk reg	Live document	SRO, PMO, PB, JC, JSC	**Jan-20**								x		x		x		x			x		x		x		x		x		x		x		x		x		x	x	x		x		x		x		x		x		x	
Uk and Welsh Gov Policy Workshops	Meetings	SRO, PMO	**Jan-20**																																																	
Audit and risk																																																				
Audit	Audit	SRO, PB, PMO, JC											IA	IA	IA	WAO/NAO	WAO/NAO	WAO/NAO																																		
Risk Critical Friends	Meetings	PMO, IA, Proc, Risk											x	x	x							x	x	x																												
Lessons learned workshop	Meetings	Partners																																																		
Comms group	Meetings	Partners													x				x		x			x		x																											