TEMPLATE P21 · DELIVERY REPORT

# Delivery report

Records what has been built or integrated against the design approved at G4, at what cost and in what time, and in what state it is handed over to operations.

**Fernando García Varela** Version 0.1 (working draft) 16-09-2026 Draft for review

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01

# Instructions for use

| Aspect | Guidance |
|---|---|
| **When it is used** | Phase 5 (Delivery and validation), on completion of the build or integration and before requesting G5. |
| **Who completes it** | AI Technical Owner, with the AI Product Owner. If there is a supplier, it provides the information, but the report is signed by the company's AI Technical Owner. |

| Aspect | Guidance |
|---|---|
| **Who verifies it** | AI Risk Owner under Lite; AI Auditor under Enterprise. |
| **At which *gate* it is reviewed** | Go-live. (G5) |
| **Lite versus Enterprise** | Lite may omit the fields marked **(Enterprise)**. |
| **Relationship** | P15–P20 (approved design) · P22 Validation and pilot results · P23 Go-live sign-off · P24 Operations manual · P29 G4 decision record (conditions) · documents 42 (Costs) and 53 (Building solutions). |

Rules:

- The report compares what was delivered with **what was approved**, not with what was intended at the end. Every change from the design is declared and justified.
- The conditions imposed at G4 are verified here; an expired, unmet condition turns the result into Iterate (01 §7.4, rule 4).
- Actual costs are expressed in euros by cost category, distinguishing investment from recurring cost.

02

# Identification

| Field | Content | Guidance |
|---|---|---|
| **Use case code** | | IA-AAAA-NNN (T01). |
| **Use case name** | | |
| **AI system(s)** | | Identifier in the inventory (T02). |
| **Version delivered** | | Version of model, prompts and configuration (P16). |
| **Intensity** | | Lite · Enterprise. |
| **Ambition level** | | Optimise · Augment · Transform. |
| **Suppliers involved** | | Name and reference to P14. |
| **Document version** | | |

| Field | Content | Guidance |
|---|---|---|
| **Author** | | Role and name. |
| **Date** | | DD-MM-AAAA. |
| **Document status** | | Draft · Submitted for verification · Verified · Approved · Superseded. |

03

# Delivery summary

| Field | Content | Guidance |
|---|---|---|
| **What has been delivered** | | In three to five lines, in plain language. |
| **Main differences from the approved design** | | Summary of block 4. |
| **Readiness for go-live** | | Ready · Ready with non-critical outstanding items · Not ready. |
| **Critical outstanding items** | | If any exist, the status cannot be "Ready". |

04

# Scope delivered against the approved design

**Status:** Delivered as designed · Delivered with changes · Not delivered.

| Design element | Design evidence | Status | Changes and justification | Does it affect risks, oversight or security? (Yes · No) | Approval of the change |
|---|---|---|---|---|---|
| **Architecture and integrations** | P15 | | | | |
| **Data and models** | P16 | | | | |
| **Human oversight** | P17 | | | | |
| **Security and agent controls** | P18 | | | | |

| Design element | Design evidence | Status | Changes and justification | Does it affect risks, oversight or security? (Yes · No) | Approval of the change |
|---|---|---|---|---|---|
| **Rollback mechanism and kill switch** | P19 | | | | |
| **Training and adoption** | P20 | | | | |
| **Monitoring and alerts** | P25 | | | | |
| **Integration with the supplier's system *(illustrative example)*** | P15 | Delivered with changes | The real-time connection is replaced by an hourly load due to supplier limitations | Yes: delay of up to one hour in the input data | AI Technical Owner with risk clearance |

If a change affects risks, human oversight or security, the corresponding design evidence and the risk register (P12) must be updated before G5.

