**Instructor Note:** templates in your Project Plan are meant to be **blank** – they are examples of what you would be using in your Project. *The template below is offered as a guide, you are welcome to search the internet for other examples*

**Milestone Report**

Create your own template for this element or search one out. It should include:

* Project Name
* Project Manager
* Milestone Completion Date
* Milestone Actual Completion Date
* Milestone Description
* Milestone Owner
* Status
* Issues
* Comments