Appendix E – Example Milestones and Deliverable Table

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| **Milestone Summary Table** | | | | | | | |
| **Recipient Name:** | |  | | | | | |
| **Project Title:** | |  | | | | | |
| **Task Number** | **Task Title**  **or**  **Subtask Title (If Applicable)** | **Milestone Type (Milestone or Go/No-Go Decision Point)** | **Milestone Number\* (Go/No-Go Decision Point Number)** | **Milestone Description (Go/No-Go Decision Criteria)** | **Milestone Verification Process (What, How, Who, Where)** | **Anticipated Date (Months from Start of the Project)** | **Anticipated Quarter (Quarters from Start of the Project)** |
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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: It is required that each project 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: It is required that each project have at least one project-wide go/no-go decision point each year. If a decision point is not specific to a particular task, then you may leave the task information blank for those decision points.

Note 3: All milestones should follow the SMART rule of thumb: Specific, Measureable, Achievable, Relevant, and Timely