Delivery Checklist-[Project Name]

# Delete all blue text before final submission.

# File name: Delivery Checklist-Project Name, Location: Phase 5 Box Folder

# Instructions:

Print and complete the delivery checklist. Scan and upload the newest version to the Phase 5 Box Folder.

## Team: Project:

## Community Partner:

## Project Manager:

## Advisor: Delivery Date:

## Delivery Location:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Project Manager** | **Advisor** | **ENGSL Admin** |
| **Delivery Checklist** |  |  |  |
| 1. The key components been reviewed by the advisor and/or external reviewers. |  |  | N/A |
| 1. The system has been completely tested in the delivery configuration. |  |  | N/A |
| 1. The project identified as an Engineering Service Learning project (e.g. Engineering Service Learning sticker). |  |  |  |
| 1. The team has appropriate design documentation for the project on Mybox. |  |  |  |
| 1. The community partner’s requirements have been addressed by the project. |  |  |  |
| 1. The quality of the appearance of the project is acceptable for delivery. |  |  |  |
| 1. Safety issues identified in design reviews have been addressed. |  |  |  |
| 1. User manuals and/or troubleshooting guides are complete. |  |  |  |
| 1. Maintenance and upkeep roles for Engineering Service Learning students and project partner have been clearly identified. |  |  |  |
| 1. Engineering Service Learning team has taken a photograph of the project to include in summary and team website. |  |  |  |
| 1. Contact information has been provided to Engineering Service Learning staff |  | N/A |  |
| 1. Copy of Customer Satisfaction Questionnaire has been given to community partner. |  | N/A |  |
| 1. Preliminary copy of the delivery checklist delivered to the program coordinator. |  | N/A |  |

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| **Two week check (two weeks after delivery)** |  |  |  |
| 1. Delivered Project form completed. |  | N/A |  |
| 1. Project is working and should remain deployed at the Community Partner. |  |  |  |
| 1. User manuals and/or troubleshooting guides are complete and delivered to Community Partner. |  |  |  |
| 1. Completed checklist delivered to the program coordinator before the end of the semester. |  | N/A |  |
| 1. Customer Satisfaction Questionnaire has been completed by Community Partner. |  | N/A |  |