*Gateway*

*Recommendation Action Plan*

*Template (FOR INFORMATION ONLY)*

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

This template is to be completed by the HV/HR project Senior Responsible Owner (SRO) at the conclusion of a Gateway review. Please refer to DTF guidance at <https://www.dtf.vic.gov.au/review> for further information.

SRO signature Date

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

*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) | |