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| Milestone 1. |
| Key Facts |
| **Project** | Name of game |
| **Milestone-Name** | Milestones (Number, Prototype, Alpha, etc.) |
| **Due Date** | Date |
| **Overview Deliverable Items** | 1. Name Deliverable Item (e.g. Title of Feature, Headline, Epic etc.)2. Name Deliverable Item3. Name Deliverable Item4. Name Deliverable Item(...) |
| **Required from Publisher** | **Until when** | **Required for MS?** |
| What are the deliverable items the publisher has to provide the developer/studio with (e.g. marketing plan, asset lists, TRC’s, specific lists of requirements etc.)? | Deadline until dev-studio needs it | Are these deliverable items required in time to deliver the milestone? |
| **Comments** | Additional comments |
| Overall Goal |
| **Mission Statement** | What is the mission statement/the overall goal of this milestone? Does it focus on a specific feature set or a certain area of the game? Is it a key milestone (pre-production, alpha, beta etc.)? |
| **Quality Criteria** | What are the overall quality criteria of this specific milestone, e.g. will it demonstrate “final quality” in certain expects?  |
| 1. Deliverable Item – Detailed Definition |
| **Deliverable Item** | 1. Name Deliverable Item (e.g. Title of Feature, Headline, Epic etc.)
 |
| **Description** | * Detailed description of “Deliverable Item”
* General description of feature/assets in a way, that an external source such as QA can judge whether it works “as designed”. Links to detailed feature specs in Confluence/Wiki/Design are recommended
 |
| **Approval Requirements** | * What are the qualitative parameters for this feature/asset? What can be expected with regards to “final quality”?
* This area is also for the “what this is not/what’s not in yet” description. List all missing parts/specific elements that are not integrated yet/that are not working yet
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| **Walkthrough** | * How can QA check the deliverable item? Where in the game can you find it and how do you get there? Are there any cheat codes available?
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| **Format/Medium** | * e.g. Word-Doc, Confluence, DDS-Files/Meshes, AVI, Build/EXE-file/version, via FTP etc.
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| 2. Deliverable Item - Detailed Definition |
| **Deliverable Item**  | […] |
| **Description** | […] |
| **Approval Requirements** | […] |
| **Walkthrough** | […] |
| **Format/Medium** | […] |
| 3. […] |
| **Deliverable Item**  | […] |