Managing Milestones

📅 Updated on 05 Apr 2024 · 🕐 5 Minutes to read · Contributors 🅰

Milestones are significant points in the course of a project that mark various stages of completion of project goals such as data collection, surveying, data generation, data visualization and so on. Milestones help project managers determine if the project is on track to meet its objectives and deadlines by tracking and measuring the project's growth.
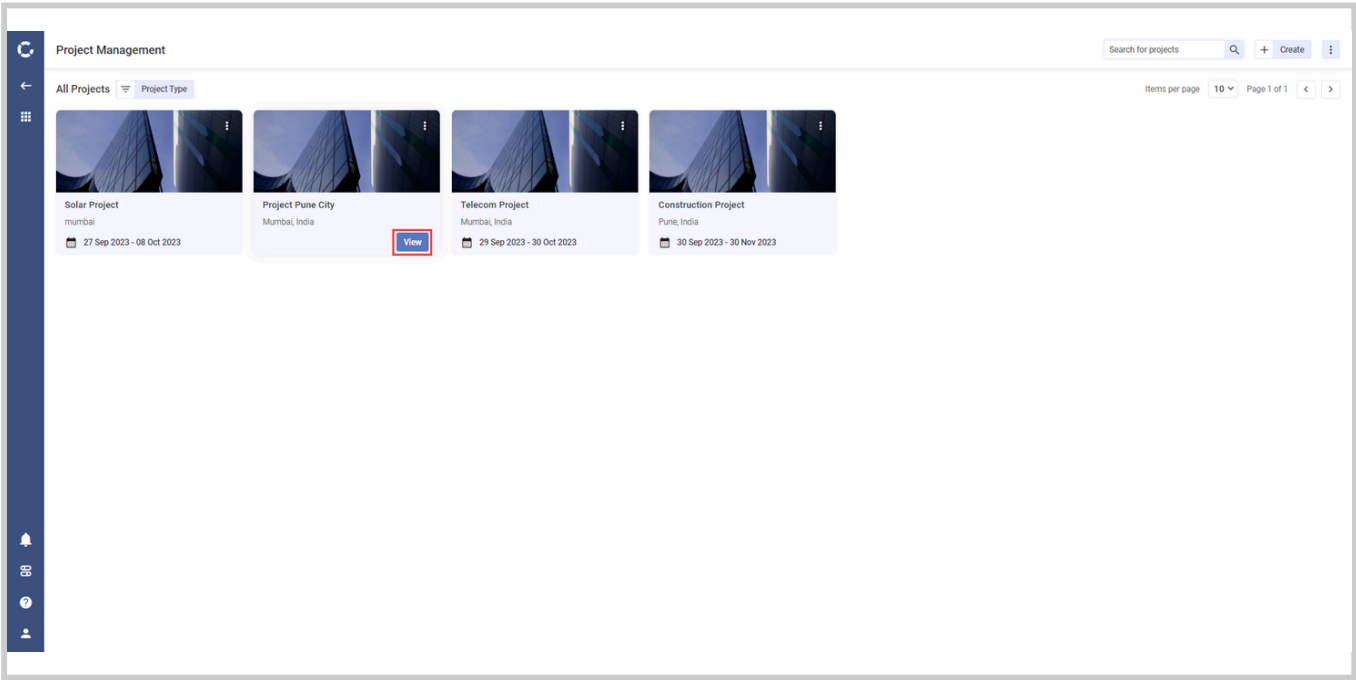
In this section, you will look at:

