

PROJECT MANAGEMENT CONCEPTS

THE MILESTONES

A **milestone** is a marker in a project that signifies a change or stage in development

Milestones are powerful components in project management because they show key events and map forward movement in your project plan

Milestones act as signposts through the course of your project, helping ensure you stay on track

Without **project milestone tracking**, you're just monitoring tasks and not necessarily following the right path in your project

Milestones can do more than just show progress

They can help you communicate what's happening with your project

Essentially, you want to make the most important events of your project milestones so they can be easily seen and mapped by the project team

Milestones are given additional significance over tasks in a plan so the project manager can track the tasks while the team and stakeholders focus on forward progress

[SHOW FROM PROJECT]

IS IT A TASK OR A MILESTONE?

If you've ever been confused about what is (or isn't) a milestone in your project plan, ask yourself these questions:

1. Is this a task or a deliverable?
2. Will this impact the final deadline?
3. Is this an important moment in the project?
4. Does this need to be reviewed by stakeholders?
5. Is this an event that impacts the project?
6. Is this an input from the customer or a third party?

EXAMPLES OF PROJECT MILESTONES

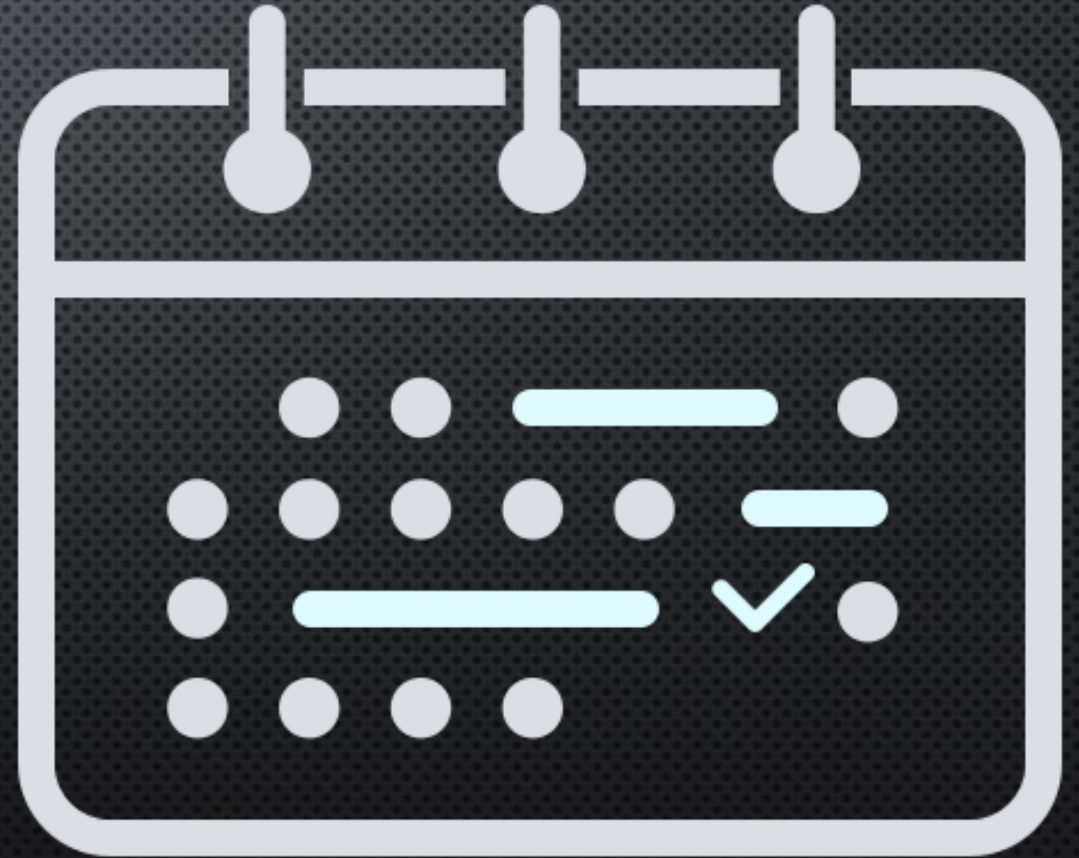
Milestones make it easier to keep projects on track by calling out major events, dates, decisions, and deliverables
Here are a few examples of project milestones you might include in your plan:

1. Start and end dates for project phases
2. Key deliveries
3. Client and stakeholder approvals
4. Important meetings and presentations
5. Key dates or outages that may impact your timeline
6. Key inputs from third parties

USING MILESTONES FOR COMMUNICATION

Milestones are useful for communication and reporting. In fact, they represent the minimum points of control in a plan.

In other words, if you took out all the other tasks, you could still see what was happening and keep the project moving forward using just the milestones.



USING MILESTONES FOR COMMUNICATION

You should be able to pull out the milestones and put them on a dashboard or project report

They should tell the story of the project in enough detail to satisfy the people you are reporting to, normally your project sponsor or another executive group such as the steering group (or project board)

Each month, or at the reporting frequency you use, you can show which milestones have been achieved