Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Template Instructions:

Milestones document points in the project lifecycle that indicate the times when primary deliverables are going to be completed. It does not show how the work will be done. Milestones are used to compare the actual time against the planned schedule.

Milestones identify critical tasks or deliverables such as a completion of a work package (a group of related tasks usually delivered every one to two weeks), phase end, or other significant work needed. The complexity of a milestone plan depends on the needs and wants of the involved stakeholders. A more detailed milestone plan is required when breaking high-level milestones into activities that might be combined to form a work package. In both cases, milestones should be very easy to understand and be tracked. Visual representation of milestones is recommended to make it easy to understand and conveniently reflect the project’s progress during the project lifecycle.

To establish the Milestone Plan, the project manager should start with each stakeholder and identify each high-level milestone each stakeholder is expecting. With the project team, identify all the minor deliverables which are combined to satisfy a high-level milestone throughout the project lifecycle. Some of the deliverable’s start dates are dependent on others to finish. It is essential to involve the team to determine what activities should be completed to start the next activity and whether it is possible to do them in parallel or not.

After identifying all the milestones and the team has already estimated how long it will take for each work package or deliverable, write down the start and end date for each milestone. Verify with the team if everything fits together correctly to meet each high-level milestone scheduled or estimated due date.

For each milestone, the project manager should assign a responsible team member to complete the work and to provide updates about the assigned milestone. Information includes a correct estimate of effort and duration needed to accomplish the work assigned the status of each deliverable and any other information that helps improve the milestone plan.

Use the comments column to highlight or briefly describe any thoughts or concerns to clarify each milestone and makes it easy to understand as needed.

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| **Milestone/Deliverable** | **Start Date** | **End Date** | **Responsible** | **Status** | **Comments** |
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Assumptions and Constraints

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Prefilled Example:

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| **Milestone/ Deliverable** | **Start Date** | **End Date** | **Responsible** | **Status** | **Comments** |
| **Project Kickoff Meeting** | **10/1/2020** | **10/1/2020** | **Siwan** | **COMPLETE** |  |
| **Functional Requirements** | **10/2/2020** | **10/16/2020** | **Siwan** | **Not started** |  |
| **Product Backlog Completed**  | **10/19/2020** | **10/30/2020** | **Jim, Siwan, Team** | **Not started** |  |
| **First Sprint** | **11/2/2020** | **11/20/2020** | **Jim, Siwan, Team** | **Not started** | **Each sprint begins with a review of the product backlog, has a daily stand up meeting, and ends with a retrospective and backlog refinement.** |
| **Second Sprint** | **11/23/2020** | **12/11/2020** | **Jim, Siwan, Team** | **Not started** | **Less time due to Thanksgiving holiday** |
| **Third Sprint** | **12/14/2020** | **1/8/2021** | **Jim, Siwan, Team** | **Not started** | **Extended a week due to winter holidays** |
| **…** | **…** | **…** | **…** | **…** | **…** |
| **Final Integration Testing** | **9/2/2021** | **9/15/2021** | **Siwan** | **Not started** |  |
| **Final Demonstration and Turnover Meeting** | **10/1/2021** | **10/1/2021** | **Siwan** | **Not started** |  |
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 Assumptions and Constraints

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