



Deliverable Specification

Project Reference No	<i>Number assigned by Project Office</i>	Author	<i>Author's Name</i>	Date	
-----------------------------	--	---------------	----------------------	-------------	--

Deliverable ID & Name	<i>The name of the deliverable, and its filing system reference (if any)</i>
Purpose	<i>Why is this deliverable being produced? Is it an end deliverable – on which directly relates to the Business Brief or Project Proposal? An intermediate deliverable required allowing another deliverable to be developed? If a document, what is the intended audience?</i>
Composition	<i>This section describes the intended contents of the Deliverable. The purpose is to act as an outline specification to those producing the Deliverable, and to allow the Sponsor and other stakeholders to review what is intended to be produced. Contents will depend on the nature of the Deliverable, but for documents all major section headings should be included as a minimum.</i>