Standard Project Milestone Document

Project Name - Milestone no. (Start Date - End Date)

Project overview
Brief description of the project milestone and its primary objectives.

Work completed
- Task 1
- Task 2
- Task 3

Modules to work on
- Module A
- Module B

Work in each module
Module A:

- Task 1
- Task 2
- Task 3

Module B:

- Task 1
- Task 2
- Task 3

Milestones for 4 weeks

Week	Focus Area	Duration	Remarks
Week 1	Module A development	Dates	
Week 2	Module B development	Dates	
Week 3	Integration & testing	Dates	
Week 4	Review	Dates	

Weekly breakdown

Week 1: Module A back end development

Day	date	Tasks	Assigned to	Status
Day 1		Task 1,Task 2		
Day 2		Task 3, Task 4		

Prepared By: _____

Approved By: _____

Date: _____