

## Project - Deliverables

Deliverable	Accountable	Applies to Projects	Applies to Change Requests	Notes
Project Proposal	Project Sponsor/Customer	Required	None	Project proposal is not required for Change Requests. Justification for change should be include in the Change Request form
Business Requirements - Functional & Non-Functional Requirements - Use Cases	Customer/Business Analyst	Required	Optional	Business Requirements maybe required for Change Request based on the scope of change requested (large). Change Request form must state the functional and if applicable, non-functional requirements
User Acceptance Test Plan	Customer	Required	Required	
Training Plan	Customer/QA Analyst	Required	Optional	Training Plan may be required for Change Request based on the scope of change requested (large)
Project Sign-Off	Project Manager	Required	Required	
Project Plan	Project Manager	Required	Optional	Project Plan may be required for Change Request based on the scope of change requested (large)
Project Charter	Project Manager	Required	None	Project Charter is not required for Change Requests
Technical Requirements	Technical Lead	Required	Optional	Technical Requirements maybe required for Change Request based on the scope of change requested (large)
Technical Design	Technical Lead	Required	Required	Change Requests may not need their own Technical Design document but the relevant documents must be reviewed and updated. Note: Although the Technical Lead is responsible, they must also review with the Architecture Review Committee.
System/Data Architecture	Technical Lead	Required	Required	Change Requests may not need their own technical design document but the relevant documents must be reviewed and updated. Note: Although the Technical Lead is responsible, they must also review with the Architecture Review Committee.
Unit Test Plan	Technical Lead	Required	Required	



Functional Test Plan	QA Analyst	Required	Required	
Defect Log	QA Analyst	Required	Optional	Defect Log maybe required for Change Request based on the scope of change requested (large)
Deployment Plan	Project Manager	Required	Required	
Production Readiness Checklist	Technical Lead	Required	Required	
Project Close Checklist	Project Manager	Required	None	