

Basic Deliverable Information		Status:	
Deliverable Name		Overall Deliverable Status	
Deliverable Type		Deliverable Category	
Distribution Method			
Start Date		Target End Date	
Actual Start Date		Actual End Date	
Project Manager		Writer assigned	

Client Information			
Client Group			
Contact Name		Contact Phone	
SME Name		SME Phone	
Review Team			

Check List			
Information Plan is in place	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Used somewhere else	If no, click here	IP
Project plan is in place	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Used somewhere else	If no, click here	PP
Service Level Agreement is in place	<input type="checkbox"/> Being Evaluated by Client <input type="checkbox"/> No <input type="checkbox"/> Used somewhere else <input type="checkbox"/> Yes	If no, Use MS Word to create the SLA.	
Create a new Information Warehouse Entry	IW		
Project Wrap-up is in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, please use MS Word to create the Wrap-up Report	
Document Link to the final Product			

History Log

Writer's and Manager's Comments/Issues:

dd/mm- Initials: Issue, comments...

Who can Edit this entry ?:

Product Information Office

Date Created: 09/15/99

Created by: Charity Dominic

Last Updated: 09/15/99

Updated by: Charity Dominic