[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]

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	[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]

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

[Company name]

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]