



**Connecticut Department of Social Services  
Enterprise Program Management Office**

**Deliverable Comment Log**

**Purpose of the Deliverable Comment Log**

The purpose of the Deliverable Comments Log is to capture and collocate comments regarding a deliverable for record in one location. Stakeholders will provide input in many types of communications. The log allows the Project Manager to collect all input and concerns into a single document for reference. Communications for deliverables can be referenced through notes, links to artifacts or embedded objects.

**Information to Include**

The primary information to include in the deliverables comment log is the name of the deliverable, any comments provided and by whom with section and page reference locations when the deliverable is a document.

**When To Include ...**

The deliverable comment log is primarily used to capture feedback on a single document deliverable that is in draft circulation among impacted stakeholders and project team members who have supporting responsibilities with the deliverable.

**Instructions**

Enter the information defined below in the Comments tab.

DSS Project Management recommends that the file name be added to the page footer during the issues log set up.

**Fields**

**Project Name** - Enter the name of the project

**Project Manager** - The first and last name of the project manager

**Document/Deliverable Name** - Enter the name of the document/deliverable to be commented

**Document/Deliverable Review Date** - Enter the date of the review in which the comments were captured

**ID** - assign an ID to the comment line item

**Comments Made By** - Enter the name of the commentator

**Date Received** - Enter the date that commentary was received

**Document Section** - If the deliverable is a document, provide name of the section being referenced by the comment

**Document Page #** - If the deliverable is a document, provide the page number of the section being referenced by the comment

**Subject or Identified Issues/Concerns** - Detail the Subject, Issue or Concern being raised

**Commentator's Recommendations or Recommended Text** - Detail the commentator's recommendation or recommended text to replace the line item concerned

**Date of Disposition** - List the date the disposition was assigned or the change was made

**Explanation of Disposition or Changes Made** - Provide any notes applicable to the disposition or change

