# Milestone Tracker

**Purpose:** This document serves to monitor, track, and report the status of key milestones within a project to ensure alignment with project goals and timelines. It provides a structured overview of milestones, responsible parties, deadlines, and current status.

## Project Overview

**Project Name:** {projectName}

**Project Manager:** {projectManager}

**Start Date:** {startDate}

**Expected End Date:** {endDate}

## Milestone Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Description** | **Owner** | **Due Date** | **Status** |
| {#milestones}{milestoneName} | {description} | {owner} | {dueDate} | {status}{/milestones} |

## Upcoming Milestones

{#upcomingMilestones}

* **{milestoneName}:** due by {dueDate} - *{description}*

{/upcomingMilestones}

## Delayed Milestones

{#delayedMilestones}

* **{milestoneName}:** originally due {dueDate}. Delay Reason: {delayReason}

{/delayedMilestones}

## Completion Summary

**Total Milestones:** {totalMilestones}

**Completed:** {completedMilestones}

**Pending:** {pendingMilestones}

**Delayed:** {delayedCount}

## Notes

{#notes}

* {note}

{/notes}

{^notes}

*No additional notes at this time.*

{/notes}