

## Final Delivery Checklist – Week 13

Group number and name: P03B

The following activities are jointly conducted by both the Project Client and the Project Team	Completed (Y/N) Comments
<b>Project review</b>	
<input checked="" type="checkbox"/> Key stages completed, key milestones reached <input checked="" type="checkbox"/> Deliverables meet requirements and specifications (and agreed changes)	Y
<b>Handover complete for all project and product components, final sign-off issued by Project Client and Project Team</b>	
<input checked="" type="checkbox"/> Project documentation (plans, schedules, requirements, specifications, communications, wikis, repositories) stored, transferred to and accepted by Project Client <input checked="" type="checkbox"/> Product documentation (programs, product manuals) stored, transferred to and accepted by Project Client	Y
<input checked="" type="checkbox"/> All activities in the project are considered to have been completed	Y

Client Name: Tianlong Zhou Zhidong Li  
 Signature: [Signature]  
 Date: 1 / 11 / 2017

Project Team representative: Zhilinwei Chen  
 Signature: Zhilinwei Chen  
 Date: 01 / 11 / 2017