

PROJECT MILESTONE TEMPLATE

Milestone	Deliverables	Target Dates	Responsible Individual
	Kickoff meeting	Add a Date	Tag People
Milestone 1	Introduce team		
	Finalise scope		
	Development		
Milestone 2	Initial Testing		
	Bug Fixes		
	Send deliverables		
Milestone 3	Receive Feedback		
	Make Revisions		
	Finalise design		
Milestone 4	QA review		
	prepare delivery package		
	Review spend		
Milestone 5	Adjust Forecast		
	Approve Next Phase Budget		