Project Milestone Report

Project Name

Enter project name

Report Date

Project Manager

Enter project manager name

Milestone Overview

Milestone Title

Enter milestone title

Milestone Dates

e.g., Jan 1, 2024 - Feb 28, 2024

Milestone Summary

Brief summary of milestone

Milestone Deliverables

Deliverable	Description	Status
Deliverable 1	Description	Status
Deliverable 2	Description	Status

Progress Summary

Describe current progress

Issues & Risks

Issue/Risk	Impact	Mitigation

Issue or Risk	Impact	Mitigation Strategy
Issue or Risk	Impact	Mitigation Strategy

Next Steps

Outline upcoming actions and owners