



MILESTONE REVIEW TEMPLATE

Milestone Evidence Packet

Package scope, candidate identity, decisions, validation, risks, accessibility, recovery, and review requests for one milestone.

Package scope, candidate identity, decisions, validation, risks, accessibility, recovery, and review requests for one milestone. Use one identified candidate, system, operation, or decision per copy so the record remains reviewable.

USE THIS RESOURCE WHEN

- Use it when a milestone needs a decision-ready record rather than a verbal status update.
- Ownership, evidence, or decision authority must be explicit.
- Another person must be able to review or reproduce the result.



Free Academy resource

English • US Letter edition • Fillable PDF • v1.0

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How to use it

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HOW TO USE IT

- 1 Identify the exact subject and baseline before filling the working sections.
- 2 Separate verified facts from assumptions and unresolved questions.
- 3 Link evidence to the candidate, build, version, or decision it actually supports.
- 4 Record an accountable decision, owner, and next trigger before closing the document.

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USE AND SHARING

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1. Milestone identity

Milestone / owner / review date

Be specific. Name the source, evidence, owner, and decision where applicable.

Bounded scope and exclusions

Be specific. Name the source, evidence, owner, and decision where applicable.

Player-facing outcome

Be specific. Name the source, evidence, owner, and decision where applicable.

1. Milestone identity — continued

Candidate — branch / commit / build / artifact

Be specific. Name the source, evidence, owner, and decision where applicable.

Requirements / acceptance criteria

Be specific. Name the source, evidence, owner, and decision where applicable.

2. Change and decisions

Change summary by system

Be specific. Name the source, evidence, owner, and decision where applicable.

Decisions / ADR links

Be specific. Name the source, evidence, owner, and decision where applicable.

Dependencies / handoffs / owners

Be specific. Name the source, evidence, owner, and decision where applicable.

3. Validation evidence

Test matrix and results

Be specific. Name the source, evidence, owner, and decision where applicable.

Accessibility / supported-route evidence

Be specific. Name the source, evidence, owner, and decision where applicable.

Performance / compatibility evidence

Be specific. Name the source, evidence, owner, and decision where applicable.

Recovery baseline and procedure

Be specific. Name the source, evidence, owner, and decision where applicable.

4. Risk and decision

Known failures, blockers, and accepted risks

Be specific. Name the source, evidence, owner, and decision where applicable.

Assumptions / unsupported claims

Be specific. Name the source, evidence, owner, and decision where applicable.

Open questions and stop conditions

Be specific. Name the source, evidence, owner, and decision where applicable.

4. Risk and decision — continued

Review request — accept / revise / hold

Be specific. Name the source, evidence, owner, and decision where applicable.

Decision, authority, and rationale

Be specific. Name the source, evidence, owner, and decision where applicable.

Follow-up action / owner / due or trigger

Be specific. Name the source, evidence, owner, and decision where applicable.