Milestone List

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Description: PMBOK Milestone List

Project Milestone List: Requirements Gathering Agent

Project: Requirements Gathering Agent **Version:** 1.0 **Date:** October 26, 2024

Milestone Planning Overview

Purpose: This document outlines key project achievements and decision points (milestones) for the Requirements Gathering Agent project, aligning with PMBOK Guide standards for schedule management. Milestones represent significant events with zero duration, marking progress and triggering subsequent activities.

Milestone Criteria: Each milestone will have clearly defined success criteria, target dates, responsible parties, and dependencies. Formal sign-off will be required for milestones marked with an asterisk (*).

Stakeholder Approval: Milestones marked with an asterisk (*) require formal approval from the designated stakeholders.

Schedule Integration: This milestone list is integrated into the project's overall schedule, providing a high-level view of key progress points and dependencies. A detailed Gantt chart will accompany this document.

Project Phase Milestones

Note: Target dates are placeholders and will be refined during detailed project scheduling. Responsible parties are also placeholders and will be assigned during team formation.

Initiation Phase Milestones

Milestone ID	Milestone Name	Description	Target Date	Success Criteria	Responsible Party	Stakeholders	Dependencies
IM-001	Project Charter Approved*	Formal authorization of the Requirements Gathering Agent project.	2024-11-15	Signed Project Charter document.	Project Sponsor	Project Sponsor, Key Stakeholders	Business Case Approval, Resource Commitment

Milestone ID	Milestone Name	Description	Target Date	Success Criteria	Responsible Party	Stakeholders	Dependencies
IM-002	Project Team Formed	Project team assembled and roles defined.	2024-11-22	Team roster with defined roles and responsibilities.	Project Manager	Project Manager, Project Sponsor, Team Members	Project Charter Approval

Planning Phase Milestones

Milestone ID	Milestone Name	Description	Target Date	Success Criteria	Responsible Party	Stakeholders	Dependencies
PL-001	Requirements Elicitation Complete	All stakeholder requirements gathered and documented.	2024-12-06	Completed requirements documentation.	Business Analyst	Business Analysts, User Representatives	Project Charter Approval
PL-002	Requirements Baseline Established*	Requirements formally reviewed and approved.	2024-12-13	Approved Requirements Traceability Matrix.	Project Manager	Project Sponsor, Business Analysts, Stakeholders	Requirements Elicitation Complete
PL-003	Project Management Plan Approved*	Project management plan finalized and approved.	2024-12-20	Signed Project Management Plan document.	Project Manager	Project Manager, Project Sponsor	Requirements Baseline Established, Risk Assessment

Execution Phase Milestones

Milestone ID	Milestone Name	Description	Target Date	Success Criteria	Responsible Party	Stakeholders	Dependencies
EX-001	Core Architecture Design Complete	System architecture design finalized.	2025-01-10	Approved Architecture Document.	Technical Lead	Technical Team, Architect	Project Management Plan Approved
EX-002	MVP Development Complete	Minimum viable product developed and tested internally.	2025-02-14	Functional MVP with unit tests passing.	Development Team	Development Team, Product Owner	Core Architecture Design Complete
EX-003	User Acceptance Testing (UAT) Passed*	User acceptance testing successfully completed.	2025-03-07	Signed UAT sign-off documentation.	Project Manager	End Users, Business Stakeholders	MVP Development Complete, Training Materials Ready
EX-004	175 Weekly Downloads Milestone Achieved	175 weekly downloads achieved on NPM.	2025-04-01	175 weekly downloads recorded on NPM	Marketing Team	Marketing Team, Development Team	Product Launch

Monitoring & Control Milestones

Milestone ID	Milestone Name	Description	Target Date	Success Criteria	Responsible Party	Stakeholders	Dependencies
MC-001	Monthly Project Status Review	Regular project status review meetings.	Monthly	Status reports and action item tracking.	Project Manager	Project Team, Steering Committee	Ongoing Project Execution

Closing Phase Milestones

Milestone ID	Milestone Name	Milestone Description	Target Date	Success Criteria	Responsible Party	Stakeholders	Dependencies
CL-001	Final Deliverable Acceptance*	Final product accepted by the customer.	2025-03-28	Signed acceptance certificate.	Project Manager	Project Sponsor, Customer Representative	User Acceptance Testing Passed
CL-002	Project Closure Complete*	Project formally closed, lessons learned documented, and resources released.	2025-04-04	Closure documentation and resource release confirmation.	Project Manager	Project Manager, Project Team	Final Deliverable Acceptance

Milestone Dependencies and Relationships

A detailed dependency diagram will be created and maintained within the project schedule. Critical path analysis will identify milestones with the greatest impact on project completion.

Milestone Monitoring and Control

Milestone Performance Metrics: Progress against milestones will be tracked using the metrics listed below. Regular reports will be generated and presented to stakeholders.

- **Milestone Achievement Rate:** Percentage of milestones met on or before their target date.
- **Milestone Variance:** Difference between actual and planned milestone completion dates.
- **Milestone Quality:** Assessment of whether the milestone's success criteria were met.
- **Stakeholder Satisfaction:** Feedback from stakeholders on milestone achievements.

Risk Management for Milestones: Risks associated with each milestone will be identified and addressed proactively through mitigation strategies and contingency plans. Early warning indicators will be established to detect potential delays.

Stakeholder Communication

A communication plan will outline how milestone progress will be reported to stakeholders, including regular updates, escalation procedures, and celebration events. Lessons learned from each milestone will be documented and shared to improve future projects.

This milestone list will be reviewed and updated regularly throughout the project lifecycle to reflect any changes in scope, schedule, or risks.