

Deliverables Checker

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DOCUMENT RELATIONSHIP SUMMARY

Document	Purpose	Revision / Date Visible in Provided Evidence	Apparent Authority / Relationship	Deliverables Relevance	Key Gaps
agreement.docx	Original service agreement between Acme Co and Bright Path Consulting for ongoing maintenance services	No revision, effective date, clause, page or section reference visible in the provided summary	Apparent base contract document. No explicit precedence wording visible in the provided summary	Expressly lists: monthly maintenance report, quarterly system health review, annual security audit; also states support requests to be acknowledged within 4 business hours	No visible document control metadata; no visible delivery dates, formats, approval route or revision requirements for the listed deliverables
amendment.pdf	"Acme Co Service Agreement - Amendment 1" updating selected original terms	Amendment number visible; effective date referenced but not visible in the provided summary	Expressly amends the original Service Agreement and states all other original terms remain in full effect	Does not change the listed deliverables in the provided summary; therefore the original deliverables appear to remain applicable	Effective date not visible; no clause/page reference visible
deliverables.xlsx	Deliverables register / schedule listing deliverables, frequency, owner and notes	No revision or date visible in the provided summary	No explicit incorporation into agreement.docx or amendment.pdf is evidenced in the provided summaries	Adds operational detail: owner, frequency notes, maintenance report timing, benchmarking, third-party penetration test, support response target	No evidence that this spreadsheet is contractually incorporated or has precedence over agreement.docx

Relationship and hierarchy

Based on the uploaded evidence only:

1. agreement.docx appears to be the base contract.
2. amendment.pdf expressly amends the original agreement and preserves all unamended terms of agreement.docx.
3. No uploaded evidence shows that deliverables.xlsx is incorporated into, appended to, or given precedence under agreement.docx or amendment.pdf.

Accordingly, the safest evidence-led reading is that the contractual baseline is **agreement.docx as amended by amendment.pdf for the specific amended terms only**. deliverables.xlsx appears relevant operationally, but its contractual status **cannot be verified** from the uploaded evidence.

Important missing references / evidence

- Full signed version of agreement.docx, including effective date, clauses, schedules and any incorporation wording.
- Full signed version of amendment.pdf, including the actual amendment effective date.
- Any schedule, annexure, transmittal or clause showing that deliverables.xlsx is incorporated into the contract baseline.
- Actual submitted deliverables, issue/transmittal records, approval records and revision history.

EXECUTIVE SUMMARY

Total material findings: 6

- HIGH: 1
- MEDIUM: 4
- LOW: 1

Overall, the document set identifies a **basic deliverables baseline** but does **not fully establish a complete, traceable and evidenced deliverables regime** for Deliverables Checker purposes.

Confirmed from agreement.docx are three core recurring deliverables:

- monthly maintenance report
- quarterly system health review
- annual security audit

deliverables.xlsx adds owner and scope/timing detail, but its contractual authority is not evidenced. As a result, several deliverables remain only **partially defined and partially traceable**. In addition, there is **no uploaded evidence that any deliverable has actually been submitted, accepted or version-controlled**.

HIGH finding

- DEL-001: agreement.docx requires support requests to be acknowledged within **4 business hours**, while deliverables.xlsx states a target of **2 business hours** for “Support response”. This is a direct unresolved conflict in service delivery expectation and should be clarified immediately.

DETAILED REGISTER

ID	RISK	STATUS / TYPE	REQUIREMENT OR ISSUE	SOURCE REFERENCE(S)	FINDING	PRACTICAL IMPACT	RECOMMENDED ACTION	WHEN
DEL-001	HIGH	CONFLICTING REQUIREMENT	Support response acknowledgement time is inconsistent across the document set	agreement.docx - provided summary, response time: “acknowledge all support requests within 4 business hours”; deliverables.xlsx - “Support response” row, note: “Target: acknowledge within 2 business hours”	The uploaded evidence contains two different response-time requirements. amendment.pdf does not evidence any change to this requirement, and no precedence is shown for deliverables.xlsx.	Material contractual and operational ambiguity. Performance could be judged against two different standards, creating dispute, service-credit, compliance or resource-planning exposure.	Issue a formal clarification or amendment stating the single binding support-response requirement and the precedence of the governing document.	IMMEDIATE
DEL-002	MEDIUM	PARTIAL / TRACEABILITY GAP	Monthly maintenance report is committed, but the due date and delivery definition are not fully traceable to the contract	agreement.docx - provided summary, deliverable: “Monthly maintenance report”; deliverables.xlsx - “Maintenance report” row,	Commitment to provide the report is evidenced, but the specific due date, owner, format, revision requirement and approval	Risk of dispute over whether the report is late, complete or submitted correctly; weak basis for enforcement and	Create an agreed deliverables schedule or contract appendix defining due date, owner, submission format,	IMMEDIATE

