



# Project Milestone Report

Project Name: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Project Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Prepared By:

Document Owner(s)	Project/Organization Role

## Project Milestone Report Version Control

Version	Date	Author	Change Description
			Document created

# 1 PROJECT MILESTONE REPORT

## 1.1 Project Milestone Report Details

[Replace this text with project status details for your key project stakeholders, focusing on milestone deliverables. This Report must include the following points, though more may be added:]

- [Status of the Project]
  - [Project Description.]
  - [Milestone Deliverables for the last reporting period.]
  - [Project impact of success or failure of milestone deliverables for the remaining period of the project.]
- [Budget Report—Write with respect to planned expenditure, actual expenditure and deficit/surplus.]
- [Risk Management Report—Specify any changes to the major risks identified since the previous report and modification to the strategies put in place to manage them, if appropriate.]
- [Issues Report—Include areas of concern, specific problems, and any action/decision that needs to be taken by the Steering Committee.]
- [Project recommendations to ensure success including lessons learned.]

## 1.2 Project Milestone Report

<b>Project Name</b>			
<b>Prepared By:</b>	Date:	<b>Reporting Period:</b> to	
<b>Project Summary:</b> [Replace this text with a brief statement of project performance not covered in the remainder of the report.]			
<b>Milestone Deliverables performance reporting over last period</b>			
<b>Milestone Deliverables</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Deliverable Status</b>
Milestone 1			

Milestone 2			

**Milestone Deliverables scheduled for completion over next period**

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
Milestone 2			

**Project impact of milestone success or failure for project remainder**

[Replace this text with a description of milestone and potential scope changes.]	[Replace this text with a brief description of any changes to the project schedule required as a result of the amended milestone(s).]
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**Project Issue and Risk Management Status**

[Attach Issue and Risk Summary Report]

**Project Recommendations**

<p>[Replace this text with a brief statement for the Project Team, Project Administration, or Project Sponsors to consider or endorse. Other questions to consider for review with key project stakeholders are:</p> <ul style="list-style-type: none"> <li>• Will the project be completed on time and on budget?</li> <li>• Will the project deliverables be completed within acceptable quality levels?</li> <li>• Are scope change requests being managed successfully?</li> <li>• Are project issues and risks being addressed successfully and mitigated?</li> <li>• Are all stakeholder concerns being addressed successfully?]</li> </ul>
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**Objectives for Next Project Status Review**

[Replace this text with a brief outline of project expectations for key project stakeholders to consider for the next review.]

**Related Project Information**

[Replace this text with an attachment or link to other relevant information that can be included with this project status report.]

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**2 PROJECT REPORT APPROVALS**

**Prepared by** \_\_\_\_\_  
Project Manager or Consultant/Contractor

**Approved by** \_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Design Sr. Project Manager

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
[Other/Stakeholder]