

PRELIMINARY DESIGN REVIEW CHECKLIST

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SATISFIED?	NO.	CRITERIA	COMMENTS
	1	Contract entry criteria is satisfied.	
	2	Deliverables are received significantly before the design review.	
	3	Preliminary review shows that the RTM is sufficient to support the design review.	
	4	Risk assessments and risk mitigation plans have been addressed.	
	5	Review agenda has been documented.	
	6	All relevant sponsors are involved, and communication has been coordinated.	
	7	Technical specialists are participating (as appropriate).	
	8	Exit criteria (stated in the contract) has been satisfied.	
	9	Risk mitigation plans are addressed and revised as necessary.	
	10	Copies of presentation materials are made and have been received.	
	11	All requests for action (RFAs) have been addressed and resolved.	
	12	Design review minutes have been reviewed.	
	13	Summary Report has been completed and distributed.	

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