Checklist instructions: All text in italics is instructional and will help you to complete the checklist. It should be removed from your document.

The following outlines the key activities that should be done and questions that should be answered in the Deliver phase of a project. It should be reviewed before beginning the Deliver phase and then periodically after that to remind you of what still needs to be done. Many project managers find it useful to have a printed copy of the checklist at their desk for easy reference.

Space is included at the bottom of the list to include any additional activities you may need to do during this phase.

Deliver Phase Checklist

Activity / Question	Tool/Template	Complete?
If applicable, have you arranged for a small group of users to pilot the products or services?	Evaluation Plan	
If applicable, have you met with this group of users or the person who will be coordinating them to explain the products or services and how they should evaluate it?	Evaluation Plan	
If applicable, have you created a tool (e.g., a survey) to help get more constructive feedback from the pilot group?	Evaluation Plan	
If applicable, have you reviewed the feedback from the pilot group and decided which changes, if any, can be made within the remaining budget and schedule?	Review Plan	
If applicable, have you adjusted the schedule and budget to reflect the additional work needed to make these changes?	Schedule Budget	
Have you reviewed the changes that will be made with your project team?	Review Plan	
Have the changes been made?		

Activity / Question	Tool/Template	Complete?
Have you summarized the results of the pilot to include in the funder's and internal evaluation reports	Evaluation Report Lessons Learned	
Have you made the final products or services available to the intended users?		
Have you trained the intended users, or the person that will be coordinating them, on how to use the products or services?	Delivery Plan	
Have you provided any additional materials that the intended users will need to use the products or services (e.g., a reference manual)?	Delivery Plan	