- **Creating a Milestone**
- **Modifying a Milestone**
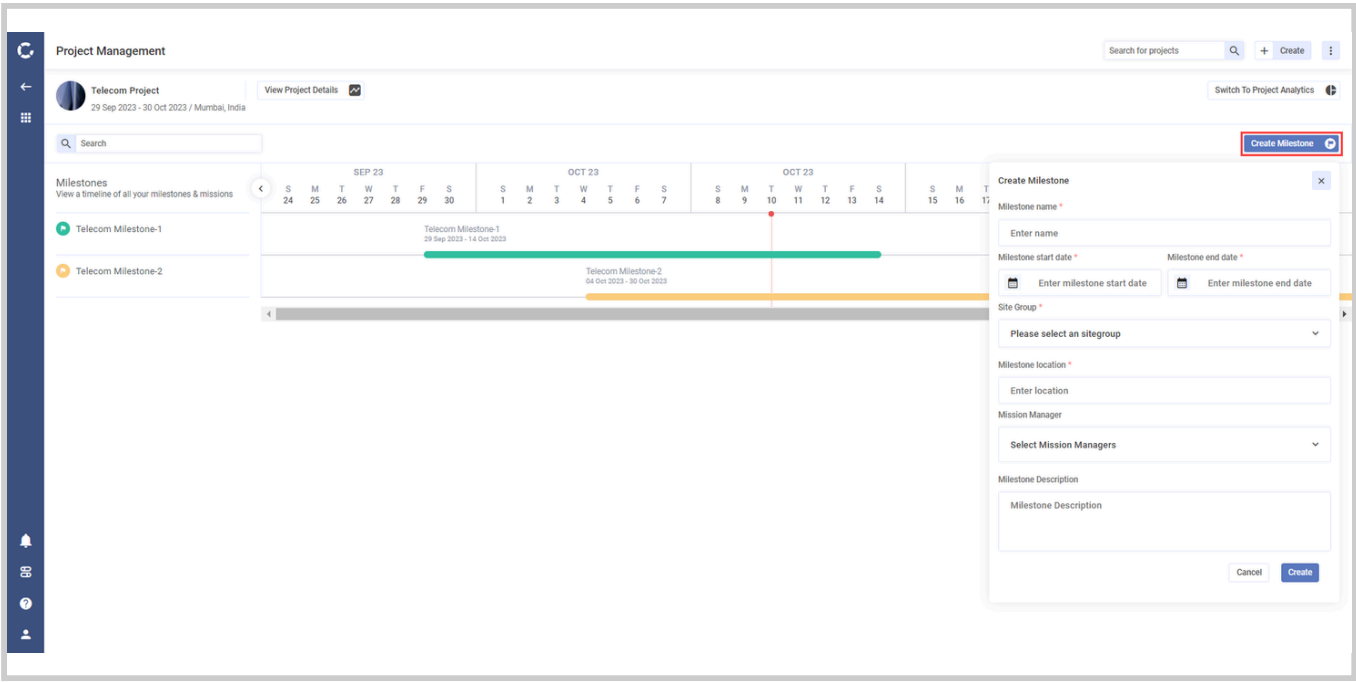- **Managing Access for Milestones**

Creating a Milestone

> Once a milestone is created, it cannot be deleted.

1. On the **Project Management** page, under **All Projects**, hover over the project card and click **View**.

View a Project

2. Under the project details bar, on the right side, click **Create Milestone**. The Create **Milestone** pop-up is displayed.

Create a Milestone

3. Enter or select the following information:

Field	Description
Milestone Name*	Enter a name for the milestone.
Milestone start date*	Select the milestone start date from the dropdown.
Milestone end date*	Select the milestone end date from the dropdown.
Site Group*	Select a site group to which this milestone will be associated from the dropdown.
Milestone location*	Enter the milestone location.
Mission Manager	Select the user to be assigned as the mission manager from the dropdown.
Milestone Description	Describe the purpose of the milestone you are creating.

