Introduction to the Deliverable Expectation Document Template

The Deliverable Expectation Document (DED) provides a basis for the development and submission of the resulting deliverable. A DED is a tool used to avoid miscommunication and ensure that the University and contractor (or other participating parties) possess a mutual understanding of content and scope. DED’s should be mutually agreed to prior to initiation of any work associated with each deliverable and developed throughout the project.

A DED is typically a short document. It identifies the scope, content, entrance criteria, acceptance criteria, and development schedule for each deliverable. The DED should contain enough information for the University to have a full understanding of the product that the contractor will deliver. The content of the DED should focus on the end product, which is the deliverable, and not the process to get there.

The following template provides a suggested structure for the DED. The template also provides instructions and descriptions to help the reader understand how to complete it.

Template style conventions are as follows:

| Style | Convention |
| --- | --- |
| Normal text | Indicates placeholder text that can be used for any project. |
| [Instructional text in brackets] | Indicates text that is to be replaced/edited/deleted by the user] |
| *Example text in italics* | *Indicates sample text that is to be replaced/edited/deleted by the user* |

[As you complete the template, please remember to delete all instructional text (including this section) and update the following items, as applicable:

* title page
* version history
* table of contents
* headers
* footers

Update the document to a minor version (e.g., 1.1, 1.2) when minimal changes are made and a major version (e.g., 2.0, 3.0) when significant change are made.]

Deliverable Expectation Document

[This template provides instructions for the development of a DED. Additional supporting documentation can be attached to this document or referenced as necessary.

Complete the table below by providing the following information:

* Deliverable Name – Provide the name of the deliverable associated with this DED.
* Deliverable Completion Date – Provide the date the deliverable will be completed and submitted for review.
* Deliverable Owner – Provide the name of the resource responsible for the development of the deliverable.]

|  |  |
| --- | --- |
| Deliverable Name: | *User Acceptance Test Scripts and Results* |
| Deliverable Completion Date: | *May 4, 2019* |
| Deliverable Owners: | *John Smith* |

# Deliverable Overview

[Describe the purpose of the deliverable and how it fits within the overall objectives of the project. This should be at a high-level and provide context for the deliverable in relation to other project activities or deliverables. Include a description of the scope of the deliverable and ensure that it is consistent with what is described in the contract’s Statement of Work.]

*The User Acceptance Testing (UAT) Scripts and Results deliverable will document the test conditions, scripts, and execution results of UAT for the delivered product, and include the defects and fixes identified during testing. This deliverable must demonstrate how the acceptance criteria detailed in this document have been satisfied. It will include all of the test scripts executed, and the number, type, resolution, and status of defects identified during the UAT process. Successful delivery of the UAT results, and confirmation that the associated acceptance criteria have been satisfied, will allow the project to validate that business objectives have been met. The project will be able to move forward with production readiness activities to implement the delivered product.*

# Deliverable Outline or Contents

[Provide a detailed outline of the contents of the deliverable. This may include a table of contents and/or a list of items that will be provided in the deliverable. Include detailed descriptions of each section of each document to be included. If available, provide a sample or template for the deliverable.]

*The UAT Results deliverable will include the following components:*

1. ***Executive Summary*** *– The Executive Summary will provide an overview of the UAT Results Deliverable.*
2. ***Assumptions and Constraints*** *– This section will include any assumptions and constraints associated with test execution activities and the preparation of this deliverable. All assumptions and constraints are subject to the terms of the contract and mutual agreement between the University and the contractor.*
3. ***UAT Scripts*** *– This section will include the inventory of all UAT scripts.*
4. ***UAT Results*** *– This section will list the test script execution results from UAT and will include the following –*

* *Execution results for all test scripts, including the expected and actual results for each step and the associated defects, if applicable.*
* *A list of test script executions that did not pass and the defect number(s) associated with these test scripts.*

1. ***UAT Defects*** *– This section will list the defects that have been identified and logged during UAT execution and will include the following:*

* *A detailed list of all defects that includes a description, the associated test script, status, severity, and priority.*
* *All open defects as of the submission date of the deliverable must include a proposed resolution and approved workaround.*

# Deliverable Entrance Criteria

[List any major prerequisites that must be completed before initiating development of this deliverable. This may include any deliverable that must be completed prior to initiating the development of this deliverable, or any other dependencies that may exist.]

*The UAT execution activities are dependent on the completion of the following:*

* *Approval of the Master Test Plan.*
* *Completion of unit, integration, and system testing.*
* *Establishment of a UAT environment.*

# Deliverable Acceptance Criteria

[List specific acceptance criteria for the deliverable, including critical success factors, required artifacts or documents, quality measures, content metrics, and/or adherence to standards.]

*Acceptance of the UAT Scripts and Results deliverable is based on the following criteria:*

* *All content described in this document has been provided.*
* *There is a test script provided for each business requirement.*
* *All defects have been resolved. For open defects, the University and contractor have mutually agreed to the proposed resolution and the workaround.*

# Suggested Skills or Knowledge

[Suggest any specific skills or knowledge that may help staff actively participate in the development of the deliverable and/or in the review of the deliverable. Do not identify specific people or roles.]

*Participants of UAT execution activities should be knowledgeable of the following:*

* *Master Test Plan*
* *Business requirements*

# Deliverable Development Schedule

[Complete the table below and provide the deliverable development schedule. List all tasks necessary to complete the deliverable. Include the task name, start date, end date, and the expected resource assigned to complete the work.

If the team maintains a project schedule that contains this information, it is appropriate to provide an extract or a screenshot of the project schedule instead of completing the table. In this instance, planned and baselined dates should be included. If there are differences between planned and baselines dates, a **justification** should be provided to explain the variance and also identify known impacts to downstream activities.]

| Task Name | Start Date | End Date | Resource Name(s) |
| --- | --- | --- | --- |
| *Identify UAT Scenarios* | *02/14/19* | *02/23/19* | *John Smith* |
| *Identify the UAT Participants* | *02/14/19* | *02/23/19* | *Jane Doe* |
| *Create UAT Scripts* | *02/24/19* | *03/03/19* | *John Smith* |
| *Prepare the Test Data* | *03/04/19* | *03/13/19* | *John Smith* |
| *Execute the UAT Scripts and Record Results* | *03/14/19* | *04/20/19* | *Jane Doe* |
| *Resolve Open Defects* | *04/21/19* | *05/03/19* | *John Smith* |
| *Prepare Deliverable* | *04/21/19* | *05/03/19* | *Jane Doe* |
| *UAT Scripts and Results Complete and Submitted* | *05/04/19* | *05/04/19* | *Jane Doe* |

# Deliverable Submission and Acceptance Schedule

[Complete the table below and provide the deliverable submission and acceptance schedule. The submission date(s) may be relative to a project milestone but should be expressed as specific date(s). The acceptance dates should reflect the number of days allocated to the University for review and acceptance following formal deliverable submission. If the team maintains a project schedule that contains this information, it is appropriate to provide an extract or a screenshot of the project schedule instead of completing the table. In this instance, planned and baselined dates should be included. If there are differences between planned and baselines dates, a **justification** should be provided to explain the variance and also identify known impacts to downstream activities.]

| Task Name | Start Date | End Date |
| --- | --- | --- |
| *Date of First Submission* | *05/04/19* | *05/04/19* |
| *Date of Subsequent Submission (if any)* | *5/14/19* | *5/14/19* |
| *University Acceptance (duration 10 days)* | *5/15/19* | *5/25/19* |

# Signatures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **This DED was completed according to contract requirements of [Agreement Number]:** | | | | |
|  |  |  |  |  |
| Approved by  (University signature) |  | Position Title |  | Date |
|  |  |  |  |  |
| Approval Acknowledged by  (Contractor signature) |  | Position Title |  | Date |