Deliverables Status Document

Project Information

Project Name	Sample Project X
Document Date	2024-06-10
Prepared By	Jane Doe
Reporting Period	2024-05-01 to 2024-06-10

Deliverables Status

#	Deliverable	Description	Owner	Status	Due Date	Comments
1	Requirements Document	Summary of functional requirements	A. Smith	Completed	2024-05-10	-
2	Design Prototype	Interactive UI mockups	B. Lee	In Progress	2024-06-15	Initial review completed
3	User Manual	Documentation for end users	C. Patel	Pending	2024-06-30	Draft version due 06/20

Summary / Next Steps

- Complete review of design prototype by 2024-06-15
- Circulate first draft of user manual to project team
- Schedule final deliverables sign-off meeting

Important Notes:

- This document should be updated regularly to reflect the latest status for all deliverables.
- Clear definition of owners and deadlines helps to track accountability.
- Including comments and next steps ensures transparency and clarity for all stakeholders.
- Consistent formatting enables easier review and understanding by project participants.