

ATTACHMENT 20: DELIVERABLE EXPECTATION DOCUMENT (DED)

Deliverables Expectation Document (DED)

Deliverable Number:	Deliverable Title:
Section 1: Delivery Requirements:	
<p>In this Section:</p> <ul style="list-style-type: none">◇ Provide the method of delivery (e.g. 1 electronic copy uploaded to Microsoft Teams).◇ Provide all the formats used for the deliverable (e.g. Microsoft Word 2013, Visio 2013).◇ Provide estimated page count of final deliverable.◇ Provide State Review Period.	
Section 2: Deliverable Content Requirement:	
<p>In this Section:</p> <ul style="list-style-type: none">◇ List all the specific contractual requirements for this deliverable.◇ If applicable, list any other agreed upon requirements and the source of the requirements (i.e. meetings and discussions with date, time, and state resource name).◇ Assumptions	
Section 3: Deliverable Description / Purpose:	
<p>In this Section:</p> <ul style="list-style-type: none">◇ Describe the deliverable's objectives and scope and development methodology.◇ Provide a detailed outline of the deliverable mapped to contractual requirements.◇ Discuss the content of each major section of the document outline.◇ Describe any applicable standards and/or industry or government best practices	
Section 4: Required Input from Other Sources:	
<p>In this Section:</p> <ul style="list-style-type: none">◇ Identify the state and Contractor resources and required skills/knowledge involved in the deliverable preparation and review.	

Deliverable Number:		Deliverable Title:	
Section 5: Deliverable Acceptance Criteria:			
<ul style="list-style-type: none">• In this Section:<ul style="list-style-type: none">• Identify the state and Contractor resources involved in the deliverable preparation and review.• Identify the Acceptance Criteria• Identify the estimated hours, cost, and terms for the deliverable.			