Project Deliverable Approval Checklist

Project & Deliverable Information

Project Name:

Deliverable Name:

Prepared By:

Date Submitted:

Approval Checklist

#	Checklist Item	Yes	No	Comments
1	Deliverable meets all stated requirements and acceptance criteria			
2	All supporting documentation is complete and attached			
3	Quality assurance and testing have been performed			
4	Stakeholder feedback has been incorporated (if applicable)			
5	Relevant standards and guidelines have been followed			
6	Risks and issues related to this deliverable are documented			

Approvals

Prepared By:

Date:

Reviewed By:

Date:

Approved By:

Date: