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

Project management software, like **ProjectManager**, makes it easy to build a schedule with milestones. Use our online Gantt charts to quickly build a project schedule with phases, subtasks, milestones and dependencies. Try it free today.

Quickly build a robust project schedule with ProjectManager. Learn more

Project Milestones Examples

What could be better to explain how to use milestones in project management than some examples? Let's look at some common project milestones examples for each phase of the project life cycle.

✔ 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

To get a better understanding of how to use milestones in a real project plan, try ProjectManager's free IT project plan template with milestones.

The IT project plan template opens in the Gantt chart project view of ProjectManager. This free template sets up the project plan, with the tasks to the left and the timeline to the right. As you can see, the diamond icons on the right indicate where there is a milestone. You can easily add them on any important date, such as when you assembled a team, the completion of a task, etc.

The milestones in ProjectManager's free template can be set to be start-