

Task Completion & Deliverables Monitoring Sheet

#	Task / Deliverable	Assigned To	Start Date	Due Date	Status	Remarks / Next Steps
1	<div>Enter task or deliverable</div>	<div>Assignee</div>	<div></div>	<div></div>	<div>Pending</div>	<div>Add remarks or next steps</div>
2	<div>Enter task or deliverable</div>	<div>Assignee</div>	<div></div>	<div></div>	<div>Pending</div>	<div>Add remarks or next steps</div>
3	<div>Enter task or deliverable</div>	<div>Assignee</div>	<div></div>	<div></div>	<div>Pending</div>	<div>Add remarks or next steps</div>