

DELIVERY REPORT

Formal record of deliverable handover — issued at each major milestone

Template T-22 · Chapter 12: Issue and Delivery Management · radimkaufmann.com

1. DELIVERY IDENTIFICATION

Project		Report Title	
Delivery Reference	<i>e.g. DEL-2026-001</i>	Report Date	<i>DD/MM/YYYY</i>
Project Manager		Customer Representative	
Contract / PO Reference		Delivery Phase	<i>e.g. PAC / FAC / Milestone</i>

2. DELIVERABLES INCLUDED IN THIS DELIVERY

#	Deliverable / Document	Version	Format	WBS Ref
1				
2				
3				
4				
5				
6				
7				
8				

3. SCOPE COMPLIANCE — WHAT WAS DELIVERED vs. CONTRACT

Contracted Requirement	Delivered Solution	Compliant?
		✓ Yes / ✗ No / Partial
		✓ Yes / ✗ No / Partial
		✓ Yes / ✗ No / Partial
		✓ Yes / ✗ No / Partial
		✓ Yes / ✗ No / Partial
		✓ Yes / ✗ No / Partial

4. DEVIATIONS, EXCLUSIONS & WAIVERS

List any agreed deviations from the contracted scope, approved exclusions, or waivers granted by the customer. If none, state "None." Reference the Change Request or waiver document where applicable.

--

Ref	Deviation / Exclusion	Justification	Customer Agreed?
			Yes / No / Pending
			Yes / No / Pending
			Yes / No / Pending

5. KNOWN ISSUES & OPEN ITEMS AT DELIVERY

ID	Open Item Description	Severity	Resolution Plan	Due By
OI-01		Minor / Major / Critical		

OI-02		Minor / Major / Critical		
OI-03		Minor / Major / Critical		
OI-04		Minor / Major / Critical		
OI-05		Minor / Major / Critical		

6. TEST & QUALITY RESULTS SUMMARY

Test Type	Tests Run	Passed / Failed	Notes
Unit Testing			
Integration Testing			
System Testing (FAT)			
User Acceptance (UAT)			
Performance Testing			
Security / Penetration			

7. HANDOVER ITEMS & DOCUMENTATION

Handover Item	Included?	Location / Reference	Received By
Technical Documentation / System Manual	✓		
User Manuals & Training Materials	✓		
Source Code / Configuration Files	✗		
Test Reports & Evidence	✓		
Administration / Access Credentials	✗		
Warranty / Support Agreement	✓		
Lessons Learned Report	✗		
As-Built Documentation	✗		

8. ACCEPTANCE & SIGNATURES

Role	Name	Signature	Date
Project Manager (Delivering)			
Customer Representative			
Technical Lead			
PMO / Quality			

From the book: Project Management: From Initiation to Closure

The Delivery Report is the formal evidence that what was promised was delivered. Without it, delivery is a conversation, not a fact.

by Radim Kaufmann · radimkaufmann.com · Free download — share freely