

# Deliverables Review and Approval Checklist

Project Name

Deliverable Name

Review Date

## Checklist

| Item | Description                   | Completed                | Comments             |
|------|-------------------------------|--------------------------|----------------------|
| 1    | Requirements are met          | <input type="checkbox"/> | <input type="text"/> |
| 2    | Quality standards achieved    | <input type="checkbox"/> | <input type="text"/> |
| 3    | Supporting documents attached | <input type="checkbox"/> | <input type="text"/> |
| 4    | Reviewed by relevant team(s)  | <input type="checkbox"/> | <input type="text"/> |
| 5    | Client feedback addressed     | <input type="checkbox"/> | <input type="text"/> |

Additional Comments / Notes

Reviewed By

Approved By

Approval Date