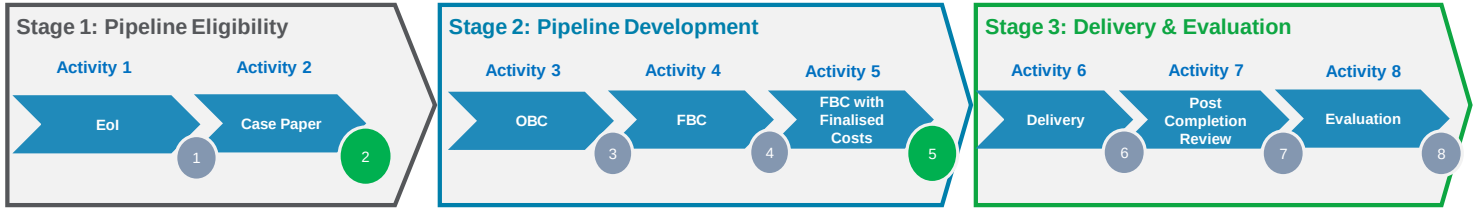
Annex B – WYCA Project Assurance Process

ASSURANCE PROCESS



- ❑ Sifting stage for proposals received through published calls and other sources
- ❑ Determine suitability of proposal for entry into next stage: Pipeline Development (eligibility check)
- ❑ Determine a Scheme's Assurance Pathway and business case requirements
- ❑ Determine timescales and high level milestones
- ❑ Determine resource commitments to support scheme development
- ❑ Provide guidance to applicant on project development/pathway
- ❑ Determine tolerances around risk, cost, programme and benefits/outcomes

- ❑ Test feasibility of proposal, including intervention options
- ❑ Develop Five Case evidence and analysis
- ❑ Detail cost plan, outputs, impacts and VfM
- ❑ Detail funding plan
- ❑ Detail delivery arrangements
- ❑ Market test the solution(s)
- ❑ Undertake risk management and mitigation planning
- ❑ Undertake full scheme appraisal
- ❑ Determine suitability for next stage: Delivery & Evaluation
- ❑ Establish conditions precedent for funding agreement & sign
- ❑ Establish baseline for monitoring & evaluation

- ❑ Project proceeds to delivery
- ❑ Monitoring/reporting arrangements put in place
- ❑ Funding draw down progresses
- ❑ Approve/reject any variations outside of tolerances
- ❑ Undertake Post Completion Review
- ❑ Outstanding conditions discharged before final payment
- ❑ Project Closure
- ❑ Monitoring & Evaluation of Scheme (Benefits Realisation)