### **IPA Assurance Review**

### **Assessment Meeting**

**[project/programme name]**

**[Date, time]** & **[Location]**

# **AGENDA**

1. Introductions *(All)*
2. Assurance review objectives, process and purpose *(IPA)*
3. Overview of the project/programme *(Programme Director/Manager)*
* Background and drivers
* Objective and expected outcomes
* Risks and issues, progress v plan, milestones, dependencies and scope
* Current delivery challenges
1. Risk Potential Assessment (RPA) (validation)
* *Agree risk (RPA)*
1. Confirmation of review requirements *(IPA)*
	* + - Confirm programme is ready
			- What the SRO wants from the review
			- Identify key risks and issues
			- Confirmation of TOR
2. Key stakeholders *(Mutually agreed with project/programme)*
	* + - Identify potential stakeholders to be interviewed
			- Interview timetable
			- Key docs (pre-planning meeting)
3. Review administration *(Mutually agreed with project/programme)*
	* + - Confirm dates of planning meeting & review, discuss format and timing
			- Number of days for review
			- Number of reviewers
			- Location and admin requirements e.g. flip charts, access to site
			- SRO availability
			- Documentation (for planning meeting & review)
			- Purchase Order requirement
4. Identify/review team skills and experience, special requirements, advise use/payment for contractors (*Mutually agreed with project/programme*)
5. Security Clearance and document handling, IT support *(Mutually agreed with project/programme) and* approvals links e.g. CO approvals, HMT TAP or MPRG requirements
6. Outstanding actions agreed & Close