**PROJECT MILESTONE CHART**

**Purpose**

A project milestone chart is used to show the steps in a process and when they are planned to happen. The timeline and steps are all customizable depending on the project length and number of tasks.

**Related Tools**

Often used in the Plan phase of an A3 or micro Plan Do Study Act (mPDSA) document.

**How to Use**

During the Plan phase, fill in all the steps in the process as well as the agreed upon deadline. As the process progresses, change the colors of the cells to indicate whether steps in the process were completed, delayed, or failed (e.g. forgotten).



**Timeline**

**Steps**

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**KEY:**

Delayed

Failed

Completed

**EXAMPLE PROJECT MILESTONE CHART – Baking a Custom Cake**

**Timeline**



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|  | **4/11** |  | **4/12** | **4/13** | **4/14** | **4/15** | **4/16** |  |  |  |  |  |  |  |  |  |  |  |
| **Receive customer order for 4/16** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Assigned to bake cake** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Find a recipe** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Get ingredients from grocery store** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bake cake**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bake cake - second baking attempt**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Deliver cake to customer** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**KEY:**

Completed

Delayed

Failed