What is a Milestone in a Project?

Milestones are checkpoints that highlight the successful completion of major events, tasks, or groups of tasks along your project timeline.

Project milestone *checkpoints?*

Your team reaches a milestone when you accomplish something notable, such as:

- Finalizing a business plan
- Launching your first marketing campaigns
- Getting your first 100 customers

Why are project milestones important?

Here are a few more things your team can do with milestones in project management:

Milestones In A Project?

A project milestone is usually an **important** event that occurs during a project's life cycle.

Here are a few common project milestone examples:

- Completing key project deliverables like the first version of your app
- The start date or end date of an important project phase like the 'planning phase' or 'designing phase'
- An important event that green lights the project like project sponsor approval

Does **any** significant event count as a project management milestone?

Only events **related to your project** count as a key milestone.

Celebrating with a beer with your team after completing the project is an important event. Unfortunately, it isn't a project management

Five project milestone examples:

- Project approval
- Requirements review
- Design approval
- Project phase milestones
- Final approval

Let's take a closer look at each project milestone example:

Project Milestone Examples

1: Project approval

This is usually the first key milestone in a project's life cycle.

Once the project charter is approved by an important project stakeholder or senior

2: Requirements review

For this major milestone, you need to closely go over a project plan with your clients and determine what the project is going to need.

Once you get all this approved, you **actually** begin work on the project.

3: Design approval

You've now finalized all the project requirements. Good job.

However, it's now time to draw up the project design and present it to the client or stakeholder.

Unfortunately, chances are that they'll give you tons of feedback and utter these three terrifying words…

4: Project phase milestones

Your project is now on the way and your team is working on building and implementing the designed solution...this is no easy feat, even for those with top-notch project management skills!

However, working on a project isn't just one long, drawn-out activity.

A project is generally divided into multiple phases like 'the development phase,' 'the testing phase.'

To distinguish between these phases clearly, we use milestones at the 'start' or 'end' date of each phase.

5: Final approval

Imagine this:

Your team has finished building the product, and after rigorous testing and inspection, you are finally ready.

But don't celebrate just yet.

You still have to present it to the main stakeholders.

If the project meets the requirements, then your stakeholders give their seal of approval.

Your team can raise a toast to the project completion; you've reached the final milestone!

Create A Project Milestone?

Now you have a **clear** idea of what typical benchmarks are.

But how do you **create and use** milestones in your project?

Step 1: Create a project goal

Your project needs to have a goal.

Obviously, you can't work without a project objective.

It's like boarding a plane without knowing where it's headed.

You don't know where you'll end up!

Step 4: Using Gantt Chart To Clearly Map The Milestones

Now your milestones are ready, let's start mapping them.

But when we say mapping, do we mean using a milestone chart or a timeline template?

Neither. All of these are kinda obsolete in 2021.

What you need is a Gantt chart.

A Gantt chart is a method in which to create a visualization of your entire project timeline.

It lets you visualize useful parameters like the:

- Project schedule
- Allocated time for each task and their current progress
- Assigned team members
- Task dependencies