Ashford Business Services Ltd

Project Milestone Checklist

One checklist per project for its milestones: what each milestone must show, who accepts it, and a readiness check before any milestone is declared complete.

Item	Detail
Project	Sarah Mitchell
Document	Project Milestone Checklist
Prepared by	Sarah Mitchell
Project manager	James Patel
Sponsor	Sarah Mitchell
Date of this document	9 November 2026
Version	1.0
Project start date	9 November 2026
Project completion date	9 November 2026
Milestone approver	Sarah Mitchell

1. Milestones

Done	Milestone	Deliverable or evidence	Acceptance criteria	Planned date	Forecast date	Owner	Status	Accepted by	Acceptance date
	Project kick-off	Deliverable or evidence for this milestone	Acceptance criteria for this milestone	9 November 2026	9 November 2026	Helen Morris	Status of this milestone	Sarah Mitchell	9 November 2026
	Requirements signed off	Deliverable or evidence for this milestone	Acceptance criteria for this milestone	9 November 2026	9 November 2026	Helen Morris	Status of this milestone	Sarah Mitchell	9 November 2026
	First draft delivered	Deliverable or evidence for this milestone	Acceptance criteria for this milestone	9 November 2026	9 November 2026	Helen Morris	Status of this milestone	Sarah Mitchell	9 November 2026
	Client review complete	Deliverable or evidence for this milestone	Acceptance criteria for this milestone	9 November 2026	9 November 2026	Helen Morris	Status of this milestone	Sarah Mitchell	9 November 2026
	Go live	Deliverable or evidence for this milestone	Acceptance criteria for this milestone	9 November 2026	9 November 2026	Helen Morris	Status of this milestone	Sarah Mitchell	9 November 2026

The empty cell in the Done column is the checkbox: mark it only when the acceptance criteria are met and the milestone is accepted, not when the work is merely finished.

2. Readiness check for each milestone

Ashford Business Services Ltd

Run this check before presenting a milestone for acceptance. A milestone presented with an unchecked item is not yet ready for acceptance.

Done	Readiness item	Notes
	Deliverable complete against its acceptance criteria	Notes on this readiness item as agreed at the meeting.
	Checks and tests passed, with results recorded	Notes on this readiness item as agreed at the meeting.
	Documentation updated to match the delivered work	Notes on this readiness item as agreed at the meeting.
	Dependencies closed or explicitly carried forward	Notes on this readiness item as agreed at the meeting.
	Risks and issues for this milestone reviewed	Notes on this readiness item as agreed at the meeting.
	Stakeholders notified of the milestone outcome	Notes on this readiness item as agreed at the meeting.
	Handover to the next phase prepared	Notes on this readiness item as agreed at the meeting.

3. Slipped milestones and recovery

Milestone	Reason for the slip	Recovery action	Revised date	Owner
Milestone that slipped	Reason this milestone slipped as agreed at the meeting.	Recovery action for this milestone as agreed at the meeting.	9 November 2026	Helen Morris
Milestone that slipped	Reason this milestone slipped as agreed at the meeting.	Recovery action for this milestone as agreed at the meeting.	9 November 2026	Helen Morris

Milestones with no slip. Confirmation that no milestone has slipped, or a list of slipped milestones already recorded above

4. Milestone sign-off

Sign-off below confirms that every milestone marked Done in section 1 met its acceptance criteria and was accepted by the person named in its row.

Sign-off	Name	Role	Date
Project manager	Sarah Mitchell	Role of the signatory	9 November 2026
Milestone approver	Sarah Mitchell	Role of the signatory	9 November 2026