

Confirmation Checksheet

Step			Completion Data				
Transactional	Manufacturing	Done?	Planned Date	Actual Date	Planned Duration	Actual Duration	Notes
Start Date	Start Date	X	14-Jun	15-Jun	n/a	n/a	
Information Collected from Customer	Order Received	X	15-Jun	19-Jun	1 days	4 days	Data from customer
Initial Draft Prepared	Order/Press Set Up	X	17-Jun	18-Jun	2 days	1 day	↑
Review with Customer	Order Run	X	21-Jun	23-Jun	4 days	5 days	
Final Version Prepared	Order Packaged		22-Jun		1 days		
Final Report Submitted	Order Shipped		23-Jun		1 days		

Shows where you are in the process

Tracks data on time taken to complete steps – lets you track differences

Notes are data which help explain differences