

**Document:** Milestone Summary Report

This report is completed at the end of every major milestone. There are a number of activities that need to be performed at the end of each milestone. This report provides an opportunity to share the progress made so far and to validate that everything is in good shape to continue. The format of the report is more like a memo, since the target audience will be management stakeholders.

**To:** Manager(s)  
**From:** Project Manager  
**Date:** mm/dd/yy  
**Subject:** Project Milestone Report

**Project Name**

Include short description of the project.

This project has just completed a major milestone. This report provides a summary of the previous stage of work and the preparation for the next stage.

### **Deliverable Review**

During the previous stage, we completed the following major deliverables:

Deliverable 1

Deliverable 2

During the next stage of the project, the following major deliverables will be produced:

Deliverable 1

Deliverable 2

### **Budget and Timeline**

Add any appropriate comments here on the status of the budget and the deadline if there are any changes from the last Milestone Summary Report.

### **Risk Plan**

Add any new risks that have been identified and note the action plan for each.

### **Customer Readiness**

Comment on the customer's readiness to proceed to the next stage.

**Project Team Readiness**

Comment on the project team's ease to proceed to the next stage.

**Outstanding Issues**

Note the status of any outstanding issues and what is being done to resolve them.

**Cost/Benefit Update**

Note whether the project cost, timeline, or deliverables have changed. If so, does the entire project need to be re-justified?

Based on this review, the project is ready to proceed to the next stage of work.

**Milestone Summary Report**