# 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 |
| 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 | 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.