



DEFENCE RESEARCH AND DEVELOPMENT ORGANIZATION

PROJECT MANAGEMENT SYSTEM - MILESTONE



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MILESTONE

A milestone is a significant stage or event in the development/progress of some work.

A Milestone in a project is a measurement or way to monitor how a project progresses. Some examples of milestones include: **high priority tasks, checkpoints and deliverables**. They can also include obtaining funding and patents, producing prototypes and press releases, hiring staff and signing contracts.

A milestone in a project is **a specific point within a project's life cycle used to measure the progress toward the ultimate goal**. Milestones in project management are used as signal posts for a project's start or end date, external reviews or input, budget checks, submission of a major deliverable, etc.

How does Milestone Work?

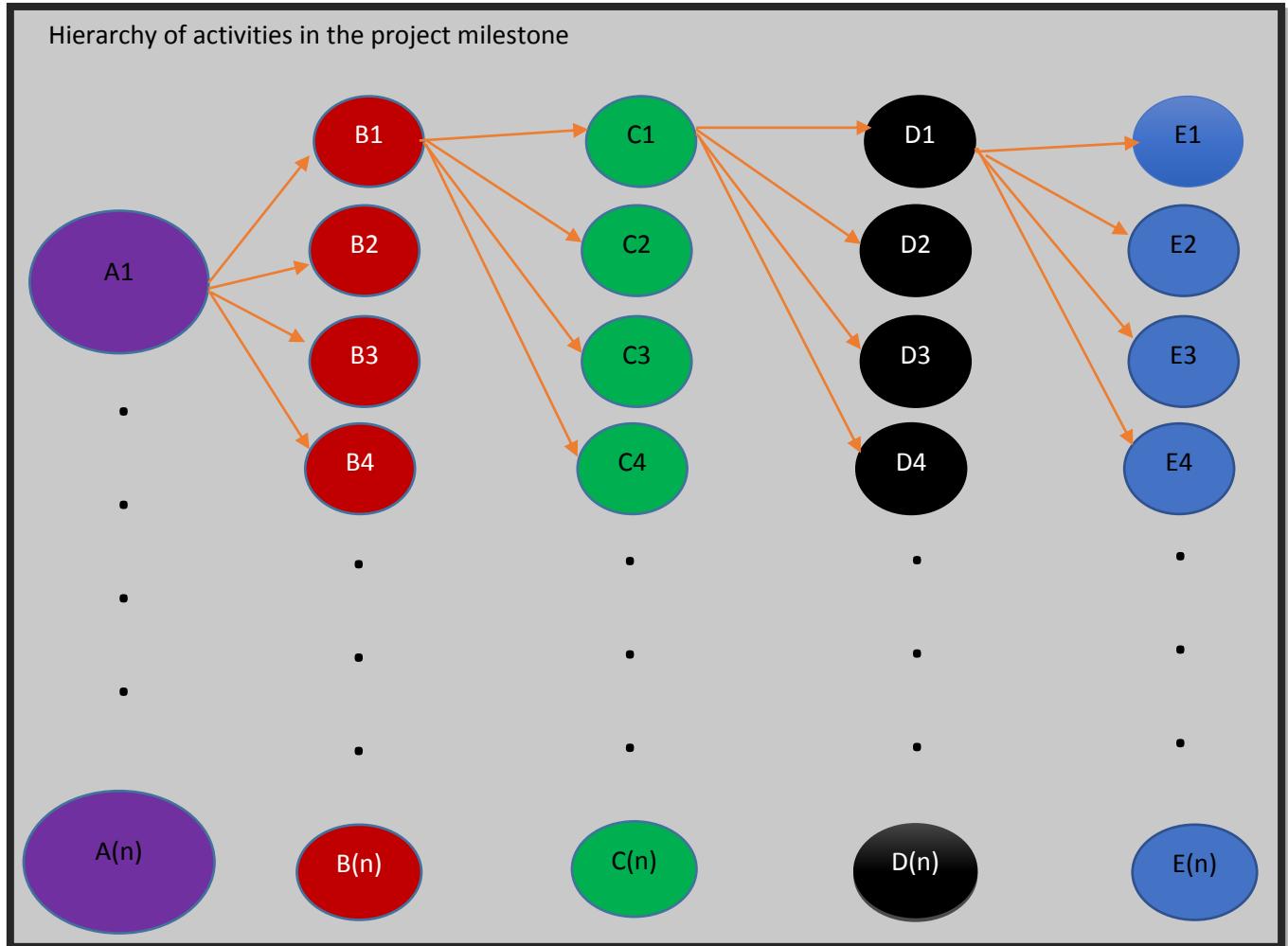
Project Manager initiates creating milestones for the project. Here it is possible to create any number of milestones & every milestone is having many more sub-milestones are called **activities** based on the project. While creating milestone project manager assign the milestone activities for officers. They have to complete within the time period and submit. Assigned officers can update percentage of completion of the activity time to time at the end of the day. Once all the assigned officers completed 100% then the project manager close that milestone. Reports can be seen in reports page as well as Gantt chart in the dashboard related to all the milestones.

In the milestone, each activity can have many sub activities and it works on the basis of **bottom-up approach** i.e. the child activities are completed first and the total completion of all the child activities will keep updated automatically in the milestone listing page whenever there is a change in progress. When all the activities weightage become 100% submitted only then the main milestone progress shows 100% completion.

Suppose if all the child activities are completed 100% but one activity completed only 45% then that milestone will not become 100%. For example, in the flow chart shown below, activity A1, A2, A3 ...are the primary activities in every milestone created. Activities B1, B2, B3are the secondary activities to the primary activity A1. A2 also can have its sub-activities B1, B2 B3.... A3 can have B1, B2, B3.....

