

## ***Prepare Milestones and Activity List:***

To create a milestone within a project, do the following steps:

1. From the Program Management tab, click **Projects > All Projects**.
2. Open an existing project, and click **Milestones > Create**.
3. Select the type of milestone from the **Type** drop-down list.
4. Enter the Name and Description.
5. Click **Save**
6. If a task within the associated project is off-track or in jeopardy, and that task has the farthest scheduled date in the project, the project status changes to offtrack or in-jeopardy even if all the other associated tasks are on-track or complete. In this scenario, the status of the program is also affected because the project is associated with the program.
7. The following table lists the different status for milestones

Milestone Status	Description
Unscheduled	Default status when you create a milestone with no tasks yet created for the milestone. The status also depends on the status (scheduled or not scheduled) of the associated project.
Scheduled	Changes to Scheduled if the associated project is also in Scheduled status, and the milestone includes at least one task in Scheduled state.
On Track	Changes to On Track if any of the associated tasks are started.
Off Track	Changes to Off Track if any of the associated tasks are not on track.
In Jeopardy	Changes to In Jeopardy if any of the associated tasks are not accomplished to the expected completion level during the set duration. The task completion level is indicated in percentage.