**Example templates – map of deliverables in Gantt or a chart:**

**1. Deliverable Map**

| **Deliverable Name** | **Description** | **Due Date** | **Responsible Team Member(s)** | **Dependencies** | **Status (Not Started, In Progress, Completed)** |
| --- | --- | --- | --- | --- | --- |
| **Deliverable 1** | Brief description of the first deliverable. | [Due Date] | [Team Member(s)] | [List Dependencies] | [Status] |
| **Deliverable 2** | Brief description of the second deliverable. | [Due Date] | [Team Member(s)] | [List Dependencies] | [Status] |
| **Deliverable 3** | Brief description of the third deliverable. | [Due Date] | [Team Member(s)] | [List Dependencies] | [Status] |
| **Final Report** | Detailed report documenting all deliverables. | [Due Date] | [Team Member(s)] | [List Dependencies] | [Status] |
| **Presentation** | A summary presentation of the project’s outcomes. | [Due Date] | [Team Member(s)] | [List Dependencies] | [Status] |

**2. Quality Criteria**

Define the quality standards for each deliverable to ensure a successful project outcome.

| **Deliverable** | **Quality Criteria** | **Evaluation Method** | **Acceptance Standard** |
| --- | --- | --- | --- |
| **Deliverable 1** | - Must meet specified format requirements. - Content accuracy and completeness. | Peer review and instructor feedback | 90% accuracy and compliance |
| **Deliverable 2** | - Clear and coherent presentation. - Correct use of project management techniques. | Instructor evaluation | Rated “Good” or higher |
| **Deliverable 3** | - Adheres to required project standards. - No more than two minor revisions needed. | Self-review and quality checklists | 95% adherence to standards |
| **Final Report** | - Well-structured, with clear project summary and lessons learned. - Free of major errors. | Peer review and final review | All errors corrected by submission |
| **Presentation** | - Engaging and professional delivery. - All team members contribute. | Instructor and peer feedback | Rated “Effective” or higher |

**3. Risk Management (Optional)**

Identify any risks associated with delivering each component and strategies for mitigating them.

| **Deliverable** | **Potential Risks** | **Mitigation Strategies** |
| --- | --- | --- |
| **Deliverable 1** | Delay in receiving resources needed for completion. | Arrange alternative resources; adjust timeline. |
| **Deliverable 2** | Difficulty in coordinating among team members. | Schedule regular team check-ins. |
| **Deliverable 3** | Misunderstanding of quality criteria. | Clarify criteria with instructor before starting. |
| **Final Report** | Difficulty integrating feedback from multiple reviewers. | Assign a single editor for final revisions. |
| **Presentation** | Technical issues during presentation. | Perform a tech check prior to the presentation. |