Deliverable quality assessment tool

The below scoring tool has been formalized into sub-recipient and contractor scopes of work. Sub-recipient or contractors are instructed to use this assessment tool prior to submitting their deliverables to program managers. Program managers are to use this tool to assess the quality of all written work that Sub-recipients or contractors submit for a deliverable without a DOHMH-provided template.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable quality self-assessment** | | | | | |
| Deliverable | **Ratings** | | | | **Comments** |
| Reviewer |
| Date |
|  | 1 | 2 | 3 | 4 |  |
| **Assessment questions** | Needs 0 changes | Needs 1 - 3 changes | Needs 4 - 5 changes | Needs >5 changes | **Checkmarks in columns 2 - 4 indicate the document needs revision.** |
| Suitability for intended audience:   * Is the intended audience clear? * Does the level of detail match the audience? * Does the tone match the audience? |  |  |  |  | Have members of the intended audience “tested” the deliverable and provided input? |
| Suitability for intended use:   * Is the deliverable’s length and format appropriate for its intended use? * If intended to do so, could the deliverable be used for planning or during response as is? |  |  |  |  | Has the sub-recipient asked an intended user of their document/tool to see if it works as intended? |
| Suitability for publication (print or web). Is/does the deliverable:   * free of inappropriate repetition? * factually consistent throughout? * consistent in tone and voice? * free of grammatical errors? * free of computational errors? * developed from original writing (not cut and paste from other sources)? * properly attribute sources of information in foot or endnotes? |  |  |  |  | Ask yourself if you would present this document or tool as it is currently written to a prospective journal or conference. |