

Kenta / Using Kenta

Keep target, baseline, forecast, commitment and actual dates distinct

Record a date with its meaning and evidence instead of substituting one date type for another.

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► Applicability

Inputs and terminology

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Term	Meaning
Target	The date the project is aiming to achieve; it is not automatically a forecast.
Baseline	The retained reference used to inspect change against the reviewed plan.
Forecast	A current prediction with its stated basis; it must not be silently derived from a target or supplier assertion.
Supplier commitment	A versioned supplier date assertion with its own source and meaning.
Actual	A source-backed record of an event that occurred. It is distinct from a future promise.

Procedure

1. Choose the correct date meaning

Open the stage date controls or the equipment Delivery section. Identify whether the assertion concerns manufacture, shipping, receipt, installation, testing or handover.

2. Retain its basis

Select the appropriate basis, date, owner, linked stage and exact source versions. Leave unknown dates blank and explain the uncertainty.

Use the controlled change or correction workflow when the record already has a protected date; inspect the current revision before saving.

Verify the result

The record preserves independently inspectable dates and their meaning, evidence and change history.

What happens next

A newer assertion flags affected work for review rather than silently replacing a milestone forecast. Recorded actual evidence remains retained.

Troubleshooting

An old expectation differs from the supplier date

Inspect the current typed commitment and its source. Check whether the current supplier assertion is explicitly unknown. Keep the current assertion unknown when appropriate; do not fall back to a legacy expectation. Retain the earlier value in History.