

DII EP MO – Project Deliverables Matrix

Deliverable / Artifact	Required Project Tracks														
	Light					Classic					Robust				
	Explore	Initiate	Plan	Execute	Close	Explore	Initiate	Plan	Execute	Close	Explore	Initiate	Plan	Execute	Close
EXPLORE															
IT –ABC Form	C					C					C				
INITIATE															
Charter		PM					PM					PM			
Project Log – Test Cases		PM					PM					PM			
Project Log – ChangeLog							PM					PM			
Project Log – Action Items							PM					PM			
Project Log – Issues							PM					PM			
Project Log – Budget							PM					PM			
Project Log – RACI												PM			
Project Log – Risk Log												PM			
PLAN															
Project Log – Requirements			PM					PM					PM		
MS Project Schedule			PM					PM					PM		
Communications Matrix								PM					PM		
Communication Management Plan													PM		
Project Management Plan													PM		
Implementation Plan													PM		
EXECUTE															
Summary Status Report				PM					PM						
Detailed Status Report														PM	
Meeting Agenda and Discussion Log									PM					PM	
Test Plan									PM					PM	
Change Request									PM					PM	
CLOSE															
Final/formal Acceptance *										PM					PM
Customer Satisfaction Survey										PM					PM
Lessons Learned										PM					PM

Legend:

- ✓ **C:** Customer
- ✓ **BA:** Business Analyst
- ✓ **PM:** Project Manager
- ✓ ***** : Formal Acceptance is completed for deliverables anytime throughout project process.

DII EPMO - Situationally Optional Deliverables

Situationally Optional Deliverables	Situationally Optional - Project Tracks														
	Light					Classic					Robust				
	Explore	Initiate	Plan	Execute	Close	Explore	Initiate	Plan	Execute	Close	Explore	Initiate	Plan	Execute	Close
Optional EXPLORE															
Budget Request Form	C					C					C				
Cost Benefit Analysis	BA					BA					BA				
Optional INITIATE															
VISION Project Code Request		PM					PM					PM			
Optional PLAN															
Issue Management Plan								PM					PM		
Change Management Plan								PM					PM		
Business Impact Analysis													PM		
Abbreviated Requirements			BA					BA							
Detailed Requirements								BA					BA		
Business Requirements Report													BA		
Requirements Traceability Matrix			PM					PM					PM		
Scope Management Plan								PM					PM		
Detailed Design Document			EA					EA					EA		
Cost Estimate Summary			PM					PM					PM		
Detailed Effort and Cost Estimating													PM		
Std Cost Estimating Assumptions			BA					BA					BA		
Quality Management Plan													PM		
Quality Assurance Checklist													PM		
Human Resource Management Plan													PM		
Resource Requirements													PM		
Responsibility Matrix			PM					PM					PM		
Team Directory			PM					PM					PM		
Kickoff Meeting Log													PM		
Abbreviated Risk Management Plan								PM							
Risk Management Plan								PM					PM		
Risk Assessment Exercise													PM		
Risk Factors Checklist													PM		
Risk Identification Worksheet			PM					PM					PM		
SWOT Analysis Worksheet													PM		
Procurement Management Plan								PM					PM		
Service Level Agreement			PM					PM					PM		
RFP			PM					PM					PM		
QA Checklist for Outsourced Projects								PM					PM		
Statement of Work (SOW)			PM					PM					PM		
AA-14			PM					PM					PM		
Sole Source Justification			PM					PM					PM		
Deliverable Management Process								PM					PM		
Optional EXECUTE															

