Connecticut Department of Social Services

Making a Difference

<Project Name>
Deliverable(s) Management Plan

Version X.XX

<p align="center"># <Project Name></p>
<p align="center">Deliverable Management Plan</p>

Contents

Revision History

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

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Introduction

[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

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

Critical Roles

#	Role	Agency	Comments

Deliverable(s) Management Process

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

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.

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[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.

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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.

Remove this instruction text from the final document.

\<Project Name\>

Deliverable Management Plan

Role	Name & Title	Signature	Date