

### **Peer Review - Mandatory Review Stage Two Report**

**Selection of the appropriate Business System Option plus a check on the adequacy of detailed plans and associated Management Infrastructure.**

**(To be completed before any procurement is undertaken).**

**Project Title:** Digital Audio Recording (DAR)

**Project Sponsor:** Courts Services

**Sponsor Contact:** Mr. John Coyle

**Project Team:** Darach Green, Project Manager  
Diarmaid MacDiarmada

#### **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 and by outlining the review team's comments in relation to a particular question directly below that question. While it is not necessary for the review team to qualify all of their responses a high degree of qualification is generally expected.

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 it's **General Comments** and **Overall Findings** in the spaces provided at the end of the report.

## 1. Planning and Scheduling

1.1. Does the review team consider the project plan to be realistic and achievable?

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

1.2. Does the review team believe that there has been an adequate level of project team involvement in the project plan and schedule?

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

1.3. Does the review team believe that there has been an adequate level of stakeholder involvement in the project plan and schedule?

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

1.4. Are the review team satisfied with the adequacy and coherence of the project plans in terms of the stage 1 review statements?

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

1.5. Are the review team satisfied with the project timescale?

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

1.6. Does the review team consider the project timescale to be too long to plan at an acceptable level of accuracy?

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

1.7. Does the review team believe that the sponsoring organisation can have some level of confidence in the overall project estimate?

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

### Comments on above

Overall Opinion – the project as set out in the business Plan, RFT, etc is achievable.

1.8. Are the review team satisfied with the granularity of the planning milestones and whether this granularity is in line with the expected level of volatility for the project?

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

1.9. Are the review team satisfied that the project plan contains realistic and achievable deadlines with sufficient completion times?

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

1.10. Is there any evidence in the project plan of excessive schedule pressure being applied or unrealistic timeframes being adopted?

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

## 2. Project Management

2.1. Is the review team satisfied that all the critical paths have been identified for:

Decision making?

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

Populating data?

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

Building the required infrastructure?

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

2.2. Does the review team believe that all the priorities have been identified for each of these areas?

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

2.3. Is the review team satisfied with the approach being taken to benefits realisation and to checking that they have been achieved?

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

### Comments on 2.3

As per the Stage 1 review – the Review team are concerned not that the project isn't achievable nor are we concerned that the Courts services will not derive benefits, but we are concerned that the Business plan does not make the benefits realisation piece overt enough to point to success after the project is completed. The Courts Service have indicated that this issue will be addressed during Phase 3 review, once the evaluation of tenders is complete and a solution selected, at which stage they will be in a much better position to define the actual benefits which will accrue and the approach which will be adopted to the delivery of the benefits

2.4. Is the review team satisfied that the proposed decision structure for a request for change/variation is adequate?

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

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2.5. Is the review team satisfied that the arrangements are in place to ensure strong and responsive project tracking and problem reporting?

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

### 3. Solution Options

3.1. Have all solution options been fully considered?

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

3.2. Does the review team consider the solution proposed to be the clear **best option** ?

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

3.3. Does the solution being proposed cover:

All the business requirements?

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

All the technical requirements?

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

All the implementation requirements?

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

### 4. Cost Control

4.1. Does the review team consider the scheduling and costs estimating in the project plan to be in line with industry/public service norms?

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

4.2. Does the review team consider the forecasted project costs to be realistic?

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

## 5. Risk Management

5.1. Have the risks for each of the options identified been evaluated?

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

5.2. Have the risks for the preferred option been fully assessed?

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

5.3. Have the 'worst case' implications associated with these risks been assessed?

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

5.4. Are the costs and time implications of managing the risks included in the cost and time estimate?

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

5.5. Does the review team believe that the project should be broken down into a series of smaller more manageable components to reduce risk?

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

### Comments on 5.5

The project is to be fully piloted at the supplier's expense which is a natural manageable component specifically designed into the process to reduce risks.

5.6. Does the review team believe that all the major risks have been identified, understood, financially evaluated and considered in determining the procurement strategy?

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

5.7. Have all the issues raised in the previous review stage been satisfactorily resolved?

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

## 6. Procurement Strategy

6.1. Is the review team satisfied that the business needs are clearly understood by the organisation and are likely to be understood by suppliers?

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

6.2. Is the review team satisfied that the project outputs/outcomes are accurately reflected in the requirement specification?

Yes

No

N/A

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6.3. Is the approach being proposed in compliance with all national and EU procurement rules?

Yes

No

N/A

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6.4. Is the review team satisfied that all options for the procurement route and the proposed procurement procedure have been fully evaluated?

Yes

No

N/A

☒☐☐

6.5. Is the evaluation strategy properly explained in the RFT and compliant with all national and EU/WTO procurement rules?

Yes

No

N/A

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## 7. Readiness for next stage

7.1. Is the review team satisfied that all the mechanisms and processes are in place to proceed to the next stage?

Yes

No

N/A

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### Comments on 7.1

The RFT is already with the market and the tenders were expected as the review was ongoing.

7.2. Is the review team satisfied that the organisation has drawn up its cost forecasts, project plan and project schedule at a sufficient level of detail to engender confidence?

Yes

No

N/A

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### Comments on 7.2

Yes, the documentation was comprehensive in its detail and sets out a clear expectation of deliverables and timescales

7.3. What is the opinion of the review team on piloting or prototyping aspects of the project before a major implementation is attempted?

**Comments on 7.3**

Yes, we are pleased to see that the project is to be fully piloted at the supplier's expense which is a natural manageable component specifically designed into the process to reduce risks.

General comments of Peer Review Team:

Happy with progress

Overall Findings of Peer Review Team:

The documentation provided is comprehensive and provides clear timelines and deliverables, we still have a concern with benefits realisation.

