

Milestone Definition Sheet

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Name the checkpoint

Project reference

Milestone title

Target date if known

Checkpoint purpose

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Define the evidence

Output that exists

Required element

Reference example

Evidence location

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Identify readiness

Task still needed

Input still missing

Decision pending

Known blocker

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Review the state

Observed state

Gap remaining

Next action

Review date
