**MILESTONES, TASKS AND HOW THEY DIFFER.**

When assigning work, we use key words:

* Project milestone
* Project tasks

**Project milestone:**

An important point within the project schedule that indicates progress and usually signifies the completion of a deliverable or phase of the project.

**Project Task:**

An Activity that needs to be accomplished within a set period.

A milestone can be many things to signify progress, to achieve a milestone you typically complete many tasks.

**Importance of milestones:**

It’s important to set milestones early, to see what tasks need to be done to achieve it,

For example:

If one of the deliverables where a website, a milestone would be approval of it, then mock-ups, then etc each being a milestone.

Setting milestones gives you a clear understanding of the amount of work your project will require.

They also allow you to track progress and keep your project on track.

Like setting clear deadlines.

It also helps uncover area where you might need to adjust scope, timelines, or resources to meet your goals.

Reaching milestones can seriously motivate your team and illustrate real progress to your stakeholders.

Milestones also serve as a great check-in point to highlight your progress to stakeholders.

Remember milestones must be completed on time and in sequential order.

**Identifying milestones in your project:**

The first step to setting a milestone is to evaluate your project.

For example, with plant pals:

**One deliverable was a website:**

* Securing approval for design
* Completing development of the website
* Implementing user feedback

Then after setting these milestones as many or little for your project and approved, then here is where you make the task that led up to it.

Once you’ve determined m=the milestones, the nest step is to **assign each one a deadline**.

To get a good sense of timing, you can connect with teammates to discuss the tasks required to reach each milestone and get their estimates for how long those tasks will take.

When determining deadlines for milestones, you’ll also want to consider the **needs of your stakeholders**.

Use a WBS for tasks and milestones.

**Work Breakdown Structure (WBS).**

A tool that sorts milestones and tasks of a project in hierarchy, in the order they need to be completed.

This can be done for example with a tree diagram,

Diagram

Description automatically generated

This is an example of a WBS for different structures, for task or inter project.

You wouldn’t put this in a project plan but use it as a visualiser then put the tasks and projects into a spreadsheet or work management software, allowing you, to see progress, assign work and give work.

Graphical user interface, application, table

Description automatically generated

After making a WBS:

* Sets of discrete project tasks that ladder up to each of your milestones.
* Team members assigned to each task.

**When assigning tasks:**

* Assign it according to a person’s role in the project.
* If two or more members have the same role, to have them do different aspects of the role.
* Make sure that their workload is balanced.
* Make sure that teammates are clear on what their assigned.
* Gives them a sense of responsibility’s .