

PROJECT MANAGEMENT DOCS

Free Project Management Templates

MILESTONE LIST TEMPLATE

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MILESTONE LIST

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE

DATE

A project milestone is a significant event in the project which may signify the acceptance or verification of completion of a project phase, task, decision, or deliverable. It is important to note that milestones are not work activities but rather significant events during the project which usually have a duration of zero. Milestones may be added to the project by the project sponsor or by the project team through the planning phase of the project. While a summary of project milestones should be included in the project charter and scope statement and WBS Dictionary, it is helpful to include a stand-alone milestone list as part of the project plan documentation.

The milestone list is a basic table of the milestone descriptions, planned completion dates, whether they're mandatory or optional milestones, and how the completion of the milestone will be verified. This document provides an easy reference to all project stakeholders on what milestones are included in the project and when they will occur. Like all project documentation, any proposed changes must be subject to the project's change management process and communicated to all stakeholders. Since milestones are significant events and can impact the project in many ways, changes often require approval from the project sponsor.

Sample Milestone List with Explanations:

Milestone List				
Project:			Date:	
Milestone No.	Milestone	Mandatory/Optional	Completion Date	Verification
Standard numbering format.	Milestone name.	Indicate if this is a mandatory or optional milestone.	Planned completion date.	How will the milestone be verified?

Example with Sample Data:

Milestone List				
Project:			Date: 04/01/20xx	
Milestone No.	Milestone	Mandatory/Optional	Completion Date	Verification
001	Project Start	Mandatory	5/1/20xx	Sponsor Approval
002	Complete Gathering Requirements	Mandatory	6/10/20xx	Sponsor Approval
003	Complete Design	Mandatory	8/14/20xx	Sponsor Approval
004	Complete Coding	Mandatory	10/9/20xx	Sponsor Approval
005	Complete Testing	Mandatory	11/10/20xx	Sponsor Approval
006	Complete Implementation	Mandatory	12/1/20xx	Sponsor Approval
007	Project End	Mandatory	12/31/20xx	Sponsor Approval

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