

Project Deliverables Allocation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Categorized Project Deliverables for Resource Allocation

Project Overview

[Brief overview of the project and its objectives]

Categorized Deliverables

Category	Deliverable	Due Date	Assigned Resources
Design	User Interface Mockups	[Insert Due Date]	[Assigned Resource Names]
Development	Backend API Implementation	[Insert Due Date]	[Assigned Resource Names]
Testing	Quality Assurance Testing	[Insert Due Date]	[Assigned Resource Names]
Deployment	Production Release	[Insert Due Date]	[Assigned Resource Names]

Resource Allocation Summary

Total Resources Required: [Number]

Available Resources: [Number]

Next Steps

Please review the categorized deliverables and provide feedback or approval for resource allocation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]