Plain Action Plan Organizer for Milestones

Overall Goal

Enter your main goal or project objective here

Milestones

#	Milestone	Target Date	Description / Success Criteria
1	Milestone title		Brief description, how you know it's done
2	Milestone title		Brief description, how you know it's done
3	Milestone title		Brief description, how you know it's done

Action Steps

#	Action Step	Responsible	Due Date	Notes
1	Describe task	Person/team		Details, dependencies, etc.
2	Describe task	Person/team		Details, dependencies, etc.
3	Describe task	Person/team		Details, dependencies, etc.