**Milestone List**

**Example with Sample Data:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Milestone | Tanggal Selesai | Status | Penanggungjawab | Issues/Comments |
| Initiating | | | | |
| Membentuk Tim Proyek | 28/01/2016 | Selesai | - |  |
| Pembagian Tugas | 29/01/2016 | Selesai | Albertus Michael |  |
| Wawancara dengan *Client* (PPTPM) | 09/02/2016 | Selesai | Albertus Michael | Wawancara bersama manajer proyek dan beberapa anggota dari divisi dokumentasi. |
| Menentukan Ruang Lingkup Proyek | 12/02/2016 | Selesai | Albertus Michael |  |
| Merancang tampilan Web | 12/02/2016 | Selesai | Bartholomeus Esta |  |
| Pertemuan dengan *Client* (PPTPM) | 23/02/2016 | Selesai | Albertus Michael | Presentasi ruang lingkup proyek dan rancangan web. |
| Planning | | | | |
| Pembuatan Project Charter | 05/03/2016 | Selesai | Albertus Michael |  |
| Pembuatan Project Management Plan | 10/03/2016 | Selesai | Albertus Michael |  |
| Mendapatkan Persetujuan dari Stakeholder | 10/03/2016 | Selesai | Albertus Michael |  |
| Executing |  |  |  |  |
| Desain Web |  |  | Bartholomeus Esta |  |
| Pembuatan Database |  |  | Danny Joe |  |
| Coding |  |  |  |  |
| Testing |  |  |  |  |
| Controlling |  |  |  |  |
| Weekly Progress Report | Setiap Jumat |  | Jessica Gunawan |  |
| Berita Acara | Setiap rapat |  | Agustinus Yogi |  |
| Revisi Project Management Plan | 28/04/2016 |  | Albertus Michael |  |
| Closing |  |  |  |  |
| Acceptance Form |  |  | Albertus Michael |  |
| Presentasi Hasil Proyek |  |  | Albertus Michael |  |
| Pembuatan Laporan Akhir |  |  | Albertus Michael |  |