Deliverable Expectations Document

Template

Version 4.4 ● APRIL 1, 2021

***Rule Chapter 60GG-1 does not require the use of a Deliverable Expectations Document template. This is an FDOT Recommended tool to assist with the requirements for the Deliverable Acceptance Plan. However, if you choose to use this template, please reference this document as appropriate in the Project Management Plan.***

Using this Template

To create a deliverable from this template:

1. Delete the template title page (previous page) and this page.
2. Replace [bracketed text] on the cover page (next page) with your project and the requesting office name.
3. Replace [bracketed text] in the tool header area at the top of page i (Contents page) with the same project and office name as on the cover page.
4. Do not remove or modify content in the footer area.
5. Each section contains abbreviated instructions, shown in *blue italics*, and a content area. The content area is marked with a placeholder symbol (Þ) or with a table.
6. The various sections and fields found in the template and tool must not be removed or rearranged. Where relevant, use N/A to indicate that the section/field is not applicable to this project.

Note: The *italicized blue instructions* within the template may be removed.

1. Update the table of contents by right-clicking and selecting “Update Field,” then “Update page numbers only.”
2. The signatories listed on the signature page of this document must be obtained to meet the minimum FDOT requirements for approval. As appropriate for the project, additional stakeholder signatures may be requested to establish ownership and accountability. Additionally, additional Deliverable Reviewer signatures may be added as needed.
3. When using this template, add additional or remove extra blocks for deliverables as necessary. Each deliverable block contains space for a deliverable approver to verify that the deliverable has been completed. This approval can be done via an original signature on this Deliverable Expectation Document, or notation of the date/time that the deliverable was approved electronically or verbally.

Template Revision History

| **Version** | **Date** | **Name** | **Description** |
| --- | --- | --- | --- |
| 3.0 | 04/28/2017 | Melissa Elrod | Original Creation |
| 4.0 | 01/01/2019 | Melissa Elrod | Formatting Revisions |
| 4.1 | 11/22/2019 | Dreunna Holland | Updated 74-1 to 60GG-1 |
| 4.2 | 08/19/2020  | Schelley Cassidy  | Updated from .doc to .docx |
| 4.3 | 03/04/2021 | Courtney Lewis-Kroodsma | Updated FAC to FC & Functional Application Coordinator to Functional Coordinator |
| 4.4 | 4/1/2021 | Courtney Lewis-Kroodsma | Removed “(internal projects only)” from OIT Section Manager signature page |

Project Delivery Methodology (PDM)

DELIVERABLE EXPECTATIONS DOCUMENT

[Functional Office(s) Name]

[PROJECT NAME]

|  |  |
| --- | --- |
| VERSION: [VERSION NUMBER] | REVISION DATE: [DATE] |

Approval of the Deliverable Expectations Document indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, you are stating that you have reviewed this Deliverable Expectations Document and agree that the content of this document is accurate and clearly describes the deliverable acceptance criteria for the project.

|  |
| --- |
| **Project Sponsor** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

|  |
| --- |
| **<Business> Functional Coordinator (FC)** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

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| --- |
| **OIT Manager** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

|  |
| --- |
| **Project Manager** |
| [Name] | [Email]  | [Telephone] |
| Signature | Date |

|  |
| --- |
| **Contract Manager (external projects only)** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

|  |
| --- |
| **OIT Section Manager**  |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

Contents

[Section 1 Purpose 2](#_Toc533152529)

[Section 2 Deliverable Expectations 2](#_Toc533152531)

[Section 3 Project Glossary 5](#_Toc533152532)

[Section 4 Document Revision History 5](#_Toc533152533)

[Section 5 Appendices 6](#_Toc533152534)

# Section 1 Purpose

## The purpose of this Deliverable Expectations Document (DED) is to provide an outline of the expectations for approval of project deliverables.

# Section 2 Deliverable Expectations

*Deliverables are tangible artifacts that constitute significant work effort and signal completion of a task or group of tasks. Deliverables are often used as payment points in a contract.*

*Provide an initial list of project deliverables with estimated completion dates (to the detail that they are known, e.g., by date, month, fiscal year) and owners (if known). Include all deliverables in the project schedule. Add a signature line as appropriate for each deliverable approver for each deliverable.*

*Use the below chart to display this information. Add or remove rows as necessary.*

|  |
| --- |
| Project Deliverables and Acceptance Criteria |
| Deliverable #\_\_\_: <Deliverable Name>**Deliverable:**Deliverable Description:Deliverable Due Date:Deliverable Approver(s):Deliverable Acceptance Criteria:**Review/Approval:**Deliverable Review Date:Deliverable Criteria Satisfied? Y/NDocumentation:Approver Response/Comments:Signature of Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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# Section 3 Project Glossary

*Define all terms and acronyms required to interpret the Deliverable Expectations Document properly.*

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# Section 4 Document Revision History

*Identify document changes.*

| **Version** | **Date** | **Name** | **Description** |
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# Section 5 Appendices

*Include any relevant appendices.*

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