[Company name]

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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.

Item	Detail
Project	[Project name]
Document	[Title of this document]
Prepared by	[Name and role of the person who prepared this document]
Project manager	[Name and role of the project manager]
Sponsor	[Name and role of the project sponsor]
Date of this document	[Date of this document]
Version	[Version number of this document]
Project start date	[Planned start date of the project]
Project completion date	[Planned completion date of the project]
Milestone approver	[Name and role of the person who approves milestones]

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

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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]

3. Slipped milestones and recovery

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]

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]