AIFreeForever

The Project Milestone Planning Workbook, 2026

A big project is easier to finish when it is split into checkpoints with dates. Use this workbook with the plan from the free AI Milestone Planner on AIFreeForever: copy your milestones onto the timeline sheet, check each one against the checklist, and review the plan when a milestone slips.

My project

The project or goal	
What done looks like	
Project timeframe	
The milestones that cannot slip	

My milestone timeline

One row per milestone, in date order. Tick Done when its success criteria are met.

No.	Milestone	Target	Depends on	Success check	Done
1					☐
2					☐
3					☐
4					☐
5					☐
6					☐
7					☐
8					☐

Is it a good milestone? A checklist

Check every milestone from the AI Milestone Planner before you start.

- Its name is a result, such as "Beta version tested", and never a task.
- It has a target date that fits the timeframe.
- Its deliverables say what is finished and handed over.
- Its success criteria can be measured, with a number or a yes or no.
- Every milestone it depends on comes earlier in the plan.
- The last milestone has a little buffer time before it.

A milestone slipped? A review sheet

Fill one row for each slip, then move the milestones that depend on it together.

Milestone that slipped	What got in the way	New target	Milestones to move with it

Ask the AI Milestone Planner to add buffer time or make a shorter timeline in the same chat when the plan needs to change.

Make your milestone plan free at aifreeforever.com/tools/ai-milestone-planner.

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