
EV – Schedule – Milestone
Template and Instructions

1. MILESTONE DEFINITION LIST

Below, the required milestone definition list (example).

The agreed list should be appended to the agreement to be signed.

Definitions:

ID – Unique identifier for the Milestone. Used in the tool for identifying the milestone (both parties).

Original Schedule Date – This date is the first original schedule date for the milestone. Once the project are in execution, the Milestone tracking table will contain the changed and forecasted dates for the completion of the milestone.

Name – Short and distinct name used for referencing the milestone

Exit Criteria – Definition of what needs to be fulfilled in order to satisfy and complete the milestone.

EV Weight – The weighted value of the milestone. The planned value, ie weight multiplied with total value of the in-kind contribution, spread over the associated time period, will be the basis for the planned value curve. Note, the list can and probably will contain a number of milestones that does not have any associated earn value weight.

Milestone Definition List					
	A	B	C	D	E
1	ID	Original Schedule Date	Name	Exit Criteria	EV Weight (%)
2					
3	A1000	20 August 2015	All sub-providers ready	All sub-providers legally contracted (signed)	20%
4	A1010	20 October 2015	Delivery of first xyz prototype	Delivery of prototype, at ESS premises, first prototype according to specification xyz.	15%
5	A1020	15 January 2016	Delivery of second xyz prototype	Delivery of prototype, at ESS premises, first prototype according to specification xyz.	40%
6	A1030	30 Mars 2016	ESS acceptance of delivery	ESS In-Kind review committe accepts the delivery	25%
7					
8				Total Weight	100%

Figure 1 - Milestone Definition List

2. MILESTONE TRACKING LIST

Below, the template to be used for milestone tracking.

Definitions:

ID – Unique identifier for the Milestone. Used in the tool for identifying the milestone (both parties).

Appendix

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Baseline Date – This date is the last agreed (by Change Request) date of the delivery. Initially, this date is equal to Original Schedule Date. After approving change requests, the date changes and becomes the new target date.

Name – Short and distinct name used for referencing the milestone

Forecast Date – This date is the best estimate of the current prognosis of when the milestone will be achieved. The date should be updated/provided on a monthly basis. The forecast date is not an agreed date, just a forecast. If the forecast date starts to deviate too much from the baseline date, there should be a discussion of what can be done to mitigate the trend. As last resort, if there are no other options, a change request should be filed, requesting to move the baseline date (new basis for ESS internal planning).

Notes – This field is used for various explanatory comments that facilitate the joint discussion on progress.

	A	B	C	D	E	F
1	ID	Name	Baseline Date	Forecast Date	Actual Date	Notes
2						
3	A1000	All sub-providers ready	15 August 2015		30 August 2015	
4	A1010	Delivery of first xyz prototype	20 October 2015	30 October 2015		Slight delay due to xyz
5	A1020	Delivery of second xyz prototype	15 January 2016	15 January 2016		Changed Sep 10 2013, CR#1234
6	A1030	ESS acceptance of delivery	30 Mars 2016	30 Mars 2016		