Project Deliverables Checklist for Quality Assurance

Date: _____

Project Name: _____

Prepared by: _____

Deliverables Checklist

Deliverable	Description	Status	Comments
Deliverable 1	Description of Deliverable 1	Complete / In Progress / Not Started	Comments
Deliverable 2	Description of Deliverable 2	Complete / In Progress / Not Started	Comments

Quality Assurance Checklist

- All deliverables have been reviewed against the requirements.
- Documentation is complete and up-to-date.
- All issues have been logged and addressed.
- Stakeholder feedback has been received and incorporated.
- Approval has been obtained from project sponsor.

Prepared by: _____

Signature: _____

Date: _____