

Quality Assurance Checklist for Project Deliverables

Project Information

Project Name	
Deliverable	
Date	
Reviewed By	

QA Checklist

#	Item	Yes	No	N/A
1	Requirements have been fully met			
2	Documentation is complete and up-to-date			
3	All deliverables reviewed for accuracy			
4	Deliverable meets quality standards			
5	Client acceptance criteria satisfied			
6	Peer review conducted			
7	All issues and defects resolved			
8	All supporting materials included			
9	Sign-offs obtained where required			

Comments / Notes

Final Approval

Approved By	
Date	
Signature	