

# Field Work Milestone Checklist

Milestone	Description	Due Date	Status
Preparation and Planning	Obtain permissions, equipment, and resources required for the field work.	2024-07-01	
Team Briefing	Conduct a meeting to discuss objectives, roles, and safety protocols.	2024-07-03	
Travel & Site Arrival	Travel to designated field location and establish base camp/site setup.	2024-07-04	
Initial Field Assessment	Survey the area and record initial observations or measurements.	2024-07-05	
Data Collection	Gather required data/samples as per methodology.	2024-07-06 – 2024-07-13	
Mid-Work Review	Evaluate progress, address challenges, and update plan if needed.	2024-07-09	
Final Field Review	Review data completeness, conduct end-of-field debriefing.	2024-07-13	
Departure and Equipment Check	Pack up and ensure all materials/equipment are accounted for.	2024-07-14	
Report Submission	Compile and submit preliminary report of field findings.	2024-07-18	

## Important Notes:

- Tasks and milestones should be adjusted based on project requirements and team availability.
- Regularly update status to reflect real-time progress and issues faced during field work.
- Keep all documentation (permissions, data, assessments) organized and accessible for auditing purposes.
- Safety protocols must be strictly followed and reviewed throughout the field activities.
- Checklist should be reviewed and approved by the project supervisor before commencing field work.