

Contract of Deliverables **Date:**___ **Corp Number/Name** _____

Contract Title:_____

Task: *State what you are going to do (your task) in a sentence or two. Next add a list and/or description of what you will specifically deliver.*

Measure of Performance (MOP): *State what can be measured or assessed to determine whether the deliverable is successful or not.*

Interfacing Plan: *Briefly state how your deliverable interfaces to the deliverables of your colleagues or others.*

Delivery Date: *Agree on a delivery date with your manager. Staple the contract to the deliverable. Attach your COD + deliverable to your next report.*

My deliverable will be completed by: _____

Student's Signature/Date
(required)

Manager's Signature/Date
(required)

Technical Advisor's Signature/Date
(optional)

ONCE COMPLETE: _____

Student's Signature/Date
(required)

Manager's Signature/Date
(required)