# Gateway Recommendation Action Plan template

This template is to be completed by the HV/HR project Senior Responsible Owner (SRO) at the conclusion of a Gateway Review and provided to DTF.

It is recommended that this completed template accompany the Gateway report in its required provision to the Steering Committee (or equivalent governance forum). As well, it is recommended that the responsible Minister be briefed on all red and amber-rated recommendations. Red-rated recommendations will be reported to the Treasurer by DTF in compliance with the requirements under the HVHR Framework. All red and amber rated individual recommendations must be reported below regardless of overall RAG project status.

Please refer to DTF guidance at [www.gatewayreview.dtf.vic.gov.au](http://www.gatewayreview.dtf.vic.gov.au) for further information on how to use this form.

|  |  |
| --- | --- |
| Project title: |  |
| Gateway number: |  |
| Department: |  |
| SRO name: |  |
| Date report issued to SRO: |  |
| Gateway review dates: |  |

I confirm that the following information is true and accurate at the time of signature.

**SRO signature Date**

Copy and paste tables as required.

|  |  |
| --- | --- |
| Recommendation No. | Recommendation |
| 1 |       |
|  |  |
| Action/response |       |
| Due date |       (dd/mm/yyyy) |

|  |  |
| --- | --- |
| Recommendation No. | Recommendation |
| 2 |       |
|  |  |
| Action/response |       |
| Due date |       (dd/mm/yyyy) |

|  |  |
| --- | --- |
| Recommendation No. | Recommendation |
| 3 |       |
|  |  |
| Action/response |       |
| Due date |       (dd/mm/yyyy) |

|  |  |
| --- | --- |
| Recommendation No. | Recommendation |
| 4 |       |
|  |  |
| Action/response |       |
| Due date |       (dd/mm/yyyy) |