

MISTRAL

Meteo Italian Supercomputing poRtAL

Deliverable 1.4

**Quality Control, Risk
Management and IPR**

Annex III. Checklist for deliverables



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Annex III. Checklist for deliverables

1. Overall technical evaluation to decide if the deliverable may be issued

Does the deliverable contain what is defined in its description?

Does the deliverable contain new, or value added information?

Are there any major technical errors, omissions, lack of necessary details?

2. Executive summary

- Are the following questions clearly asked and answered:
 - A. Which problem(s) and key questions of interest are addressed?
 - B. What are the expected main benefits of this deliverable?
 - C. What are the results contained in this deliverable?
 - D. Who are the main consumers for this deliverable, e.g. who should read it?
 - E. Suggestions/recommendations for follow-up actions by project participants and/or by general public
- Is the length acceptable (1 page, maximum)

3. Introduction

Is the purpose of the document clearly stated?

Is the technical subject properly introduced?

If necessary, is there a guide to the reader (document structure, short description of chapters and relationships)?

4. Main part of the deliverable

Does it contain what was defined in the deliverable description?

If something has been left out, have clear and valid reasons been given as to why?

Is the key part structured in a logical way?

Is the content appropriate for the intended audience?

Is the length acceptable (40 pages maximum)?

5. Conclusions

Are conclusions reached?

Are any necessary follow-up actions clearly indicated?

Are the conclusions consistent with the Executive summary?

6. Annexes (optional)

Are they complete in all parts?

Repeat the checks from 2 to 5.