[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Project Milestone Checklist

One checklist per project for its milestones: what each milestone must show, who accepts it, and a readiness check before any milestone is declared complete.

Project: _____ Document: _____

Prepared by: _____ Project manager: _____

Sponsor: _____ Date of this document: _____

Version: _____ Project start date: _____

Project completion date: _____ Milestone approver: _____ 1. Milestones:

Done	Milestone	Deliverable or evidence	Acceptance criteria	Planned date	Forecast date	Owner	Status	Accepted by	Acceptance date
	[Milestone]	[Deliverable or evidence for this milestone]	[Acceptance criteria for this milestone]	[Planned date of this milestone]	[Forecast date of this milestone]	[Name and role of the owner of this milestone]	[Status of this milestone]	[Name and role of the person who accepted this milestone]	[Date this milestone was accepted]
	[Milestone]	[Deliverable or evidence for this milestone]	[Acceptance criteria for this milestone]	[Planned date of this milestone]	[Forecast date of this milestone]	[Name and role of the owner of this milestone]	[Status of this milestone]	[Name and role of the person who accepted this milestone]	[Date this milestone was accepted]
	[Milestone]	[Deliverable or evidence for this milestone]	[Acceptance criteria for this milestone]	[Planned date of this milestone]	[Forecast date of this milestone]	[Name and role of the owner of this milestone]	[Status of this milestone]	[Name and role of the person who accepted this milestone]	[Date this milestone was accepted]
	[Milestone]	[Deliverable or evidence for this milestone]	[Acceptance criteria for this milestone]	[Planned date of this milestone]	[Forecast date of this milestone]	[Name and role of the owner of this milestone]	[Status of this milestone]	[Name and role of the person who accepted this milestone]	[Date this milestone was accepted]
	[Milestone]	[Deliverable or evidence for this milestone]	[Acceptance criteria for this milestone]	[Planned date of this milestone]	[Forecast date of this milestone]	[Name and role of the owner of this milestone]	[Status of this milestone]	[Name and role of the person who accepted this milestone]	[Date this milestone was accepted]

The empty cell in the Done column is the checkbox: mark it only when the acceptance criteria are met and the milestone is accepted, not when the work is merely finished.

2. Readiness check for each milestone Run this check before presenting a milestone for acceptance. A milestone presented with an unchecked item is not yet ready for acceptance.

Done	Readiness item	Notes
	Deliverable complete against its acceptance criteria	[Notes on this readiness item]
	Checks and tests passed, with results recorded	[Notes on this readiness item]
	Documentation updated to match the delivered work	[Notes on this readiness item]
	Dependencies closed or explicitly carried forward	[Notes on this readiness item]
	Risks and issues for this milestone reviewed	[Notes on this readiness item]
	Stakeholders notified of the milestone outcome	[Notes on this readiness item]
	Handover to the next phase prepared	[Notes on this readiness item]

Milestone	Reason for the slip	Recovery action	Revised date	Owner
[Milestone that slipped]	[Reason this milestone slipped]	[Recovery action for this milestone]	[Revised date for this milestone]	[Name and role of the owner of the recovery action]
[Milestone that slipped]	[Reason this milestone slipped]	[Recovery action for this milestone]	[Revised date for this milestone]	[Name and role of the owner of the recovery action]

3. Slipped milestones and recovery: Milestones with no slip. [Confirmation that no milestone has slipped, or a list of slipped milestones already recorded above]

4. Milestone sign-off Sign-off below confirms that every milestone marked Done in section 1 met its acceptance criteria and was accepted by the person named in its row.

Sign-off	Name	Role	Date
Project manager	[Full name of the signatory]	[Role of the signatory]	[Date of signing]
Milestone approver	[Full name of the signatory]	[Role of the signatory]	[Date of signing]