

Team Project Milestone Tracking Checklist

Project Name:

Enter project name

Team Members:

List team members

Project Manager:

Enter manager name

Start Date:

End Date:

#	Milestone	Responsible	Due Date	Status/Notes	Completed
1	e.g., Design Phase	Name		Status or notes	<input type="checkbox"/>
2					<input type="checkbox"/>
3					<input type="checkbox"/>
4					<input type="checkbox"/>
5					<input type="checkbox"/>