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| Project/Tranche/Programme name |  | | |
| Date: |  | | |
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## Revision History

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| Date | Summary of changes | Version |
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**Approvals**

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| Name | Version | Date | Approval context | Signature |
|  |  |  | *This document, along with other management plans should be approved in the definition process.* | *The signature of the person giving approval, usually the sponsor. If approval is not being given by the sponsor, the approval context should explain why.* |
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**Distribution**

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## Policy

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| Introduction | The introduction will describe the background to the work and make it clear how assurance supports sponsorship and delivery. |
| Roles and responsibilities | Internal assurance may be performed by members of the management team provided they are not assuring their own work. External assurance must be carried out by a person or team who are not connected with the day to day management of the project, programme or portfolio.  This section must clearly identify roles and responsibilities taking into account the importance of effective and ethical assurance to the sponsorship and delivery of a project, programme or portfolio. |
| Information management | The composition and format of assurance reports will be described here together with the principles of how these should be communicated to the management team and other stakeholders. |
| Assurance | This section will explain the operational relationship between internal and external assurance. |
| Budget | Internal assurance is usually performed by people who have other roles and responsibilities on the management team and separate identification of the cost of assurance activity will only be necessary in complex, rigorously assured contexts.  External assurance is usually covered by an external budget. However, this means that a programme would have a budget for assurance of its component projects and a portfolio would have a budget for assurance of its component programmes etc. |

*There is no interfaces section under policy because, by definition, assurance interfaces with every other function.*

## Procedure

*There is not a standard procedure for assurance since the specific steps are entirely dependent upon the context of the work. In principle the procedure must include steps that fulfil the goals of the assurance function.*

*The key activities that need to be covered are described in the ‘provide assurance’ competency. These are to:*

* *Review life cycle processes*
* *Review management plans*
* *Audit quality control activity*
* *Maintain assurance documentation*
* *Communicate the outcomes of assurance*

*This section will explain how those activities should be performed.*