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Milestone Report Template

- For information about Milestone Reports, visit www.mindtools.com/rs/MilestoneReports.

Project Title:		Report Date:		
Milestones to Date	**Description of Deliverables**	**Due Date**	**Actual Completion Date**	**Comments**

Template

Future Milestones	Description of Deliverables	Due Date	Status R/A/G	Modified Due Date	Required Actions

Total Original Project Milestones	
Number Due to Date	
Number Completed	
Done/Due Ratio	