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Description automatically generated](https://bit.ly/3i9UoAL)**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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