



Project Name / Contract Number:		Prepared date/time:			
Project Start Date:		Project End Date:			
Cal OES Project Manager:		Contractor Project Manager:			
Milestone Name:		Milestone Due Date:			
Milestone Description:					
Cal OES Project Manager Name:		Contractor Project Manager Name:			
Cal OES Project Manager Signature:		Contractor Project Manager Signature:			
Agreement to Adjust Milestone Due Date					
Adjusted Milestone Due Date:					
Approved by Cal OES Date:		Contractor Approval Date:			
Cal OES Project Manager Name:		Contractor Project Manager Name:			
Cal OES Project Manager Signature:		Contractor Project Manager Signature:			
Reason for adjusted Milestone Due Date:					
Project Milestone Status:					
Green:	Yellow:	Red:			
Project Milestone Status (Check one):					
☐ Green	☐ Yellow	☐ Red			
Current Milestone Life Cycle Phase (Check one):					
Concept	Planning	Design	Test	Implement	Completed
Project Documentation		Resources		Services and Software	
Not started		Available		No updates needed	
In development		Need to assess		Software updates needed	
Revision update		Need to hire		Under development	
Sent for approval		Release resource(s)		Not applicable	
Other (specify) _____		Other (specify) _____		Other (specify) _____	
Project Milestone Status (Update of the current status for this Milestone):					
Project Milestone Risks (Incl. actions being taken/ recommendations for mitigation):					