			baseline	frequency monthly, owner Bright Path Consulting, note: "Delivered by the 5th working day"	route are not established in the contract documents visible here. The 5th working day timing appears only in deliverables.xlsx, whose incorporation is not evidenced.	acceptance.	revision control and approver for the monthly maintenance report, and formally incorporate it.	
DEL-003	MEDIUM	PARTIAL / TRACEABILITY GAP	Quarterly system health review is committed, but its content and delivery requirements are incomplete	agreement.docx - provided summary, deliverable: "quarterly system health review"; deliverables.xlsx - "System health review" row, frequency quarterly, owner Bright Path Consulting, note: "Includes performance benchmarking"	The deliverable is listed in both documents, but no clear submission date within each quarter, required format, revision status or approval route is evidenced. The additional content requirement of performance benchmarking appears only in deliverables.xlsx, whose contractual status is unproven.	Risk of disagreement on the expected scope and timing of the quarterly review, with possible rework and delayed acceptance.	Define and incorporate the required content, reporting period, submission timing, template/revision and approval route for the quarterly system health review.	IMMEDIATE
DEL-004	MEDIUM	PARTIAL / TRACEABILITY GAP	Annual security audit is committed, but the scope uplift in the spreadsheet is not contractually traced	agreement.docx - provided summary, deliverable: "an annual security audit"; deliverables.xlsx - "Security audit" row, frequency annual, owner Bright Path Consulting, note: "Third-party penetration test included"	The annual audit is clearly referenced, but the potentially material scope element of a third-party penetration test appears only in deliverables.xlsx. No due date within the contract year, output format, revision requirement or approval route is evidenced.	Potential commercial and scope dispute, because a third-party penetration test may materially affect cost, procurement and acceptance expectations.	Confirm whether the annual security audit contractually includes a third-party penetration test; if yes, formally incorporate that scope together with due date, report format and approval route.	BEFORE PROCUREMENT
DEL-005	MEDIUM	CANNOT VERIFY DELIVERY / COMPLETENESS	No uploaded evidence shows that the listed deliverables have actually been submitted, received, approved or version-controlled	No submission records, transmittals, issued reports, acceptance records or revision logs are included for deliverables listed in agreement.docx and deliverables.xlsx	The document set allows identification of intended deliverables, but not verification of actual provision, completeness or acceptance.	Inability to confirm contractual performance, acceptance status, payment support or remedial obligations.	Obtain and review the issued monthly reports, quarterly reviews, annual audit outputs, support SLA logs, transmittals and client approval/receipt records.	BEFORE ACCEPTANCE
DEL-006	LOW	PARTIAL / DOCUMENT CONTROL	Traceability is weakened by incomplete document control and naming alignment	agreement.docx - provided summary shows no visible revision/date/clause reference; amendment.pdf - effective date referenced but not visible; deliverables.xlsx - shortened names such as	The deliverables appear substantively aligned, but document control metadata and exact naming alignment are incomplete in the uploaded evidence, which weakens clean traceability.	Limited immediate impact, but increases administrative ambiguity and complicates audit trail and requirement mapping.	Standardise deliverable names across documents and complete document control metadata in the controlled baseline register.	ONGOING

				"Maintenance report" and "System health review" compared with agreement.docx wording				
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MISSING INFORMATION

Related Finding(s)	Missing Information	Why Needed
DEL-001, DEL-002, DEL-003, DEL-004, DEL-006	Full signed agreement.docx with clause numbering, effective date, schedules and any precedence/incorporation wording	Needed to confirm the binding baseline, exact references and whether any attached deliverables schedule is contractually incorporated
DEL-001, DEL-006	Full signed amendment.pdf showing the actual effective date and full amendment text	Needed to confirm when amended terms took effect and whether any wider operational terms were also changed outside the visible summary
DEL-002, DEL-003, DEL-004	Any contract schedule, annexure, email instruction, transmittal or governance record formally incorporating deliverables.xlsx	Needed to determine whether spreadsheet timing, ownership and scope notes are contractual obligations or only planning information
DEL-005	Submitted monthly maintenance reports, quarterly system health reviews, annual security audit outputs, support SLA logs, transmittals, approval/receipt evidence and revision history	Needed to verify actual provision, completeness, timing and acceptance of deliverables

PRIORITISED ACTION REGISTER

PRIORITY	WHEN	RELATED FINDING(S)	ACTION	OWNER / PARTY TO CONFIRM
P1	IMMEDIATE	DEL-001	Issue a formal contract clarification or amendment confirming the single binding support-response acknowledgement time and document precedence	Acme Co and Bright Path Consulting
P2	IMMEDIATE	DEL-002, DEL-003, DEL-004, DEL-006	Produce and approve a controlled deliverables schedule covering each	Acme Co and Bright Path Consulting

			deliverable name, owner, frequency, due date, format/template, revision control, required content and approver; formally incorporate it into the contract baseline	
P3	BEFORE PROCUREMENT	DEL-004	Confirm whether the annual security audit includes a third-party penetration test and, if so, confirm procurement responsibility and contractual scope	Acme Co and Bright Path Consulting
P4	BEFORE ACCEPTANCE	DEL-005	Compile and review submission, receipt, approval and revision records for all listed deliverables and support SLA performance evidence	Bright Path Consulting to provide; Acme Co to confirm receipt/approval

FINAL ASSESSMENT

For Deliverables Checker purposes, the uploaded document set is **partially sufficient to identify intended deliverables but not sufficient to confirm a complete, contractually traceable and evidenced deliverables regime**.

Evidence in agreement.docx supports commitment to three recurring deliverables and a support-response obligation. amendment.pdf changes selected commercial/termination terms only and, on the evidence provided, does not alter those deliverables. deliverables.xlsx usefully adds operational detail, but its contractual incorporation is **not evidenced**, so owner, timing and scope enhancements in that spreadsheet cannot be treated as fully binding without further proof.

The most material issue is the **support-response conflict** between agreement.docx and deliverables.xlsx. Beyond that, the listed deliverables are **not fully defined for due date, format, revision control or approval route**, and **actual delivery/completeness cannot be verified** from the uploaded evidence.

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