

Milestone Achievement Sign-Off Form

Instructions: This form is to be completed and signed upon the successful achievement of a project milestone. Please print, sign, and file for project records.

1. Project & Stakeholder Information

Project Name:

Project Manager:

Client / Sponsor:

2. Milestone Details

Milestone Title / Phase:

Milestone ID / Code:

Target Completion Date:

Actual Completion Date:

3. Deliverables Verification

List the key deliverables achieved under this milestone:

1.

2.

3.

4.

4. Comments and Notes

5. Sign-Off & Approvals

By signing below, the parties agree that the milestone deliverables have been completed, reviewed, and formally accepted in accordance with project requirements.

Role	Printed Name	Signature (Physical)	Date signed
Project Manager	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>
Client / Sponsor	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>
Quality Assurance Lead	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>