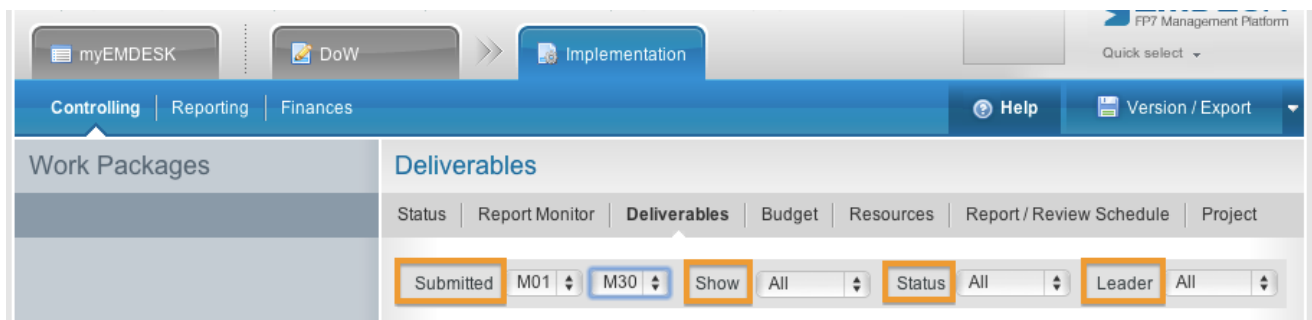


## Deliverable Manager

The Deliverable Manager can only be accessed by the *Project Coordinator* at **Implementation > Controlling > Deliverables**. On this page, the Project Coordinator can define the deadlines and responsibilities of Deliverables, as well as monitor and control the preparation and progress of each *Deliverable* and *Work Document*.

You can use the drop down menus to filter the Deliverables and Work Documents by *Submitted* (month dates), *Show*, *Status* and *Leader*.



Deliverables and Work Documents are grouped by their corresponding Work Package. To view the details of a Deliverable or Work Document, click on the **+** button next to the specific Work Package in the left side panel. All attributed Deliverables or Work Documents will appear below, as well as in an interactive timeline within the main area.

To get even more detailed information within that Work Package, click the **+** button again on a specific Deliverable or Work Document.

**WP 2 (M5 - M24)**

Conceptualisati ...

**D 2.1** UOL

Overall securit ...

**D 2.2** UOL

Services

**D 2.3** UOL

Initial set of ...

**D 2.4** UOL

Initial report ...

**WD 2.1** UOL

Final report on ...

**WD 2.2** UOL

test WD 2.2

**WP 2**

Plan-Start: M5 | Plan-End: M24 | Lead: UOL | Activity: RTD | Plan Staff Effort: 47 PMs

Lead: UOL | Plan Sub. Month: M09 | Completion: not set yet

Started	Draft	Consoli-dated	Review	2nd Draft	2nd Review	Final Version	3rd Review	Approve	Editing	Sub-mitted
M08	M08	M08	M09	M09	M09	M09	M09	M09	M09	M09
16.08.13	26.08.13	31.08.13	05.09.13	10.09.13	15.09.13	20.09.13	25.09.13	27.09.13	29.09.13	30.09.13

Lead: UOL | Plan Sub. Month: M15 | Completion: not set yet

Started	Draft	Consoli-dated	Review	2nd Draft	2nd Review	Final Version	3rd Review	Approve	Editing	Sub-mitted
M14	M14	M15	M15	M15	M15	M15	M15	M15	M15	M15
14.02.13	24.02.13	01.03.13	06.03.13	11.03.13	16.03.13	21.03.13	26.03.13	28.03.13	30.03.13	31.03.13

**D 2.3**

Initial set of services

Type: Deliverable | Nature: Report | Diss. Level: PP | Sub. Month: M12 | Plan PM: 9.00

**Deliverable Preparation Schedule**

Started	Draft	Consoli-dated	Review	2nd Draft	2nd Review	Final Version	3rd Review	Approve	Editing	Sub-mitted
M11	M11	M12	M12	M12	M12	M12	M12	M12	M12	M12
16.11.12	26.11.12	01.12.12	06.12.12	11.12.12	16.12.12	21.12.12	26.12.12	28.12.12	30.12.12	31.12.12

**Actual status**

No status entries available yet.

Lead: UOL | Plan Sub. Month: M18 | Completion: not set yet

Started	Draft	Consoli-dated	Review	2nd Draft	2nd Review	Final Version	3rd Review	Approve	Editing	Sub-mitted
M17	M17	M17	M18	M18	M18	M18	M18	M18	M18	M18
16.05.13	26.05.13	31.05.13	05.06.13	10.06.13	15.06.13	20.06.13	25.06.13	27.06.13	29.06.13	30.06.13

**WD 2.1**

Final report on services analysis

Type: Workdocument | Nature: Report | Diss. Level: PU | Sub. Month: M24 | Plan PM: 9.00

**Deliverable Preparation Schedule**

Started	Draft	Consoli-dated	Review	2nd Draft	2nd Review	Final Version	3rd Review	Approve	Editing	Sub-mitted
M23	M23	M24	M24	M24	M24	M24	M24	M24	M24	M24
16.11.12	26.11.12	01.12.12	06.12.12	11.12.12	16.12.12	21.12.12	26.12.12	28.12.12	30.12.12	31.12.12

**Actual status**

No status entries available yet.

