MILESTONE REPORT TEMPLATE							
This template provides you with an outlined design that you can use to show all interested parties how your project is progressing. You will quickly and easily identify which work packages within your project are areas that need addressing and how urgently this action is required, and where your project is developing smoothly.							
PHASE	**WBS ID**	**DELIVERABLE DESCRIPTION**	**PLANNED MILESTONE**	**PROGRESS STATUS**		**AMENDED MILESTONE**	**COMMENTS**
				OFF PLAN **OFF SCHEDULE** **TO PLAN**			
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				OFF PLAN **OFF SCHEDULE** **TO PLAN**			

Milestone Report Template

Phase	WBS ID	Deliverable Description	Planned Milestone	Progress Status		Amended Milestone	Comments
				Off Plan Off Schedule To Plan			
				Off Plan Off Schedule To Plan			
				Off Plan Off Schedule To Plan			
				Off Plan Off Schedule To Plan			
				Off Plan Off Schedule To Plan			
				Off Plan Off Schedule To Plan			
				Off Plan Off Schedule To Plan			