**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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