**TASK 3.2: MILESTONE (SMART Criteria)**

List of four milestone for Green Research Project:

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| **S/No.** | **Milestone** | **Descriptions** |
| **1** | **Charter Signed** | This document is the project proposal that has been agreed by all the members. Upon completion of each milestone, we will have several tasks completed such as kick off meeting, identifying the team members for the project, developing a business case, and developing a project charter. This milestone will be completed in a month after all the team members have signed the project charter. Also, completion of this milestone marks the beginning of the next milestone (i.e. Milestone 2) of our project. |
| **2** | **Project Plan Approved** | This milestone depends whether the project plan has been reviewed completely and is planned to be completed within 3 weeks. It will be marked as completed when the project idea is approved. Important documents like requirement matrix, scope statement which defines how the work would be done have been created by the end of this milestone. Deliverables and important tasks are discussed within the senior management and put into writing for everyone to be on the same page. This milestone will lay down a path for the next milestones. |
| **3** | **Deliver Software** | Product development will be marked completed by the end of this milestone and since it is the longest phase, it will take close to 3 months. A prototype is developed based on the results with a research on all the application with different features. The software is in the designing, development and testing phase and several outcomes have been proposed with respect to the outcome. The changes required to be made in the applications are accepted and is ready to be released. Project sponsors and manager would take responsibility for the timely delivery of the software. The required software has been delivered to user successfully. |
| **4** | **Project Complete** | Overall project is marked completed in this milestone. All the work performed during the project have been documented and a project report is being created. The report has been created by the project manager covering all the details of the project from the beginning to the very end. This project report is delivered to the clients as well as the project sponsor. |