MISTRAL
Meteo Italian Supercomputing Portal

Deliverable 1.4
Quality Control, Risk Management and IPR

Annex III. Checklist for deliverables
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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.