# <<Insert Project Code Here>> - Circuit

## <<Service>>
## <<No# of days>>

| Client Terminology | Request Acknowledged | Accepted | TAC Call | Order #, Due Date | LEC Acceptance Date | Access Delivered | Wired to LEC | Tested to Vendor | Available for T&T | Go Live |
|---|---|---|---|---|---|---|---|---|---|---|
| Vendor Terminology | Email | Project # | TAC | SID | FOC | EAD | WOT | CTA | DD | Accepted |
| Days | 1 | 4 | 11 | 13 | 20 | 27 | 32 | 35 | 37 | |
| On Time | 🟢 | 🟢 | 🟢 | 🟢 | 🟢 | 🟢 | | | | |

1. Insert your organization's terminology for project milestones on top line, have vendor provide their equivalent below

2. Days should be counted as calendar, not business to normalize with your business objectives – set target number of days you need for completion

3. For each completed milestone insert traffic light with proper coding: Green Light ≤ on time, Yellow = 1-2 days over, Red > than 2 days

4. Go Live pertains to when users will start accessing service, e.g. phone calls, accessing data via desktop