## <Project Name> Deliverable Checklist

| **Project Deliverable** | **Requirements by Project Size** |  |  |
| --- | --- | --- | --- |
| **Pre-Project Planning Phase** | **Large** | **Medium** | **Small** | **Requirements** | **(Y/N)** |
| **[Feasibility Study (SDLC)](#Deliverable_Feasibility_Study)** | **O** | **O** | **O** | **This is an optional requirement for all project sizes, unless requested by the Sponsor or during the project approval process.**  |  |
| **[Project Service Request](#Deliverable_Project_Service_Request)** | **O** | **O** | **O** | **The Project Service Request (PSR) document serves as the entry point for stakeholders to submit a request for OIT services** |  |
| **Initiating Phase** | **Large** | **Medium** | **Small** | **Requirements** |  |
| [**Project Budget**](#Deliverable_Project_Budget) | **R** | **R** | **R** | **Project Manager assists the Sponsor in completing a Project Budget using the PMO Budget template.** |  |
| **[Project Team Directory](#Deliverable_Project_Contact_List)** | **R** | **R** | **O** | **The Project Manager will complete a Project Team Directory which is an internal document that identifies the demographic information for the team, SME’s. 3rd party vendors, and Steering Committee members** |  |
| **[Measure of Success & High Level Achievements](#Deliverable_MOS_and_HLA)** | **R** | **R** | **R** | **The Steering Committee defines the High Level Achievements and Measures of Success for the project.**  |  |
| **[Project Charter](#Deliverable_Project_Charter)** | **R** | **R** | **R** | **The Project Manager should not move ahead with the project until the Steering Committee has approved the Project Charter.** |  |
| **Planning/Development Phase** | **Large** | **Medium** | **Small** | **Requirements** |  |
| **[Requirements Analysis (SDLC)](#Deliverable_Requirements_Analysis)** | **O** | **O** | **O** | **This deliverable is optional for all project sizes, unless requested by the Sponsor, Steering Committee, or IT management** |  |
| **[Business Process Model (SDLC)](#Deliverable_Business_Process_Model)** | **O** | **O** | **O** | **This deliverable is optional for all project sizes, unless requested by the Sponsor, Steering Committee, or IT management.** |  |
| **[Communications Plan](#Deliverable_Communications_Plan)** | **R** | **R** | **O** | **The Communications Plan is required for large and medium scale projects and optional for small scale projects.** |  |
| **[Project Schedule](#Deliverable_Project_Schedule)** | **R** | **R** | **R** | **The Project Manager enters the detailed tasks, durations, & resources into a scheduling program or spreadsheet, which is approved by the Steering Committee and then baselined.** |  |
| **[Architecture Document (SDLC)](#Deliverable_Architecture_Design)** | **O** | **O** | **O** | **This deliverable is optional for all project sizes, unless requested by the Sponsor, Steering Committee, or IT management.** |  |
| **[Security Tool/Assessment (SDLC)](#Deliverable_Security_Tool_and_Assessment)** | **R** | **R** | **O** | **This deliverable is mandatory for large and medium scale projects and optional for small scale projects unless requested by the Sponsor, Steering Committee, or IT management.** |  |
| **[Data Management Plan (SDLC)](#Deliverable_Data_Management_Plan)** | **O** | **O** | **O** | **This deliverable is optional for all project sizes, unless requested by the Sponsor, Steering Committee, or IT management.** |  |
| **[Disaster Recovery Plan (SDLC)](#Deliverable_Diaster_Recovery_plan)** | **O** | **O** | **O** | **This deliverable is optional for all project sizes, unless requested by the Sponsor, Steering Committee or IT management.**  |  |
| **[Budget, Procurement & Vendor Management Plan](#Deliverable_Budget_Procure_Vendor_Mgmt)** | **R** | **O** | **O** | **The Budget, Procurement and Vendor Management Plan is required for large scale projects and optional for medium and small scale projects.** |  |
| **[Test Plan (SDLC)](#Deliverable_Test_plan)** | **R** | **R** | **R** | **This process is critical and required for all projects, regardless of size.** |  |
| **[Risk Plan](#Deliverable_Risk_Management_Plan)** | **R** | **HR** | **O** | **The Risk Plan is required for large scale projects and highly recommended (HR) for medium scale projects and optional for small scale projects.** |  |
| **[Post Implementation Plan (SDLC)](#Deliverable_Post_Implementation_Plan)** | **R** | **HR** | **O** | **The Post Implementation Plan is required for large scale projects, highly recommended for medium scale projects and optional for small scale projects unless requested by the Sponsor, Steering Committee, or IT management.** |  |
| **[Training Plan (SDLC)](#Deliverable_Training_Plan)** | **R** | **R** | **HR** | **This deliverable is required for large and medium scale projects, and it is highly recommended for small scale projects unless requested by the Sponsor, Steering Committee, or IT management.** |  |
| **Executing Phase** | **Large** | **Medium** | **Small** | **Requirements** |  |
| **[Installation into Production Plan (SDLC)](#Deliverable_Installation_into_Production)** | **R** | **R** | **HR** | **This deliverable is required for large and medium scale projects, and it is highly recommended for small scale projects unless requested by the Sponsor, Steering Committee, or IT management.** |  |
| **Closing Phase** | **Large** | **Medium** | **Small** | **Requirements** |  |
| **[Budget Closure Memo](#Deliverable_Budget_Closure_Memo)** | **R** | **O** | **O** | **This deliverable is required for large projects and optional for medium and small projects unless requested by the Sponsor, Steering Committee or IT management.** |  |
| **[Project Closure Report](#Deliverable_Project_Closure_Report)** | **R** | **R** | **O** | **This deliverable is required for large and medium scale projects and optional for small scale projects unless requested by the sponsor, steering committee, or IT management.** |  |

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| Version | Date | Person | Change |
| 1.0 |  |  | Initial Document Creation |
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