

Milestone Worksheet – Planning Projects

Project Number	
Project Name	
Sponsor Organization Name	

The milestone worksheet is used by RCO to create the starting and ending dates for your project and to identify important project milestones that will help make sure your project stays on schedule. They should be realistic, attainable, and allow for quick implementation and expenditure of grant funds.

Instructions:

1. In the Target Date column, identify the estimated date that you expect to complete the milestone. If the milestone has already been completed put in the date it was completed. If it is not applicable to your project please do not delete the milestone; rather, put N/A.
2. Use the Comments/Description column if needed to write notes that will assist in describing the milestone. Examples are: permits in hand; property acquired under a RCO waiver; in-water work window; etc.
3. Attach this document to your project in PRISM and select the “Milestones” attachment type.

Milestone	Target Date	Comments/Description
Project Start		
Data Gathering Started		
Design Initiated		
Cultural Resources Complete		
60% Plans to RCO		
Applied for Permits		
SEPA/NEPA Completed		
All Bid Docs/Plans to RCO		
Funding Acknowledgement Sign Posted		
Proposed Agreement End Date		

NOTE that when writing the project agreement, RCO will add a few other milestones such as Progress Reports, Billings, Inspections and Final Report. Special Conditions will also be added if applicable.