

**OCDO MILESTONE PLAN FORMAT**

On your company letterhead, provide the following information on the first page of the plan:

1. Project Title
2. OCDO Grant Agreement Number
3. Author(s) of the Milestone Plan
4. Telephone Number of Author(s)
5. Email Address of Author(s)
6. Milestone Plan Number
7. Project Phase Number

The body of the plan shall include the following information:

I. A concise but thorough **description of the objective** to be met by the proposed work in the phase. Include a complete description of how the work relates to the overall project objective and with the completed phases.

II. A **detailed description of each of the tasks** to be performed during the phase. The task descriptions shall be accompanied by documentation, as appropriate, of equipment or material needs, test procedures, analytical procedures, evaluation parameters, design specifications, etc.

III. A **statement of the timeline for each of the tasks.**

IV. A **description of the expected outcomes and accomplishments** to result from the completion of the work in the phase, and a discussion of its significance to other phases.

V. Where applicable, a brief **description and discussion of how and why the milestone tasks may have changed** from those in the Statement of Work.