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## Outstanding conditions from previous *gates*

**Status:** Met · Not met · Expired.

| Condition | Originating *gate* | Owner | Deadline | Status | Evidence |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

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## Documentation delivered

| Document | Delivered (Yes · No · Not applicable) | Version | Location |
|---|---|---|---|
| **Technical documentation of the system** | | | |
| **Updated data and model lineage (P16)** | | | |

| Document | Delivered (Yes · No · Not applicable) | Version | Location |
|---|---|---|---|
| **User manual** | | | |
| **Draft operations manual (P24)** | | | |
| **Monitoring and alert configuration (P25)** | | | |
| **Incident response plan (P26)** | | | |
| **Technical documentation required by regulation for high-risk systems (Enterprise)** | | | Reference to the regulatory mapping (document 34). |
| **Supplier documentation and warranties (Enterprise)** | | | |

07

# Actual versus planned costs

Amounts in euros. "Planned" is what was approved at G3 (P10) or, if updated, at G4.

| Cost category | Planned investment | Actual investment | Planned annual recurring cost | Updated annual recurring cost | Deviation and explanation |
|---|---|---|---|---|---|
| **Licences** | | | | | |
| **Model consumption** | | | | | |
| **Compute and infrastructure** | | | | | |
| **Data** | | | | | |
| **Build people** | | | — | — | |
| **Operations people** | — | — | | | |
| **Suppliers and services** | | | | | |
| **Control and compliance** | | | | | |

| Cost category | Planned investment | Actual investment | Planned annual recurring cost | Updated annual recurring cost | Deviation and explanation |
|---|---|---|---|---|---|
| **Adoption and training** | | | | | |
| **Total** | | | | | |

If the updated recurring cost changes the expected annual net value, it is recalculated in P22 and flagged to the *gate* decision-maker.

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## Timelines

| Milestone | Planned date | Actual date | Days of deviation | Cause |
|---|---|---|---|---|
| **G4 approval** | | | | |
| **Start of build** | | | | |
| **End of build** | | | | |
| **Start of pilot** | | | | |
| **Planned G5 request** | | | | |

If phase 5 exceeds the reference time limit approved in C2 (03 §3.6), indicate the periods on hold and the reason.

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## Known limitations, technical debt and open risks

| # | Description | Type (Limitation · Technical debt · Open risk) | Effect on operation | Treatment | Owner | Date |
|---|---|---|---|---|---|---|
| **1 *(illustrative example)*** | Retraining requires manual intervention | Technical debt | Greater dependence on two people | Automate before the second R6 | AI Technical Owner | |

| # | Description | Type (Limitation · Technical debt · Open risk) | Effect on operation | Treatment | Owner | Date |
|---|---|---|---|---|---|---|
| | | | | | | |

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## Handover to operations

| Check | Status (Met · Not met · Not applicable · Pending) | Observations |
|---|---|---|
| **The AI Operations Owner has received and reviewed the documentation.** | | |
| **Operational access, credentials and permissions configured and reviewed.** | | |
| **Alerts connected to the on-call recipients.** | | |
| **Operations staff trained in rollback and the kill switch.** | | |
| **Support agreements with suppliers in force (Enterprise)** | | |
| **AI system inventory updated with the version delivered.** | | |

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## Quality criteria

Formal G5 criteria in document 21; checklist LV-G5 in document 22.

| # | Check | Status (Met · Not met · Not applicable · Pending) |
|---|---|---|
| **1** | Every design element has a delivery status and changes are justified and approved. | |
| **2** | Changes affecting risks, oversight or security have updated their evidence. | |
| **3** | All conditions from previous *gates* have been met or their expiry has been recorded. | |

| # | Check | Status (Met · Not met · Not applicable · Pending) |
|---|---|---|
| **4** | Actual costs are shown by category, separating investment and recurring cost. | |
| **5** | Limitations and open risks have a treatment and an owner. | |
| **6** | The handover to operations is complete or its outstanding items are not critical. | |

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# Approval and verification

| Function | Role | Name | Date | Signature or reference |
|---|---|---|---|---|
| **Author** | AI Technical Owner | | | |
| **Co-author** | AI Product Owner | | | |
| **Receipt** | AI Operations Owner | | | |
| **Verifier** | AI Risk Owner (Lite) · AI Auditor (Enterprise) | | | |
| ***Gate* decision-maker** | According to 01 §7.5 (recorded in P29) | | | |

Segregation of duties: the verifier is not part of the team that builds.

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# Version control

| Version | Date | Changes |
|---|---|---|
| **0.1** | 16-09-2026 | First version of the template. |