

IRM Deliverable Review

IRM will be part of the State review process of project deliverables. These deliverables will be submitted to IRM first in draft form for early review. Depending on the scope of the deliverable, the entire deliverable or separate sections may be submitted. The length of the review process will be spelled out in the RFP & contract and accounted for in the project plan. The draft deliverable may be returned approved as-is, approved with comments, returned with comments for modification or rejected. Rejection would only take place if the deliverable is of such poor quality that it requires a rewrite. Returned for modification would require a second review by IRM which would typically be of much shorter duration than the initial review. Most deliverables should have to only go through one or two reviews before approval. Once the draft is approved, a final deliverable is prepared and delivered to IRM accompanied by a deliverable approval form with signatures for all the key parties involved in the review. Once all signatures have been collected, a State project manager will report this to the vendor so that they may invoice if the deliverable is identified as a milestone payment in the cost schedule.