

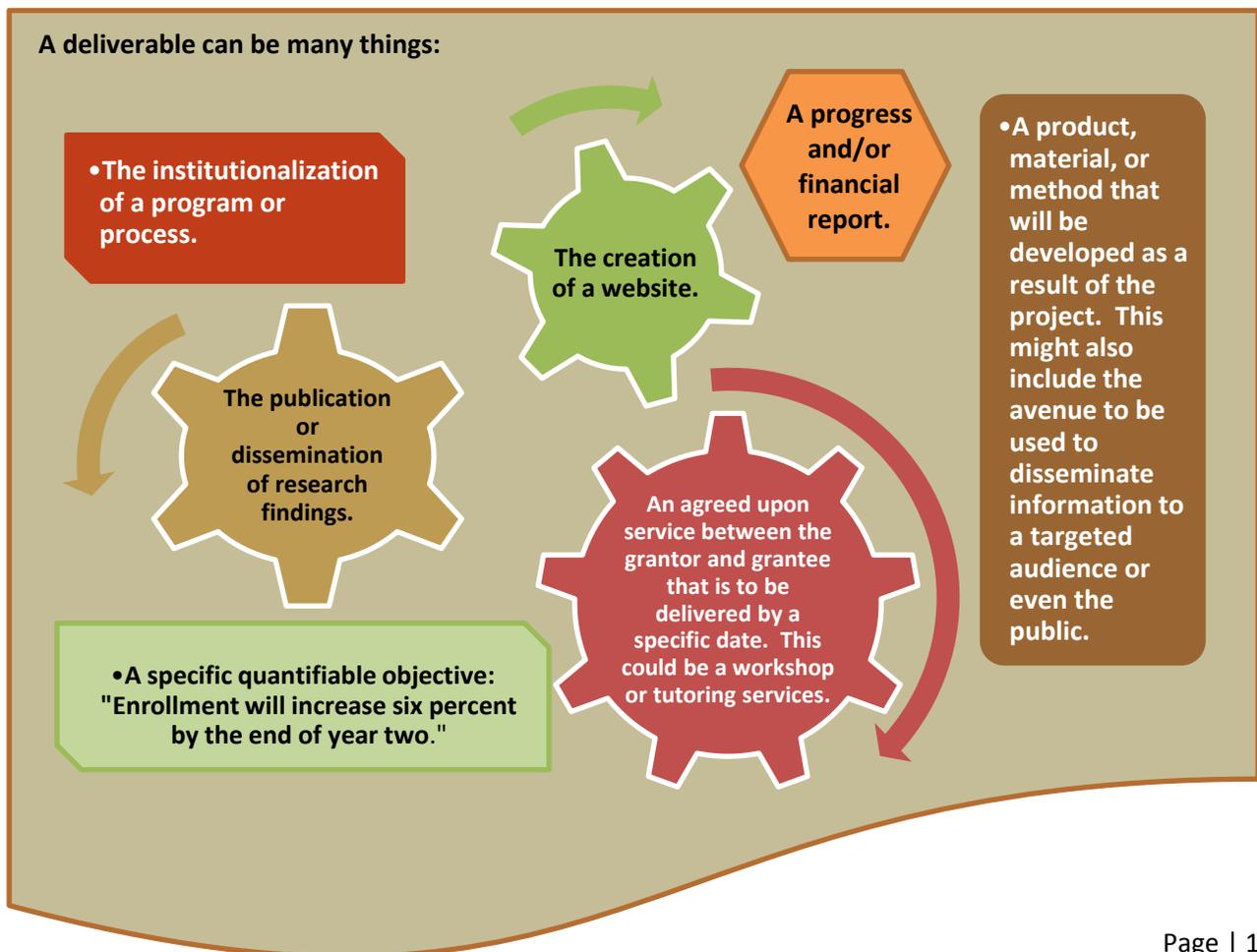
# DELIVERABLES

## Defined:

*Investopedia* defines **deliverables** as “a project management term for the quantifiable goods or services that will be provided upon the completion of a project. Deliverables can be tangible or intangible parts of the development process, and they are often specified functions or characteristics of the project.”

Deliverables may also be referred to as outcomes or end results. These could include:

- Project Goals or Objectives:
  - ✓ Anticipated goal of the project
  - ✓ What you plan to accomplish
  - ✓ Anticipated impact or outcome the project will provide
  
- Methods or Activities:
  - ✓ Methods or activities that will be utilized to meet the goals and/or objectives of the project
  - ✓ Required reporting: Programmatic and/or financial
  - ✓ Intended target audience



**Communication:**

There must be communication between the grantor (sponsor agency/funder) and the grantee (funding recipient) as soon as it's determined that the scope of work or the deliverables may be affected or change during the award period. Any modifications or adjustments must be **pre-approved** by the grantor before they can be implemented.



**Check Points:**

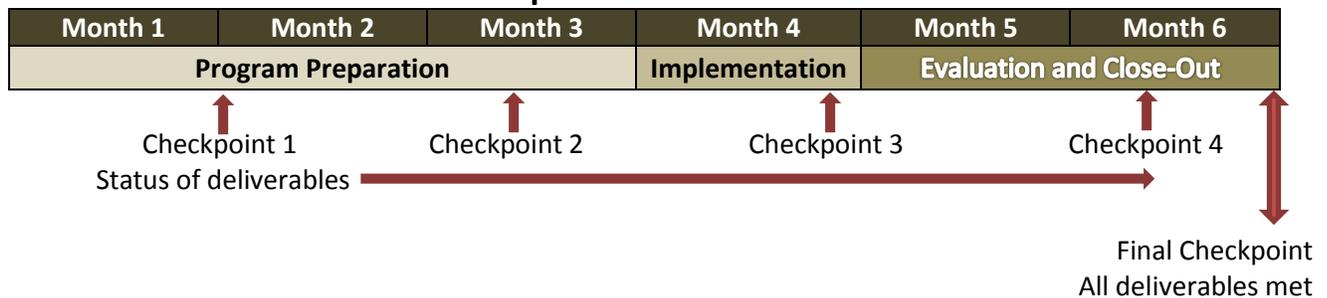


Tracking deliverables effectively means there needs to be various check points along the way whereby outcomes can be measured accurately. It's so easy to say "we're making exceptional progress" when the program is moving merrily along; however, just because the work is getting done, doesn't necessarily equate to a reliable assessment of performance. Periodically review the proposal documentation to revisit the commitments made to the grantor and ascertain the level of progress at that specific point in time. If the deliverables are on-track or even ahead of schedule, no corrective action is

necessary. If that's not the case, a determination needs to be made on what's causing the delay or why deliverables are not being met. Have there been some unforeseen setbacks or unusual circumstances that have impacted the progress of the program? Is a no-cost extension needed to extend the award period a few more months to help surmount obstacles preventing successful completion of outcomes?

If an award has different phases such as a three-month prep time, followed by a one-month implementation, and finishing up with a two-month evaluation and close-out, the status of deliverables would need to be reviewed more frequently to ensure that outcomes can be met within the timelines prescribed.

**Sample Status Timeline**



## Summing It Up:

When a grant is awarded, the campus has an obligation to the grantor to deliver, hence the term **deliverables**, on the goals, objectives, and outcomes that were promised in the proposal documentation. The grantor has an expectation that the deliverables will be met. When this happens, everyone is happy and the chance for additional funding opportunities is greatly increased. When outcomes are not met, the reputation of the campus may be put at risk, and sponsor agencies might be reluctant to enter into future agreements with the University.

Like a completed puzzle, when a project has finished and all deliverables are met, there is satisfaction in knowing it's been a job well done.

