Deliverable: #I-2 Action Item List

Action items are critical for pacing the team's work during Phase I. You will use action items throughout the project to assign and keep track of detailed tasks.

The team should start tracking action items very early in Phase I. Record detailed action items in an action item list or table and review them in each team meeting. Strive to keep your "completion metric" (the percent of actions completed on time during each time period) at 80% or above.

Figure 13-7. Format for Deliverable #I-2

No.	Description	Owner	Due Date	Status	Date Assigned	Date Closed

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