**Attachment 3.3**

Deliverables Expectations

Please use Table 3.3.1 to provide information about the scope of deliverables and deliverable responsibility included in the proposal. Please use Table 3.3.2, along with the heading definitions, to provide additional information about the proposed deliverables. Please add additional rows as necessary.

**Table 3.3.1**

| **Question** | **Response** | **Responsibility** |
| --- | --- | --- |
| **Project Management** |  |  |
| Project Plan is a Deliverable | Select one | Select one |
| Project Plan Deliverable includes: | | |
| Project Tasks | Select one | Select one |
| Project Schedule | Select one | Select one |
| Project Resources | Select one | Select one |
| Project Dependencies | Select one | Select one |
| Project Deliverables | Select one | Select one |
| Project Milestones | Select one | Select one |
| Status Reports are a Deliverable | Select one | Select one |
| Status Report Deliverable includes: |  |  |
| Schedule Compliance | Select one | Select one |
| Issues Log | Select one | Select one |
| Selected Vendor Staffing Plan | Select one | Select one |
| Is client participation tracked during project? | Select one | Select one |
| **Organizational Change Management** |  |  |
| Organizational Change Management is a Deliverable | Select one | Select one |
| Organizational Change Management Deliverable includes: | | |
| Stakeholder Assessment | Select one | Select one |
| Communications Plan | Select one | Select one |
| Documentation of New Business Processes | Select one | Select one |
| **Knowledge Transfer** | | |
| Training Plan is a Deliverable | Select one | Select one |
| Training Plan Deliverable includes: | | |
| Stakeholder Identification | Select one | Select one |
| Training Scope | Select one | Select one |
| Training Schedule | Select one | Select one |
| Training Materials Plan | Select one | Select one |
| Training materials are customized for client | Select one | Select one |
| **System Design** | | |
| Requirements Traceability is a Deliverable | Select one | Select one |
| Requirements Traceability Deliverable includes: | | |
| Update to Functional Requirements | Select one | Select one |
| Report specifications are documented | Select one | Select one |
| Interface specifications are documented | Select one | Select one |
| **Build** | | |
| As-Built/Design Documentation is a Deliverable | Select one | Select one |
| **Conversion** | | |
| Conversion Plan is included as a Deliverable | Select one | Select one |
| Conversion Data Acceptance is included as a Deliverable | Select one | Select one |
| **Testing** | | |
| Testing Plan is included as a Deliverable | Select one | Select one |
| Testing Plan deliverable addresses: | | |
| Testing Tools | Select one | Select one |
| Testing Schedule | Select one | Select one |
| Unit Testing | Select one | Select one |
| Integration Testing | Select one | Select one |
| User Acceptance Testing | Select one | Select one |
| Performance Testing | Select one | Select one |
| Regression Testing | Select one | Select one |
| Test Scripts are included as a Deliverable | Select one | Select one |
| **Go-Live and Support** | | |
| Cutover Plan is included as Deliverable | Select one | Select one |
| Cutover Plan includes: | | |
| Plan for Open Issues | Select one | Select one |
| Requirements traceability matrix is updated | Select one | Select one |
| Post Go-Live Support Plan | Select one | Select one |
| Final Acceptance Documentation included as Deliverable | Select one | Select one |

**Table 3.3.2**

**Definitions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone #:** | Numerical order of deliverables | **Format:** | Format of deliverable (e.g., Excel, Word, etc.) |
| **Phase:** | Project phase of deliverable | **Outline:** | Typical outline / main points covered of deliverable |
| **Name:** | Name of deliverable | **Assumptions:** | Any assumptions Library should know about the deliverable |
| **Description:** | Purpose and scope of deliverable | **Comments:** | Any additional comments about the deliverable |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Phase** | **Name** | **Description** | **Format** | **Outline** | **Assumptions** | **Comments** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |