

# CHECK LIST FOR REVIEW OF DELIVERABLES<sup>1</sup>

Deliverable title	Guidelines on the project management and reporting
Work package	WP8 Management
Author	Milan Gocić
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<sup>1</sup> This questionnaire concerns quality issues of NatRisk upon completion of each deliverable. Please complete the form and submit it by email Project Coordinator ([natriskuni@gmail.com](mailto:natriskuni@gmail.com)) and WP leader. The achieved results will be useful for the project's risk management. They will also make part of the QAC final report, as well as of the Coordinator's progress and final reporting to EACEA.

Assurance point	Issues to be addressed	Assessment	Comments	Recommendations
Compliance with NatRisk objectives	Does the deliverable comply with the overall objectives of the project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Compliance with the specific objectives of the WP	Does the deliverable comply with the WP Objectives as specified in the WP description?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Correspondence with the description of work of the relevant activity	Does the deliverable correspond with the activity description as specified in the Application Form?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Compliance with the deliverables format	Is the deliverable presented using the Project's deliverable format – Annex A?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Adequacy of complementary information	Examples of complementary info: - Sources used, - Bibliography, - List of contacts, - Methodology used.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Adequacy of written language	Level of written English	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Poor		
Overall assessment and suggestions for improvement	<p>All partner representatives read the Guidelines and their suggestions were implemented. During the first SC meeting they are also informed how to use annexes. One new annex was added after the QAC meeting and the Guidelines was adopted.</p> <p>Reports resulting from the annexes will be analysed during next SC meetings and the SC team will find the best solution to solve any misunderstanding or risk situation.</p>			
Deadline for submission of amended version of the deliverable				