Project Deliverables Matrix

 Review the list of project deliverables as part of close-out activities



## The Project Deliverables Matrix facilitates review and final approval of deliverables completed by various parties as part of the project process during the “close” phase. It may be useful to begin the development of this table once deliverables are identified in the charter and complete the table during the “close” phase. Archive this matrix for future reference.

## Instructions

1. Catalog deliverables completed as part of the project. Refer to the **Project Charter** and project plan for reference.
2. Walk through the list of deliverables as part of the project close-out to ensure completion.
3. Ensure all project deliverables are archived and accessible for future reference.

## Helpful hints

* Deliverables can be categorized within a project life cycle phase (e.g., initiate deliverables, plan deliverables, etc.) or by domain (e.g., data quality deliverables, change management deliverables, governance deliverable, etc.).
* Move through the matrix and ensure that all placeholder text in angle brackets (e.g., <project name> and <start date>) is replaced with text specific to the project the matrix is being adapted to describe.
* **Bolded text** (as used above) indicates that the resource referenced is available elsewhere in the IIS Migration Toolkit.

# Project Deliverables Matrix

The following table lists artifacts developed as part of <Project Name>, <start date - end date>. For questions regarding these artifacts, please contact <contact name>.

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| --- | --- | --- | --- |
| **Project phase/category** | **Group/individual responsible** | **Deliverable/artifact name** | **Description** |
| <E.g., project management> |  | <E.g., centralized project repository, **RAID Log**, meeting facilitation> | Examples:<E.g., (centralized project repository:) Established project wiki for access by project team to centralized repository of project artifacts, available at <location>.><E.g., (**RAID Log**:) Developed and maintained worksheet to capture, monitor and report project risks, actions, issues, and decisions.><E.g., (meeting facilitation:) facilitated/participated in weekly project checkpoint calls; prepared and distributed agenda prior to calls and posted notes to the wiki for reference/follow-up.> |
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