4. Click **Create**. The milestone is created and displayed on the **Project** page.

Modifying a Milestone

You can update the following details for an existing milestone:
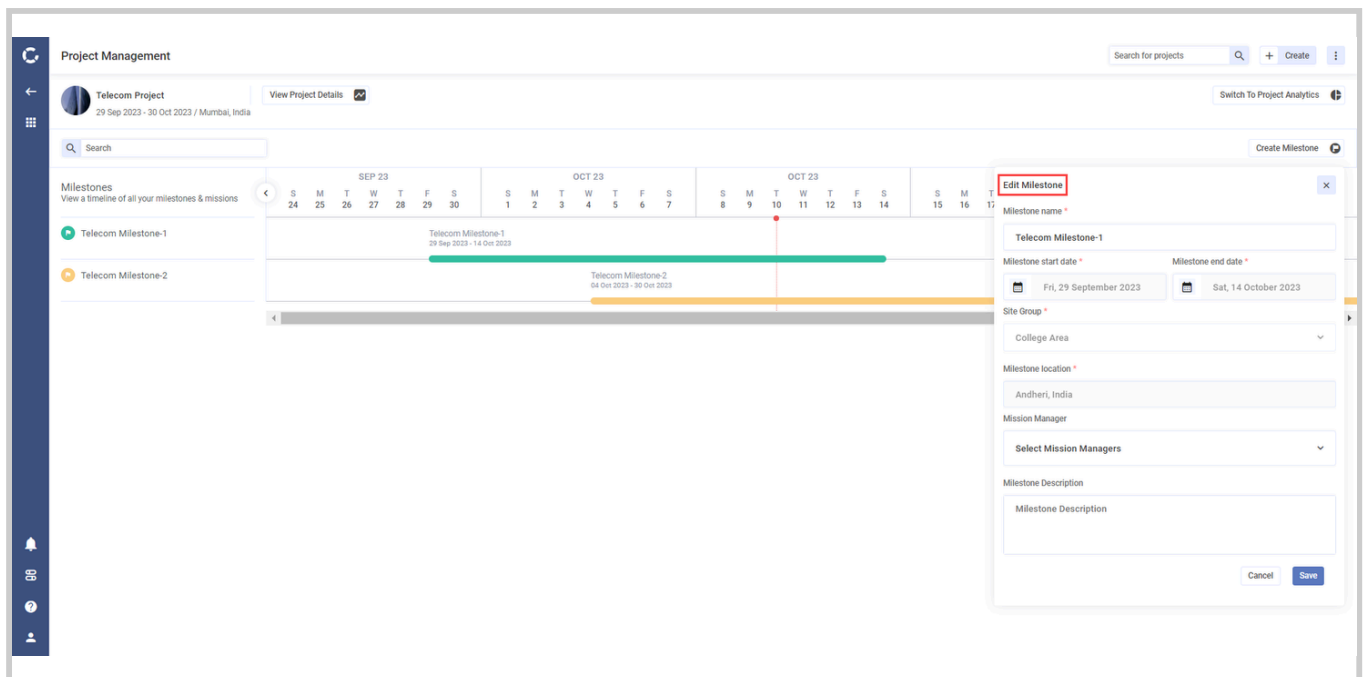
- Milestone name
- Mission Manager

- Milestone Description

1. On the project page, click the milestone you want to edit. The **Milestone** pop-up is displayed.

Edit a Milestone

Click **Edit Milestone.** The **Edit Milestone** pop-up is displayed.

Edit Milestone Pop-up

3. Update the required details and click **Save**.

Managing Access for Milestones

By default, only the Admin has access to all milestones created under a project on Skydeck. A Project Manager will have access to only the milestones under projects created by them or the ones they are invited to. A Mission Manager can only view the milestones that they have been given access to. They cannot edit this milestone but can add missions to it.

A mission manager does not have access to the Project module, they can only view missions and milestones from the Missions module.

For more information on the roles and accesses, click **here**.

1. On the **Project Management** page, under **All Projects**, hover over the project where you have created the milestone that you want to manage access for and click **View**. The selected project page is displayed.
2. Under **Milestones**, click the milestone for which you want to manage access. The **Milestone** pop-up is displayed.

Manage Access - Milestone

3. Under **Manage Access**, click the **add** icon. The **Manage Access** dialogue box opens on the screen displaying the users who have access to the milestone.
4. To remove access, hover over the username and then click **Remove**.
5. To give users access to this milestone, in the search box under **Invite users to Milestone**, enter the name or email address of the user, and select the user from the displayed list. Repeat this process to add multiple users.

When you enter the name or email in the search box, only the users with the mission manager role will be displayed in the search results. The search result does not display users with admin role as they have access to all the modules by default.

6. Click **Invite Users**. The selected user(s) are given access to:
   - This milestone
   - All the missions created under this milestone.
   - View-only access for site group and sites