



<Project Name>

Deliverable(s) Management Plan

Version X.XX

Instructions to the Author:

This is a template for developing a project Deliverable(s) Management Plan (DMP).

The template includes instructions to the author, boilerplate text, and fields to be replaced with the values and information specific to the project.

Blue text enclosed in boxes provide instructions to the document author, or describes the intent, assumptions, and context for the content included in this document. This instructional text to be removed from the final document to make the plan more readable.

Text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a project.

Text enclosed in square brackets ([test]) and/or prefaced with e.g. (E.g. is an abbreviation of exempli gratia which is Latin for “for example.”) indicates example content for the section in the document.

Text and tables in black are boilerplate examples of wording and formats that may be used or modified as required to support a specific project. The information and outline is a suggestion to assist in developing project documents; they are not mandatory formats. The author should tailor the content of the document to fit the project that this work product will support.

Purpose of the Deliverable(s) Management Plan:

A Deliverables Management Plan (DMP) describes project-wide processes that are used to manage component/module review and acceptance. In this context, components are not necessarily written documents. The DMP identifies processes for submission, review, approval, and tracking and ensures that the appropriate individuals receive and review deliverables in a timely manner.

A “deliverable” is any work product that requires signoff and a “contractual deliverable” is any work product that is in the vendors’ contracts and is tracked and monitored for project management and payment purposes. A program work product that does not require signoff will be reviewed by the appropriate teams to confirm alignment but may not be explicitly tracked for vendor payment purposes.

A Deliverable Management Plan does NOT duplicate the content found in the Deliverable Expectation Documents (DED) or the Deliverable Acceptance Documents (DAD) but works in conjunction with those documents.

Deliverable-specific acceptance criteria are not included in the Deliverable Management Plan. However, project-wide deliverable acceptance criteria will be established in the DMP.

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Revision History

Date	Version	Author(s)	Notes
7/16/2018	0.01		

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Introduction

Provide a brief introductory statement defining the purpose of the Deliverable Management Plan.

A deliverable management plan facilitates the timely review of project deliverables; ensures deliverables are tracked and all events are recorded; and ensures a copy of each deliverable and all supporting materials are filed in the project library. Deliverable management is necessary to ensure the State only accepts deliverables that meet project or contract requirements and contractors are only paid for acceptable deliverables.

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[E.g. A deliverable management plan will be utilized to control the acceptance workflow and project-wide acceptance criteria that will be applied to project deliverables.]

Scope

Instructions This Deliverable(s) Management Plan identifies the procedures used to coordinate the review and approval of project deliverables. In addition to documenting the approach to deliverable review and approval, the process covers who participates in deliverable tracking and the tools used to track the progress of the deliverable.

This process assumes the deliverable has been reviewed and approved through various project staff, users and stakeholders to ensure their needs will be met. Thus, when this process is invoked, the deliverable should be complete and ready for signature.

Remove this instruction text from the final document.

[E.g. The purpose of the <PROJECT NAME> Deliverable(s) Management Plan is to coordinate the review and approval of project deliverables.]

Critical Roles

Identify the roles required for deliverable management and the agency/organizational unit to staff the role, if known. Include comments on required skill set or the importance of the role to the success of managing deliverables.

Remove this instruction text from the final document.

#	Role	Agency	Comments

Deliverable(s) Management Process

Instructions: A deliverable management process describes how documents will be submitted, reviewed, approved, and logged. The process will ensure that the appropriate individuals receive the documents and are able to respond and provide feedback in a timely manner.

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[E.g. The deliverable management process for the project consists of five steps;

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1. Receive Deliverable
2. Prepare and Route Deliverable
3. Functional Review of Deliverable
4. Project Manager Review of Deliverable
5. Closing a Deliverable after Approval]

Deliverable Modification

Instructions: Deliverable Modification indicates any changes or updates to the deliverable(s) after acceptance criteria which can be directed through the Change management process.

Remove this instruction text from the final document.

[E.g. Any changes to project deliverable(s) after each is accepted will be managed per the project change management process.]

Acceptance Criteria and Deliverable Review Periods

In the event there are acceptance criteria or review periods that will be applicable throughout the project, they may be described here. Any deliverable-specific objections should be noted in the Deliverable Expectation Document (DED).

Remove this instruction text from the final document.

[E.g. The following acceptance criteria will be applied to all project deliverables:

- Each deliverable shall be delivered in electronic format in Microsoft Office compatible forms
- All deliverables shall be of a level of accuracy, quality, and completeness that demonstrates they have been reviewed and thoroughly proofread prior to delivery
- Exhibit a standard of business and technical writing that limits ambiguity and rework by state reviewers
- Level of English proficiency that limits state reviewers' edits for grammar and clarity
- Reflective of decisions and discussions captured in project meetings and work sessions

A 10-5-5 deliverable review timeline will be applied to all project deliverables as described below:

- When deliverables are submitted, the appropriate state staff will review the deliverable within 10 business days.
- Acceptance of each deliverable is noted via a Deliverable Acceptance Document. Comments and corrections are documented via the Deliverable Comment Log or other written statement.
- The vendor will have five business days from the date it receives the notice of deficiencies to complete all corrective actions and return the deliverable to the state for second review.
- The state will review the corrected deliverable and notify the vendor in writing of acceptance or rejection within five business days.

Exceptions to, or the addition of, acceptance criteria and deliverable review timelines will be contained within each deliverable-specific Deliverable Expectation Documents.]

Managed Deliverables

List the deliverables that are to be managed in this project.

Remove this instruction text from the final document.

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[E.g. The following deliverables will be managed throughout the project delivery process. Each deliverable below will be documented in detail with specified acceptance criteria in a Deliverable Expectations Document.]

ID	Deliverable Name	Deliverable Expectation Document	Comments

Deliverable Tracking Matrix

Instructions: In projects where deliverables are tied to payment, if there are numerous deliverables, or if there are numerous reviewers, a deliverable tracking matrix may be useful.

Remove this instruction text from the final document.

ID	Date Assigned	Deliverable(s) Name	Status	Approved By	Due Date	Date Completed

Approvals

REQUIRED. Identify by name, title, and signature the individuals agreeing to authorize expenditure of organizational resources to accomplish the project activities. At a minimum, the Deliverable(s) Management Plan should be signed by the Project Manager, the Project Sponsor, and, if applicable, the Executive Sponsor.

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Role	Name & Title	Signature	Date