



Milestone Review Document

At the completion of a major project milestone, attach this document to the Milestone Review Checklist.

<INSERT PROJECT NAME> Project

<INSERT MILESTONE NAME> Milestone

Team Lead: _____

Project Manager: _____

Deliverables Completed for this Milestone

Deliverable	Contact	Comments

Project Risks

Project Risk	Mitigation Strategy	Responsibility	Resolved?

Issue Summary

Issue	Recommended Solution	Responsibility	Creation Date	Resolve Date	Status

Planned Activities for Next Milestone

Planned Activity	Responsibility