#Draft template for the assessment report

Dear [insert name of service manager],

Thank you for attending the digital first service standard review on the [insert date of assessment].

The [insert name of service] has been reviewed against the 22 points of the service standard at the [discovery / alpha / beta] stage of development.

## ##Result of service assessment

After consideration the assessment panel has concluded the [insert name of service] service has [met / not met] the digital first service standard at this stage of development.

## ##Reasons

[Please state reasons why the service is meeting the digital by default service standard]

## ##Recommendations

[If the service standard has been met, insert any recommendations that the service should consider during the next stage of development]

[or]

## ##Requirements

[If the service standard has not been met, insert any requirements that the service should fix before returning to be reassessed

## ##Overview of digital service standard criteria

The following table shows the result for each of the 22 criteria with the assessment panels agreed result.

Criteria 1: [Met / Not Met]

Criteria 2: [Met / Not Met]

Criteria 3: [Met / Not Met]

Criteria 4: [Met / Not Met]

Criteria 5: [Met / Not Met]

Criteria 6: [Met / Not Met]

Criteria 7: [Met / Not Met]

Criteria 8: [Met / Not Met]

Criteria 9: [Met / Not Met]

Criteria 10: [Met / Not Met]

Criteria 11: [Met / Not Met]

Criteria 12: [Met / Not Met]

Criteria 13: [Met / Not Met]

Criteria 14: [Met / Not Met]

Criteria 15: [Met / Not Met]

Criteria 16: [Met / Not Met]

Criteria 17: [Met / Not Met]

Criteria 18: [Met / Not Met]

Criteria 19: [Met / Not Met]

Criteria 20: [Met / Not Met]

Criteria 21: [Met / Not Met]

Criteria 22: [Met / Not Met]

## ##next steps

Once you feel the service is moving towards the next stage of the development process, please contact [OCIOAssurance@gov.scot](mailto:OCIOAssurance@gov.scot) to organise a [alpha / beta] assessment.

[or]

You should follow any requirements made in this report and see the [government service design manual](https://www.gov.uk/service-manual/digital-by-default) for further guidance. In order for the service to proceed we require a reassessment against the criteria that have not been met - please contact [OCIOAssurance@gov.scot](mailto:OCIOAssurance@gov.scot) at least 4 weeks prior to book in for a reassessment.

[or]

You should follow any requirements made in this report and see the [government service design manual](https://www.gov.uk/service-manual/digital-by-default) for further guidance. In order for the service to proceed we require a full reassessment - please contact [OCIOAssurance@gov.scot](mailto:OCIOAssurance@gov.scot) at least 4 weeks prior to book in for a reassessment.

## ##summary

[Please conclude with a positive summary taking into account the specifics of the service. please repeat the result, thank the team for their attendance and insert anything you wish to add]

Kind regards,

[insert name of assessment manager]