**CEC4A MILESTONE TEMPLATE**

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| **Task** | **Budget** |
| **Task 1.**  Kickoff meeting between DOE and performer  **Milestone**: Establish the team, timeline, and next steps  **Expected Duration:** Day 1 |  |
| **Task N:** Description of activities performed under task  *e.g. Foundational components of the program are set up, such as partnerships are formalized, the impact measurement plan is finalized, etc*  **Milestone(s):** A milestone should demonstrate a technical achievement (e.g., major outcome or deliverable) rather than simply completing a task. SMART milestones should be Specific, Measurable, Achievable, Relevant, and Timely. *e.g. signed letters of commitment, measurement plan is submitted*  **Expected Duration:** e.g., M1-M12 – M refers to month and M1 is the first month when project activities start. | $ |
| **Task 2:**  **Milestone(s):**  **Expected Duration:** |  |
| **Task 3:**  **Milestone(s):**  **Expected Duration:** |  |
| \*Add additional rows as necessary | [TOTAL BUDGET] |