**Milestone Summary Table**

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| **Milestones Summary Table** | | | | | | |
| **Recipient Name:** | |  | | | | |
| **Project Title:** | |  | | | | |
| **Task Number** | **Task or Subtask Title** | **Milestone Number** | **Milestone Description** | **Deliverable(s)** | **Anticipated Date (months from start of project)** | **Anticipated Quarter (quarters from start of project)** |
| 1.0 | Stakeholder Engagement | | | | | |
|  |  | 1.1 | Hold Initial Stakeholder Meeting with 20 participants from Utilities, and User groups |  | 2 | 1 |
|  |  | 1.2 | Hold Second Stakeholder Meeting with 30 participants from Utilities, User groups and PUC | Meeting agenda, sign in sheet, notes, action items, etc. | 5-8 | 2-3 |
| 2.0 | Targeted Outreach and Education | | | | | |
|  |  | 2.1 | Develop of targeted informational and outreach materials to include educational papers, meeting agendas, and technical materials. | Educational papers, meeting agendas, and technical materials; requests by stakeholders and the community for additional resources and support | 10-15 | 4-5 |
|  |  | 2.2 | Conducting successful outreach which demonstrate continued stakeholder interest and support. | Meeting agenda, sign in sheet, meeting notes, meeting action items, etc. | 16-21 | 6-7 |
|  |  | 3.1 | Develop Implementation Model | Deliver Implementation Model | 22-36 | 8-12 |
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\*Milestone numbering convention should align with Task and Subtask numbers, as appropriate. For example, M1.1, M3.2, etc.

*Note 1:* Each project is required to have at least one milestone per quarter for the entire project duration. It is not necessary that each task have one milestone per quarter.

*Note 2*: All milestones should follow the SMART rule of thumb: Specific, Measureable, Achievable, Relevant, and Timely.