Deliverables register

CHECK THE PROGRESS OF DELIVERABLES

What is a Deliverables register ?

The deliverables are critical for the success of your project.

It is, therefore, necessary to monitor their development and validation until delivering the version that meets the stakeholders' requirements.

When to use it?

EXECUTION PHASE

The main deliverables of a project are defined as soon as the specifications are drafted.

Defining deliverables is an integral part of the project planning phase because each deliverable is linked to a project milestone.

That's the best moment to create your table of follow-up of the deliverables.

How to use it?

- Start by naming the deliverables of your projects, and classify them by type
- Describe the scope of the deliverable as well as its author
- Fill in the follow-up information: start status, reference, version, validation date, validator, and so on. Compare the expected and actual validation dates to know if you are on schedule
- The Excel template is provided with a detailed user guide that will helps you to do two things:
    - Use the template properly
    - Customize the template by modifying its settings

Document structure

- **Project deliverables (Action, Origin, Owner, Planned deadline, Progress, Priority, Actual end date, State, Comments)**

Let's get started.