

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