

Deliverables Tracking Document

Milestone Forecast

Project Name: [Project Title Goes Here]

Project Manager: [Name]

Date: [MM/DD/YYYY]

Deliverables Status Table

#	Deliverable Name	Description	Owner	Original Due Date	Forecasted Milestone Date	Status	Notes/Comments
1	Requirement Specification	Complete and approve requirements document	Jane Smith	04/10/2024	04/15/2024	In Progress	Delayed due to stakeholder review
2	Prototype Demo	Initial functional prototype for client feedback	John Doe	05/05/2024	05/06/2024	On Track	-
3	User Acceptance Test	Conduct UAT and gather sign-off	Anna Lee	06/01/2024	06/03/2024	Not Started	Pending prototype completion

Important Notes

- All deliverables should have clear ownership and defined due dates.
- Forecasted milestone dates must be updated regularly to reflect actual progress and risks.
- Status should be concise (e.g., On Track, At Risk, Delayed, Complete).
- Use comments to document key issues, dependencies, or changes in scope or timelines.
- This document serves as a communication tool for monitoring project milestones with stakeholders.