

Action Item Deliverable Checklist

Project Name: _____

Project Manager: _____

Date: _____

Checklist

#	Action Item	Deliverable	Owner	Due Date	Status	Notes
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____

Additional Comments: _____