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What is the Risk Potential Assessment?

The Risk Potential Assessment (RPA) is the first step in the OGC Gateway process. It provides a standard set of high-level criteria for assessing the degree of complexity of a proposed acquisition based programme/project.

The RPA should be used as a starting point in assessing the likely levels of risk associated with the programme/project. It is a high level indicator and not an exhaustive risk analysis model, although it can form the basis of a fuller programme/project risk analysis. The RPA will calculate an overall score and, if appropriate, identify potential mission critical projects.

How is the spreadsheet used?

The questions in the RPA are designed to be self-explanatory. Questions with a round button should have the **most appropriate** question clicked whilst questions with a square button should have **all applicable** options clicked.

The RPA is a single spreadsheet, which is to be used for all programmes at OGC Gateway Review 0 and all projects at OGC Gateway Reviews 1 to 5. The Senior Responsible Owner/ Project Manager undertaking the assessment should complete the relevant programme/project details as fully as possible; confirming the OGC Gateway Review, costs and benefits, key contacts and, where applicable, identify known links between the programme/project to be reviewed and overarching programmes or supporting projects. Where a precise response to a question is not available the Senior Responsible Owner/ Project Manager should use their best estimate in light of their knowledge and experience.

Once completed the RPA will automatically calculate the RPA score and notify users if the programme/project appears to meet the mission critical criteria.

What do the scores mean?

The RPA scores fall into the following three criteria:

- **Total score of 30 or less** indicates that the programme/project is relatively low risk. Your Centre of Excellence (CoE) or Departmental Gateway Coordinator (DGC) will manage OGC Gateway Reviews.
- **Total score in the range of 31-40** indicates that the programme/project is medium risk. OGC Gateway Reviews will require a Review Team Leader nominated by the OGC Gateway Directorate and independent of the department. The Review Team Members are sourced by the CoE or DGC.
- **Total Score of 41 or more** indicates that the programme/project is high risk and will require a Review Team Leader and Review Team Members nominated by the OGC Gateway Directorate and independent of the department.

A breakdown of the resulting score is shown in the scoring sheet. Please note these scores are guidelines only, where the programme/project is on the boundary between low/medium or medium/high risk or may be particularly critical/sensitive then organisations may choose to apply a different risk rating to the programme/project. All such decisions should be agreed with the CoE or DGC who will discuss with the OGC Gateway Directorate if necessary.

Which Programmes/Projects should be considered for OGC Gateway™ Review?

The OGC Gateway Process is designed to be widely applied to programmes and projects that procure services, property/construction programmes/projects (including workspace acquisition/disposal/renewal/renegotiation of terms of use/occupation where these have been formally organised as programmes/projects), IT-enabled business change programmes/projects and procurements utilising framework contracts.

What is the difference between Programmes and Projects?

Programmes are about managing change, with a strategic vision and a route map of how to get there: they are able to deal with uncertainty about achieving the vision.

Projects have definite start and finish dates, a clearly defined output and a well-defined development path: benefits are achieved after the project has finished.

How is the OGC Gateway Process applied to Programmes and Projects?

OGC Gateway Review 0 is designed to be repeatable for programmes from start up through to completion, whereas OGC Gateway Reviews 1 to 5 performs the same function for projects

What happens if my Programme/Project is not acquisition based?

The OGC Gateway process is designed to support the development of acquisition-based programmes and projects. The approach can be applied more widely but organisations should always seek the advice of their CoE or DGC and/or the OGC Gateway Directorate to confirm the proposed approach. In such cases, the scoring process may not always fully address all the complexities of the programme/project in hand but the RPA must be completed in order to assist the SRO/PM, CoE or DGC and the OGC Gateway Directorate understand the nature of the programme/project and its associated risks and the level of expertise required for the OGC Gateway Review.

What do I need to do for IT-enabled mission critical Programmes and Projects?

All IT-enabled mission critical programmes/projects or an IT-enabled business change using a 'Big Bang' development and/or implementation approach will be automatically treated as high risk, irrespective of the overall score generated by the spreadsheet. The RPA must be completed in order to assist the SRO/PM, CoE or DGC and the OGC Gateway Directorate understand the nature of the programme/project and its associated complexities.

The RPA asks for formal confirmation that the programme/projects has met the requirements of DAO ([Gen](#)) 01/03. Mission Critical/High Risk IT enabled programmes/projects which do not have these entries completed are not ready for Review.

What happens if this is the first time the project has been considered for an OGC Gateway™ Review?

OGC Gateway Reviews are linked to key decision points in the acquisition process so when identifying the expected next OGC Gateway Review, select the future OGC Gateway Review that is most relevant to the programme/project progress. The OGC Gateway Directorate will not retrospectively review previous, completed stages in the programme/project. **Projects that have not already been reviewed at least once before will not be accepted at OGC Gateway Review 3 or later.**

Requests for first time OGC Gateway Reviews at OGC Gateway Review 3 or later, including those projects put forward by Accounting Officers, should be directed to OGC Consultancy Division for health checks, to avoid dilution through incorrect attribution of the OGC Gateway Process brand.

What happens if this is a repeat review?

An updated RPA is required before each subsequent review in the lifecycle of the programme or project. At each stage the RPA should be reviewed in full to ensure that the assessment fully reflects the current complexities of your programme/project approach.

Who agrees the RPA?

The CoE or DGC must validate the results of all RPA assessments. OGC Gateway Directorate will validate assessments for medium and high-risk programme/projects when reviews will be carried out through the OGC Gateway Directorate.

What happens after the RPA has been agreed?

Your CoE or DGC will forward the RPA to the OGC Gateway Directorate (Gateway.helpdesk@OGC.gsi.gov.uk) for proposed medium or high-risk programmes/projects. On receipt of a completed RPA an OGC Gateway Project Director will contact the SRO/PM to arrange an assessment meeting to validate the assessment, understand the programme/project key issues and assess readiness for an OGC Gateway Review. Following the assessment meeting, the OGC Gateway Directorate require **8 weeks** in order to undertake the necessary planning and team selection for the review itself.

Where can I get advice?

For enquiries about the use of the RPA, please contact your CoE, Departmental Gateway Coordinator or the OGC Gateway Helpdesk on 020 7271 1396.