1．Milestone Description

1.1．Milestone name

   Client handover.

1.2．Main tasks

Prepare user manual and training document.

Prepare installation and deployment document.

Giving the client a formal training.

Help the client go live the system.

Deliver all related documentation to the client.

1.3．Describe the achievements in this milestone.

User manual, installation and deployment document and training document.

Client receipt and client acceptance.

2. Milestone Summary

2.1 Milestone schedule

|  |  |
| --- | --- |
| Planned due date | 29th May 2020 |
| Actual due date | 29th May 2020 |
| Reason | None |

2.2 Milestone progress

|  |  |  |  |
| --- | --- | --- | --- |
| Team member | Planned total hours | Actual total hours | Reason |
| Michael (Guozhi Yin) | 32 | 32 | None |
| Cong Shang | 24 | 24 | None |

3．Project Risk And Solution

3.1. Project risk and solution

The milestone of the client handover is successfully completed on time.

4. Next Milestone Plan

None.