**EXAMPLE**

**Deliverable Expectations Document**

The Deliverable Expectations Document is used to define the expectations and criteria of a deliverable for it to be approved by the Department. (A deliverable is a tangible artifact that constitutes significant work effort completion of project tasks.)

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| **Project Name:** |
| **Deliverable:** *(Deliverable number, and name, may refer to Scope of Work, Final Contract, Project Management Plan, requirements, or DOS’ direction for a named deliverable)* |
| **Deliverable Description:** *(Please define the deliverable. If the deliverable is complex, include what is in-scope and what is out-of-scope for the deliverable, deliverable objectives, approach or tasks, and timeline. A Table of contents, or section outline and context for the deliverable needs to be described. Cross Reference the scope of work, final contract for specific requirements or standards. Please add additional lines to this form or create separate attachment.)* |
| **Deliverable Planned Finish Date:** (F*rom latest project schedule)* |
| **Deliverable Owner/Name:** *(Individual’s Name, and Organization Name, Contact person(s))* |
| **Deliverable Acceptance Criteria** (A*dd additional rows to form as needed or include a separate attachment*.)  (E*xamples: any standards the deliverable must comply with, completeness, understandability, consistency, fitness for use, correct, testability, diagrams, figures, tables, appropriate sections, etc.) Criteria should be “testable”, i.e. is it present, does it produce the correct result.)* |
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| **NYSDOH Deliverable Reviewers** *(Add additional rows, as needed)* | | | |
| **#** | **Name** | **Contact Information:**  **Phone and email** | **Specialized Skill needed for Deliverable Reviewer** |
| *Ex.* | *Mary Smith* | *518-555-5555*  [*Mary.Smith@NYS.com*](mailto:Mary.Smith@NYS.com) | *Must be knowledgeable with Project Management Best Practices.* |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

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| --- | --- | --- | --- |
|  | **Key DED Dates** | | |
| **Step #** | **Key Activity** | **Due Date** | **Comments** |
| 1 | Internal walkthrough of DED with Contractor Team and DOS Team |  | The contractor presents the DED to the DOS Team. |
| 2 | Draft DED submitted to DOS Team |  | Team Review periods, estimate 10 days, provides feedback to contractor team. |
| 3 | Deadline for DOS Team feedback |  |  |
| 4 | Deadline for Contractor Team changes |  | Contractor completes changes and resubmits, if needed to DOS Team (repeat steps if material changes). |
|  | *Repeat steps 1-4, as needed, adding additional rows.* |  |  |
|  |  |  |  |
| 5 | Date DED is DOS Project Coordinator/Director |  | Both contractor and DOS team agree the DED is ready for approval by the DOS Project Coordinator/Director. |
| 6 | Deadline for final Contractor Team changes if any |  |  |
| 7 | DOS DED Approval Date |  |  |
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