## Project Milestone List: Requirements Gathering Agent

### 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 marking progress and requiring specific actions or approvals.

**Milestone Criteria:** Milestones are significant events with zero duration, representing the completion of a key phase or deliverable. They serve as checkpoints for monitoring progress and managing risks.

**Stakeholder Approval:** Milestones marked with an asterisk (\*) require formal sign-off from specified stakeholders.

**Schedule Integration:** This milestone list is integrated with the overall project schedule, providing a high-level view of key dates and dependencies. Specific task durations and dependencies are detailed in the project schedule.

### Project Phase Milestones

**Note:** Target dates are placeholders and should be replaced with actual project schedule dates. Accountability assignments (e.g., “Project Manager,” “Development Team”) should be refined based on the project’s organizational structure.

#### Initiation Phase Milestones

| Milestone ID | Milestone Name | Target Date | Success Criteria | Stakeholders | Dependencies |
| --- | --- | --- | --- | --- | --- |
| IM-01 | Project Charter Approved\* | 2024-10-26 | Signed Project Charter document | Project Sponsor, Key Stakeholders | Business Case Approval, Resource Commitment |
| IM-02 | Project Team Formed | 2024-10-27 | Project team members identified and roles assigned | Project Manager, HR | Project Charter Approved |

#### Planning Phase Milestones

| Milestone ID | Milestone Name | Target Date | Success Criteria | Stakeholders | Dependencies |
| --- | --- | --- | --- | --- | --- |
| PL-01 | Requirements Baseline Established\* | 2024-11-09 | Approved Requirements Traceability Matrix, Signed-off document | Business Analysts, User Representatives, PM | Stakeholder Interviews Completed |
| PL-02 | Project Management Plan Approved\* | 2024-11-16 | Signed Project Management Plan, all subsidiary plans completed | Project Manager, Project Sponsor, Key Stakeholders | Requirements Baseline Established, Resource Allocation |
| PL-03 | High-Level Design Approved\* | 2024-11-23 | Approved High-Level Design Document | Architecture Team, Development Team, PM | Project Management Plan Approved |

#### Execution Phase Milestones

| Milestone ID | Milestone Name | Target Date | Success Criteria | Stakeholders | Dependencies |
| --- | --- | --- | --- | --- | --- |
| EX-01 | Core Architecture Implemented | 2024-12-07 | Core architecture components developed and tested | Development Team, Architect | High-Level Design Approved |
| EX-02 | MVP Development Complete | 2025-01-11 | Minimum Viable Product (MVP) functionality implemented and tested | Development Team, Product Owner | Core Architecture Implemented |
| EX-03 | User Acceptance Testing (UAT) Passed\* | 2025-01-18 | UAT sign-off documentation, all acceptance criteria met | End Users, Business Stakeholders, QA Team | MVP Development Complete, Training Materials Ready |
| EX-04 | Word Export Functionality Complete | 2025-01-25 | Word export fully functional and tested | Development Team, QA Team | MVP Development Complete |

#### Monitoring & Control Milestones

| Milestone ID | Milestone Name | Target Date | Success Criteria | Stakeholders | Dependencies |
| --- | --- | --- | --- | --- | --- |
| MC-01 | Project Health Review #1 | 2024-11-30 | Status report, key metrics reviewed | Project Team, Steering Committee | Project Management Plan Approved |
| MC-02 | Project Health Review #2 | 2025-01-04 | Status report, key metrics reviewed | Project Team, Steering Committee | Project Health Review #1 |
| MC-03 | Project Health Review #3 | 2025-02-01 | Status report, key metrics reviewed | Project Team, Steering Committee | Project Health Review #2 |

#### Closing Phase Milestones

| Milestone ID | Milestone Name | Target Date | Success Criteria | Stakeholders | Dependencies |
| --- | --- | --- | --- | --- | --- |
| CL-01 | Final Deliverable Acceptance\* | 2025-02-08 | Signed Acceptance Certificate | Project Sponsor, Customer Representative | UAT Passed, All Deliverables Completed and Tested |
| CL-02 | Project Closure Complete\* | 2025-02-15 | Closure documentation, resource release, lessons learned | Project Manager, Project Team | Final Deliverable Acceptance |

### Milestone Dependencies and Relationships

**Critical Milestone Path:** IM-01 -> PL-01 -> PL-02 -> EX-01 -> EX-02 -> EX-03 -> CL-01 -> CL-02. Any delay in a milestone on this path directly impacts the project completion date.

**Milestone Dependencies:** Dependencies are explicitly noted in the table above. The project schedule will provide a more detailed breakdown of dependencies between individual tasks contributing to each milestone.

**Milestone Integration:** Milestones are integrated with the project schedule, budget, and contract milestones. Go/No-Go decision points are identified within the project management plan.

### Milestone Monitoring and Control

**Milestone Performance Metrics:** Progress will be tracked against the defined success criteria for each milestone. Metrics include milestone achievement rate, variance from planned dates, quality of deliverables, and stakeholder satisfaction.

**Risk Management for Milestones:** High-risk milestones will be identified and mitigation strategies, contingency plans, and early warning indicators will be defined and monitored in the project risk register.

### Stakeholder Communication

Regular milestone reports will be communicated to stakeholders. Escalation procedures will be followed if milestones are at risk. Milestone achievements will be celebrated, and lessons learned will be documented and shared.

This milestone list provides a high-level overview. A detailed project schedule with task dependencies, durations, and resource assignments will be maintained separately.