

Milestone and deliverable report

All records

OPEN ITEMS
6
2 due within 14 days

COMPLETE
40%
4 of 10 items, cancelled excluded

OVERDUE
1
planned date has passed

AVERAGE SLIPPAGE
7.7 days
across 10 items with a baseline

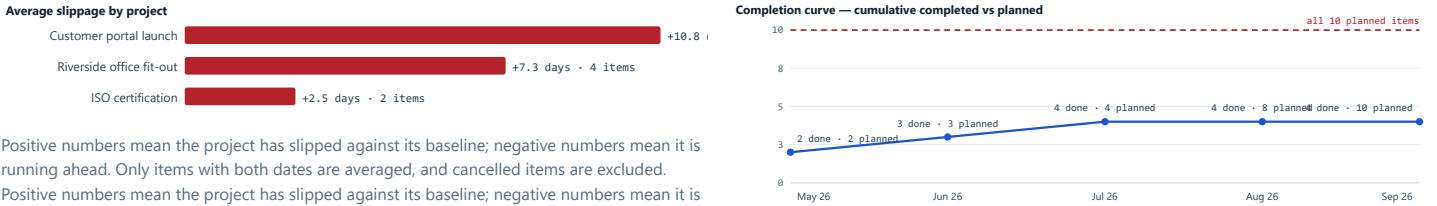
DELIVERED ON TIME
50%
2 of 4 completed with actual and baseline dates

11 of 11 record(s) included. All records. Amounts in USD.



Every item in the current filter by status. A plan that is mostly “not started” late in the schedule is the warning to act on. Every item in the current filter by status. A plan that is mostly “not started” late in the schedule is the warning to act on.

How the delivery load spreads over the calendar. A wall of items in one month rarely survives contact with that month. How the delivery load spreads over the calendar. A wall of items in one month rarely survives contact with that month.



Positive numbers mean the project has slipped against its baseline; negative numbers mean it is running ahead. Only items with both dates are averaged, and cancelled items are excluded. Positive numbers mean the project has slipped against its baseline; negative numbers mean it is running ahead. Only items with both dates are averaged, and cancelled items are excluded.

The line shows cumulative actual completions by month; the figure at each point reads “done · planned”, so a growing gap between the two numbers is slippage you can see. The dashed line marks the full count of planned items. The line shows cumulative actual completions by month; the figure at each point reads “done · planned”, so a growing gap between the two numbers is slippage you can see. The dashed line marks the full count of planned items.

Due in the next 30 days

PROJECT	ITEM	TYPE	OWNER	PLANNED	DAYS LEFT	% COMPLETE	STATUS
Customer portal launch	Security test report	Deliverable	E. Mensah	2026-08-18	9	40	In progress
Riverside office fit-out	Fit-out phase 1 complete	Milestone	B. Okafor	2026-08-21	12	60	At risk
ISO certification	Stage 1 audit	Milestone	F. Novak	2026-08-27	18	0	Not started
Riverside office fit-out	Furniture installed	Deliverable	A. Fontaine	2026-09-08	30	0	Not started

Per-project summary

PROJECT	ITEMS	COMPLETE	OVERDUE	AVG SLIPPAGE (DAYS)
Customer portal launch	4	1 (25%)	1	+10.8 over 4 items
ISO certification	2	1 (50%)	0	+2.5 over 2 items
Riverside office fit-out	4	2 (50%)	0	+7.3 over 4 items

Milestone & deliverable register

PROJECT	ITEM	TYPE	OWNER	BASELINE	PLANNED	ACTUAL	STATUS	%	SLIP (DAYS)	DUE IN (DAYS)	DELIVERY
Riverside office fit-out	Design sign-off	Milestone	A. Fontaine	2026-05-31	2026-05-31	2026-05-29	Complete	100	0	0	On time
Riverside office fit-out	Structural survey report	Deliverable	B. Okafor	2026-06-15	2026-06-22	2026-06-24	Complete	100	7	0	Late

PROJECT	ITEM	TYPE	OWNER	BASELINE	PLANNED	ACTUAL	STATUS	%	SLIP (DAYS)	DUE IN (DAYS)	DELIVERY
Riverside office fit-out	Fit-out phase 1 complete	Milestone	B. Okafor	2026-07-30	2026-08-21	—	At risk	60	22	12	—
Riverside office fit-out	Furniture installed	Deliverable	A. Fontaine	2026-09-08	2026-09-08	—	Not started	0	0	30	—
Customer portal launch	Requirements pack	Deliverable	C. Duarte	2026-05-21	2026-05-21	2026-05-21	Complete	100	0	0	On time
Customer portal launch	Beta release	Milestone	D. Lindqvist	2026-07-20	2026-08-03	—	In progress	85	14	−6	—
Customer portal launch	Security test report	Deliverable	E. Mensah	2026-08-04	2026-08-18	—	In progress	40	14	9	—
Customer portal launch	Public launch	Milestone	C. Duarte	2026-09-03	2026-09-18	—	Not started	0	15	40	—
ISO certification	Gap assessment report	Deliverable	F. Novak	2026-06-30	2026-07-05	2026-07-05	Complete	100	5	0	Late
ISO certification	Stage 1 audit	Milestone	F. Novak	2026-08-27	2026-08-27	—	Not started	0	0	18	—
ISO certification	Legacy supplier module review	Deliverable	F. Novak	2026-07-10	2026-07-10	—	Cancelled	0	0	0	—

Notes

Sample plan — replace every entry with your own milestones before circulating this report.

This tracker calculates only from the dates and statuses entered, and they are only as honest as the person updating them. Slippage compares the current planned date with the baseline; if the baseline is re-typed to match every delay, slippage will read zero while the project drifts. Percent-complete figures are the owner's estimate, not an earned-value measurement. Averages and rates state the population they cover — check the basis before quoting a figure outside the team.