

## Project Planning Phase Milestone Activity List

Date	03 October 2022
Team ID	PNT2022TMID35954
Project Name	Project – Visualizing and Predicting Heart Disease with an Interactive Dashboard
Maximum Marks	4 Marks

**A project milestone is a management tool that is used to delineate a point in a project schedule.** These points can note the start and finish of a project, and mark the completion of a major phase of work. Milestones can be used to symbolize anything that has started or finished, though it's primarily used as a scheduling tool.

If a milestone focuses on major progress points in a project, you can see how it is useful in scheduling. Just as tasks break a larger project into manageable parts, milestones break off project phases to help project managers plan, schedule and execute them.

## Scheduling with Milestones

Milestones provide a way to more accurately estimate the time it will take to complete your project by marking important dates and events, making them essential for precise project planning and scheduling. Because of their versatility, they're an important element of project documents such as the project schedule, project charter and project plan.

They are also used in scheduling methodologies, such as the Critical Path Method, or project management tools like Gantt charts, which can determine major scheduling periods. With milestones, you can better calculate the slack in your project by segmenting the project timeline into intervals, or smaller time frames to control and track progress.

## Linking Milestones

Milestones, like tasks, can be linked. That is when the phase of one milestone cannot begin until the completion of the phase before it. That way you're not blocking team members by having them wait or by not allowing them what they need to move forward with their tasks.

### Milestone Activities

- Project approval
- Start and end of project phases
- Getting your project charter approved
- Securing financing, equipment or resources
- Assembling a project team
- Getting your project plan approved
- Project kick-off meeting
- Completing critical tasks
- Producing key project deliverables
- Reaching project goals and objectives
- Project completion

