### Prepare Milestone & Activity List

### The best way to create a milestone chart is to use project management software tools such as online [Gantt charts](https://www.projectmanager.com/blog/how-to-make-a-gantt-chart), task lists and project calendars. Project Manager has these and other project planning, scheduling and tracking tools. Here are some steps to create a milestone chart using Project Manager or other similar project management software.

### 1. Create a Task List

### No matter the scheduling tool you choose, you must create a complete [task list](https://www.projectmanager.com/software/task-management). New tasks will naturally occur throughout the project lifecycle, but the original task list should be as exhaustive as possible. A detailed task list simplifies the process of identifying primary and secondary tasks and charting the best location for a milestone.

### 2. Schedule Tasks on a Gantt Chart

### Once you’ve created a task list and documented the necessary details—task name, assignee, start date, end date, etc.—you now have all the information you need to schedule these tasks on a Gantt chart. Input the information you’ve already gathered and view your [project schedule](https://www.projectmanager.com/blog/schedule-management-plan-how-to-make-maintain-one) in seconds. From here, make changes and adjustments by dragging and dropping task bars.

### 3. Determine Project Phases

### Using a Gantt chart to schedule projects means you’re almost automatically able to visualize your project in phases by analyzing and categorizing tasks. Each bar represents a different task and different colors can represent different project phases. When you can see these phases, placing milestones is nearly effortless. Once you decide where to put them, it’s only a matter of a few clicks.

### 4. Place Milestones

### Modern project management tools make [setting milestones](https://www.projectmanager.com/blog/milestones-project-management) effortless. When you’ve created your schedule and decided which task completions qualify as milestones, enter milestone details and share the information with your team so everyone can see. When you’ve placed your milestones, these achievements can be represented by a small diamond symbol that won’t clutter the schedule.

### Project Milestones Examples

### Meetings

### Sign-offs

### Approvals

### Beginnings of different tests

### Construction phase completions