



2016 ITC+C Boot Camp Deliverable Checklist

Deliverable Component	✓ or N/A
Outlined Deliverable before Proceeding?	
Followed recommended organization if present?	
All ideas considered and adopted or eliminated?	
Have assumptions been included where necessary and are documented?	
Did you use Due Professional Care?	
Catch repurposing errors?	
Check for math errors?	
Catch Syntax and Grammatical Errors?	
Detect software bugs and/or use proper version?	
If you repurposed outside material does it make sense?	
Is your content brief or could it be summarized?	
Are Team Member biographies included?	
Deliverable does not contain footnotes or bibliographies.	
Has Deliverable been independently reviewed for errors?	