Bargen Ddinesig BAE ABERTAWE SWANSEA BAY City Deal

Skills and Talent

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	April	
Governance																												
Project board	Live document	CCC, PCC, CCS, NPT	**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		monthly meeting
Carmarthenshire County Council	Council Meetings	CCC	**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		monthly meeting
RLSP	Meetings	RLSP	**Jan-20**	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x		monthly meeting
Regional LAs	Council Meetings	CCC, SCC, NPTC, PCC	**Jan-20**			x				x																		
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		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		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		monthly meeting
Ec 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		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		monthly meeting
Assurance																												
OGC Gateway Process	Risk Potential Assessment	SRO, PB, PMO																										
OGC Gateway Process	Gate 0 Programme Strategic Assessment	SRO, PB, PMO, JC	**Jun-21**															x									x	
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**																									
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			x			x			x			
Project business case	Live document	SRO, PMO, PB, JC, JSC																										
Project issues log	Live document	SRO, PMO, PB, JC, JSC	**Jan-20**		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			
Project M & E plan	Live document	SRO, PMO, PB, JC, JSC																										
Uk and Welsh Gov Policy Workshops	Meetings	SRO, PMO	**Jan-20**																									
Audit and risk																												
Audit	Audit	SRO, PB, PMO, JC		**WAO/NAO**	**WAO/NAO**	**WAO/NAO**																						annual audit
Risk Critical Friends	Meetings	PMO, IA, Proc, Risk								x	x	x																
Lessons learned workshop	Meetings	Partners												x														
Comms group	Meetings	Partners				x			x			x			x													