**Prepare Milestone & Activity List**

**What is a project milestone?**

Project milestones are certain points in your schedule that show an important

achievement or the completion of a major phase in the project. Project milestones are

extremely important for ensuring effective management and keeping the team on

track.

**Examples of Milestones in Project Management**

* Starting and ending dates of the project and any specific project management phase
* Major project deliverables sent to the client for approval
* Approval from the project stakeholders
* Completion of a complicated and critical task your project depends on
* Delivering an important presentation or deciding certain features in a stakeholder

Meeting

**The importance of project milestones and how to use them**

Defining, managing and tracking a project schedule can become overwhelming.

This is why project milestones should be created for every project, no matter how

big or small. Here are some of the reasons project milestones are important:

**Create a clear project plan**

Tackling a large project can be herculean. It is difficult to decide the next steps

when the project first takes off. But with milestones set, you can break large

projects into smaller work batches and create a clear plan for how to complete each

project phase.

**Keep track of your project’s progress**

Working on a big project comes with its challenges and distractions. The huge

number of tasks can be especially overwhelming. With milestones, your team canfocus only on the task that needs to be done to reach the next project phase. This

helps you track your project’s progress as you move it from one stage to another.

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project first takes off. But with milestones set, you can break large projects into

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phase.

**How do you write a project milestone?**

1. **Identify the key milestones**

These key milestones mark the important project phases. They are the main

checkpoints on the way to successfully meeting the project’s schedule. For a

marketing team at a company working towards the launch of a new product, the

timeline for completing a media advertising outreach, public relations, and online

marketing campaigns could be some major milestones.

1. **Define each milestone in more detail**

Now, it’s time to go into more detail. So, make sure to write out summaries for

each key milestone, including a series of tasks and steps required for the

completion of that project phase. These tasks can be further broken down with a

detailed description of what each task entails.

1. **Get feedback and approval from stakeholders**

Every project has stakeholders who are in total control of its execution. These

stakeholders are important in this step of project milestone writing, because they

are responsible for bringing the project to completion. So, their inputs, feedback,

and approval of the milestones and project plan are crucial to the project’s success.

After defining the key milestones and the smaller tasks for your project, the next

step is to share your file with all relevant stakeholders, to request feedback and

final approval. The easiest and fastest way to do this is with the help of a review

and approval tool, like Filestage.

1. **Assign each milestone to a person/ team**

After implementing the feedback and getting the project milestones approved, the

next thing is to assign every milestone to the appropriate stakeholders. You can

assign a milestone to a specific team or an individual to see it through. The creative

stage of a large marketing project may be assigned to a design team, while the

distribution stage could be assigned to a PR team.

1. **Visualize your project phases using a Gantt chart**

Statistics have shown that a lot of us tend to commit to the things we see and can

visualize easily. That’s why creating project milestones should be visualized, in

order to aid productivity and teamwork.

**Activity list:**

Project Management dates back to the 19th century. Today every organization has

realized the benefits of organizing the tasks in the project. Project managers have

started identifying the need to communicate and coordinate work across departments

and professions. Thus, a defined method of Project Management emerged. The end

results for every business can be tangible or intangible. But getting to that result,

successfully, is what Project Management is all about. Primarily, the Project

Management teams mostly focus on the planning and control that involves

delivering the result. In this regard, here is a summary of all that Defining Activity

list in a Project encompasses.

**How to make an activity list:**

* Make a project plan. ...
* Define all project-related activities. ...
* Determine each activity's dependencies. ...
* Sequence all activities. ...
* Estimate activity durations and required resources. ...
* Create the activity list.