



Milestone Review Checklist Template

This Milestone Review Checklist for the <PROJECT NAME> Project was prepared by the IPT Team for <INSERT MILESTONE NAME>.

Part 1 – Planning

Identify the Review Criteria for the <PROJECT NAME> Project:

Review Criteria #1
Review Criteria #2
Review Criteria #3
Etc.

Signoff of Agreement

We, the undersigned, agree that the above listed Review Criteria have been correctly identified for the <PROJECT NAME> Project.

<input type="text"/>	<input type="text"/>	<input type="text"/>
IPT Lead	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Executive Sponsor	Signature	Date

Part 2 – Review

The <PROJECT NAME> Project has met the following criteria

- <INSERT MILESTONE NAME> Milestone was completed.
- All associated deliverables were completed.
- All major risks and mitigation strategies were documented.
- All issues were identified and resolved.
- All review criteria were met.

Signoff of Agreement

We, the stakeholders, have agreed to the completion of this milestone.

Stakeholders

<input type="text"/>	<input type="text"/>	<input type="text"/>
Printed Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Printed Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Printed Name	Signature	Date