Lead: UOL | Plan Sub. Month: M09 | Completion: not set yet

Started	Draft	Consoli-dated	Review	2nd Draft	2nd Review	Final Version	3rd Review	Approve	Editing	Sub-mitted
M08	M08	M08	M09	M09	M09	M09	M09	M09	M09	M09
16.08.13	26.08.13	31.08.13	05.09.13	10.09.13	15.09.13	20.09.13	25.09.13	27.09.13	29.09.13	30.09.13

## Schedule the Preparation Workflow with Deadlines

The timeline for each Deliverable or Work Document shows the preparation schedule in *months* and *dates* leading up to the submission deadline. The plan preparation schedule allows for setting the achievement deadline for each preparation status with this specific order: *Started, Draft, Consolidated, Review, 2nd Draft, 2nd Review, Final Version, 3rd Review, Approved, Editing, and Submitted*.

**D 1.4** DAE

Report and eval ...

Lead: DAE | Plan Sub. Month: M16 | Completion: 70%

Started	Draft	Consoli-dated	Review	2nd Draft	2nd Review	Final Version	3rd Review	Approved	Editing	Sub-mitted
M15	M15	M15	M16	M16	M16	M16	M17	M17	M17	M17
16.03.13	26.03.13	31.03.13	05.04.13	10.04.13	15.04.13	20.04.13	16.05.13	18.05.13	21.05.13	31.05.13

EMDESK sets the deadline and responsible users/groups for each status of a

deliverable by default. The due date for the status **Submitted** is set to the last day in the planned submission month, with all previous statuses set for achievement prior to the final deadline. The responsible users/groups are set to the All users of the **Deliverable Leader**.



You can change the deadline and/or the user/group responsible for a status by clicking on the button next to the month. In the new dialog box you can select the *due date and the user/group responsible for the status*, any *status comments* and *notification* choices. Then click **Save**.

Additionally, you may define a default text to be loaded as a template in the comment field when reporting this status at **Implementation > Reporting > Progress**.

You may also disable/enable notification reminders by mail for this status to the user/group responsible, or the display of this status with its deadline at **myEMDESK** in the upcoming event panel.

D 1.4		DAE		Lead: DAE   Plan Sub. Month: M16							Completion: 70%	
Report and eval ...		Started	Draft	Consolidated	Review	2nd Draft	2nd Review	Final Version	3rd Review	Approved	Editing	Submitted
M15	M15	M15	M16	M16	M16	M16	M16	M17	M17	M17	M17	M17
16.03.13	26.03.13	31.03.13	05.04.13	10.04.13	15.04.13	20.04.13	16.05.13	18.05.13	21.05.13	31.05.13		

The colours in the plan preparation schedule indicate the actual achievement level of the status.

- Started** Status overdue and is not achieved yet (not reported)
- Draft** Status is the next due and is not achieved yet (not reported)

**Consolidated** Status is not due and is not achieved yet (not reported)

**Review** Status achieved (reported)

## Monitor the Actual Status of a Deliverable or Work Document

In the panel *Actual Status* (after opening the Deliverable details) you are able to monitor the actual preparation history and the reported actual status, completion and comments of the particular Deliverable or Work Document that has been reported by the responsible user. To view any comments made on the reported status click on the **+** button to expand.

**WP 1**

Plan-Start: M1 | Plan-End: M24 | Lead: DAE | Activity: RTD | Plan Staff Effort: 61 PMs

**D 1.1**

Report on business scenarios

Type: Deliverable | Nature: Report | Diss. Level: PU | Sub. Month: M04 | Plan PM: 9.00

**Deliverable Preparation Schedule**

Started	Draft	Consolidated	Review	2nd Draft	2nd Review	Final Version	3rd Review	Approved	Editing	Submitted
M03 16.03.12	M03 26.03.12	M03 31.03.12	M04 05.04.12	M04 10.04.12	M04 15.04.12	M04 20.04.12	M04 25.04.12	M04 27.04.12	M04 29.04.12	M04 30.04.12

**Actual status**

M14 (07.02.2013)   Status: <b>Submitted</b>	Completion: 100%
M13 (29.01.2013)   Status: <b>Approved</b>	Completion: 100% <b>-</b>
<b>Short comment on this status</b>	
M13 (29.01.2013)   Status: <b>Consolidated</b>	Completion: 100%
M13 (25.01.2013)   Status: <b>Draft</b>	Completion: 100%
M13 (24.01.2013)   Status: <b>Approved</b>	Completion: 95% <b>+</b>
M13 (24.01.2013)   Status: <b>Started</b>	Completion: 30% <b>+</b>

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