

**Peer Review - Mandatory Review Stage Three Report**

**Governance, Capacity and Planning Review**

**(To be completed before any development commences or any contract is awarded).**

**Project Title: Automated Fingerprint Identification System (AFIS)**

**Project Sponsor: An Garda Siochána**

**Sponsor Contact: Michael Kirrane (DoJELR)**

**Project Team: Vera Dervan                  David O Callaghan**  
**John O Sullivan                  Billy Noone**

**Guide to completing Report:**

This report should be completed in electronic form only. All questions should be answered by the review team by providing a tick in the appropriate box. In the event of a negative response the comments/suggestions of the review team should be included directly beneath that question. While the review teams comments/suggestions are also welcome in the event of a positive response it is not necessary for all questions covered.

For some questions, no answer boxes will be provided. In such instances the comments of the review team are essential. The review team is also asked to include general comments and overall findings in the spaces provided.

## 1. Business Case and stakeholders

1.1. Is the review team satisfied that the project is still required?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.2 Is the review team satisfied that the business case has been updated to reflect current understanding?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1.3. Is the review team satisfied that the most appropriate **business system** option has been selected?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.4. Is the review team satisfied that the chosen option represents value for money?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.5. Does the proposed solution still meet the needs of all stakeholders?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2. Assessment of the proposed solution

2.1. Does the review team believe that the proposed solution meets the business needs of the organisation?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.2. Is the proposed solution in line with the strategy for business change?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3. Is the proposed solution in line with the expectations of business benefits?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.4. Is the review team satisfied that the organisation is fully prepared for the development, implementation, transition and operation of any new systems, processes and services?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.5. Is the review team satisfied that the supplier is fully prepared for the development, implementation, transition and operation of any new systems, processes and services?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.6. Are there plans/processes in place to address business and technical issues?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.7. Is the review team satisfied that there is a clear allocation and understanding of responsibilities between all parties?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3. Ongoing Contract

3.1. Is the review team satisfied that the contract reflects standard terms and conditions and (where applicable) the required level of risk transfer?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3.2. Is the review team satisfied that the proposed contract, if properly executed within a standard lawful agreement, is likely to deliver the:

specified outputs/outcomes?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

on time?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

within budget?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

and will provide value for money?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Contract discussions not started but team is satisfied that arrangements are in place to ensure interests of the Contracting Authority are adequately protected.

#### 4. Governance

4.1. Is the review team satisfied that the project business case is supported by relevant and realistic information that provides a reliable basis for making authorisation decisions?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.2. Does the review team believe that all of the project stakeholders are engaged at a level that is commensurate with their importance to the organisation and in a manner that fosters trust?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.3. Are the roles, responsibilities and performance criteria for the governance of the project management clearly defined?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.4. Are arrangements in place to ensure that all decisions made at authorisation points are recorded and communicated?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 5. Performance Management

5.1. Have performance measures been put in place to cover all aspects of the **project**?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[On the basis that timing, deliverables and payments schedule are covered in project control framework]

5.2. Is the review team satisfied that realistic targets are being set by Project Management?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Peer Review process and contract discussions may impact on ability to deliver Phase I within timescale and could have knock – on effect on later phases.

#### 6. Risk Management

6.1. Is there a comprehensive and detailed risk register, to identify likely failure modes and how/how quickly these might be avoided or minimized, in existence?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.2. How often are these risks reviewed?  
(Comments of Review Team only required here)

Will be dealt with as part of the detailed risk management plan.

6.3. Does the review team believe that the organisation has properly identified the areas which present the greatest risk of impeding completion of the project in a timely and cost effective manner?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.4. Is the risk register continually maintained with appropriate actions taken and recorded?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6.5. Is the review team satisfied that risk management strategies remain realistic?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.6. Is the review team satisfied that there are arrangements in place to minimise the risks to the business in the event of major problems during implementation and roll-out?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In so far as they can be.

## 7. Readiness for next stage

7.1. Is the review team satisfied with the approach being adopted to the management (including cost control) of consultants?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.2. Is the review team satisfied with the approach being adopted to the management (including cost control) of a consortium?

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.3. Does the review team believe that mechanisms are in place to ensure that the experience and quality of the consultants assigned remains the same throughout the life of the project?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Should be covered by strict change control mechanisms in the final contract.

**General comments of Peer Review Team:**

Peer Review Group was impressed by Project Management Plan and the proposed governance of the project.

**Overall Findings of Peer Review Team:**

The Peer Review Group recommends that An Garda Síochána proceed to the next stage and inform the tenderers of the outcome of the tendering process. This should be done as quickly as possible in view of the time constraints.