

Milestone tracker

Days late = forecast – planned. Enter dates as dates.

Milestone	Owner	Planned	Forecast	Days late	Status (R/A/G)
Design approved	Design lead	2026-05-01	2026-05-01		
Development complete	Dev lead	2026-06-12	2026-06-19		
User testing	UX	2026-06-03	2026-06-10		
Launch	PM	2026-07-01	2026-07-01		

Budget

Approved budget	78,000
Spent to date	42,000
Forecast at completion	77,500
Variance	500

Notes