## MILESTONE LIST

Project Name	The Importance of Project	Date	
	Management in Our Daily Life		
	Video Project		
Project Number	2	Document Number	
Project Manager	Sharif Salah	Project Owner/Client	Omar Dawood

Milestone Name	Milestone Number	Description	Mandatory	Optional
Contact a team from a digital media service company	1	Make an approach to a team that will help you in the project	Yes	
Kick-off meeting with the team	2	Make a meeting will all team to know about the purpose of the project	Yes	
Finish the script	3	After writing a several script, write the final script and show it to your team	Yes	
Plan budget	4	Meet with the sponsor for a budget planning	Yes	
Start capturing	5	Capture the first shot		Yes
End capturing	6	Collect all the shots and make a final video before editing	Yes	
kick-off meeting with the team post-production	7	Discuss the changes with the team	Yes	
Meeting with the graphic designer	8	Discuss with the graphic designer what could change		Yes

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