

Milestone Variance Analysis Document

Project Information

Project Name	Sample Project XYZ
Project Manager	John Doe
Date of Report	2024-06-30

Milestone Summary & Analysis

Milestone	Planned Completion	Actual Completion	Variance (Days)	Reason for Variance	Corrective Actions
Design Phase Complete	2024-05-15	2024-05-20	+5	Late approval of design documents.	Improved approval workflow; weekly stakeholder sync.
Prototype Test Complete	2024-06-05	2024-06-10	+5	Equipment delays from vendor.	Vendor relationship review; earlier equipment request.
Final Deployment	2024-07-01	-	-	-	-

Overall Variance Analysis

The primary sources of variance in this reporting period include delayed approvals and external vendor dependencies. Actions taken have focused on improved stakeholder communication and earlier resource requests. No significant impact on overall project delivery is foreseen at this stage; however, schedule will be closely monitored.

Important Notes

- This document helps identify, analyze, and address schedule deviations on key project milestones.
- All variances and corrective actions should be tracked and updated regularly.
- Objective variance analysis supports transparent project decision-making.
- Clear documentation of reasons and actions helps prevent recurrence of similar delays.
- Distribution to all stakeholders ensures accountability and alignment.