



<b>Project Name / Contract Number:</b>		<b>Prepared date/time:</b>			
<b>Project Start Date:</b>	<b>Project End Date:</b>	<b>% Complete:</b>			
<b>Cal OES Project Manager:</b>		<b>Contractor Project Manager:</b>			
<b>Milestone Name:</b>		<b>Milestone Due Date:</b>			
<b>Milestone Description:</b>					
<b>Cal OES Project Manager Name:</b>		<b>Contractor Project Manager Name:</b>			
<b>Cal OES Project Manager Signature:</b>		<b>Contractor Project Manager Signature:</b>			
<b>Agreement to Adjust Milestone Due Date</b>					
<b>Adjusted Milestone Due Date:</b>					
<b>Approved by Cal OES Date:</b>		<b>Contractor Approval Date:</b>			
<b>Cal OES Project Manager Name:</b>		<b>Contractor Project Manager Name:</b>			
<b>Cal OES Project Manager Signature:</b>		<b>Contractor Project Manager Signature:</b>			
<b>Reason for adjusted Milestone Due Date:</b>					
<b>Project Milestone Status:</b>					
<b>Green:</b>	<b>Yellow:</b>	<b>Red:</b>			
<b>Project Milestone Status (Check one):</b>					
<input type="checkbox"/> <b>Green</b>	<input type="checkbox"/> <b>Yellow</b>	<input type="checkbox"/> <b>Red</b>			
<b>Current Milestone Life Cycle Phase (Check one):</b>					
Concept	Planning	Design	Test	Implement	Completed
<b>Project Documentation</b>		<b>Resources</b>		<b>Services and Software</b>	
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) _____	
<b>Project Milestone Status</b> (Update of the current status for this Milestone):					
<b>Project Milestone Risks</b> (Incl. actions being taken/ recommendations for mitigation):					