B1, B2, B3, B4.....are the secondary activities in the milestone they have their own sub-activities if required. That means if secondary activity B1 is divided into sub activities then tertiary activities come into picture those are C1, C2, C3, C4 for secondary activity B1. B2 will have C1, C2, C3, C4.... sub-activities are the tertiary activities in the milestone and also these are child activities to A1 primary activity. Same way for A2, A3.....

Hierarchy inside every Milestone



Create milestone by assigning to the different project officers. To create milestone it is required to provide different details such as Activity name, first officer, second officer as well as time period. It is the details about milestone not the actual milestone. Here **'From' date and 'To' date are the time period within which all the milestone activities which are to be added and assigned should be completed without exceeding the time.**

However project manager can extend PDC (Probable Date of Completion) if any activity or any officer need much time to complete due to some reasons. To avoid such delay in work, project manager add two officers either of them can have the provision to complete the activity. These officers can also assign the sub activities to other officers based on the availability and importance of the activity or if these officers are engaged in some other tasks or they are not available. Initially project manager assigned only to these two first and second OIC officers only. Only first OIC officer have the access to accept or send back the milestone and work for that milestone. Second OIC officer work in that milestone only after first OIC officer accept it.

Steps to create Milestone

Prerequisites

- At least one project should be added.

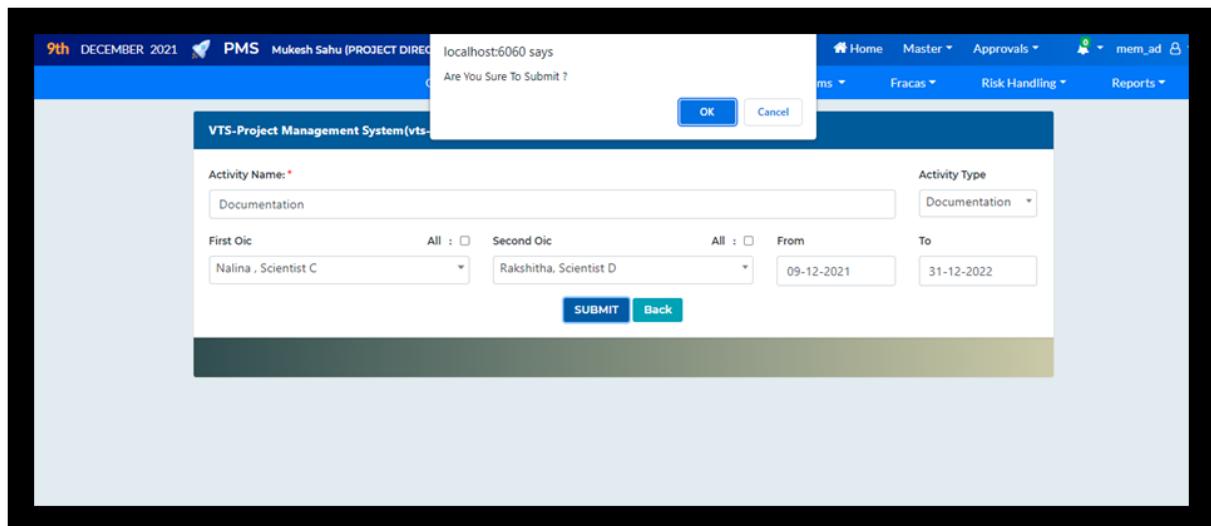
- Project should be assigned to many officers.
- There must be list of officers and login IDs for all the officers who need to work on project.

If the project manager need to create five milestones for the new project which he want to kick off. All five milestones have different names and have different weightage based on the importance, time required and officers involved in that particular milestone.

Step 01: Create Milestones one by one with a details Milestone Name, First OIC, second OIC and Duration of the each milestone. (This duration is the total project duration from start to End. And milestones are divided based on the priority of time like some milestones need entire project duration and some milestones may need only short duration)

Time Duration is independent of one milestone to another milestone but activities depends on milestone duration. So it is selected carefully.

Navigation: Milestone>New>Select Project>Add Activity> Enter details>Click ‘Submit’ button



After creating five milestones it looks like this. Observe the start time and end time of every milestone. And Over all project start from 10/12/2021 (in first milestone) and end date of project is 31/12/2022 ('To' date of last milestone).

5 milestones created are Documentation, Designing, Development, Testing & Installation.

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mile-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mli-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	Mli-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
	Mli-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
	Mli-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
	Mli-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	

Step 02: After creating milestones, activities are being added to all the milestones created.

Navigation: Under Action> click on Details (eye symbol)> scroll down > click Edit

Now add primary activities A1, A2, A3, A4..... for the Milestones Documentation, Designing, Development, Testing and Installation. No. of primary activities depends on the project milestones. Here there are five primary activities are added. We can add as many activities as required. Some milestones may have only one primary activity some milestones may have 10 primary activities also.

How created primary milestones looks like are shown below for the milestone Designing there are two primary activities are added are Front-end Design and Back-end Design. Also Documentation four primary activities are added, for Development three primary activities are added, For Testing two and Installation only one primary activity.

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mii-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	Mii-2	Designing	01-01-2022	28-02-2022	Nalina	30	Not Started	
	Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
	A-1	Front-end Design	01-01-2022	28-02-2022	Activity Assigned	50	Not Started	
	A-2	Back-end Design	01-01-2022	28-02-2022	Activity Assigned	50	Not Started	
	Mii-3	Development	21-02-2022	31-08-2022	Tarun	0	Not Started	
	Mii-4	Testing	15-03-2022	31-10-2022	Nalina	0	Not Started	
	Mii-5	Installation	01-11-2021	31-12-2022	Sushant	0	Not Started	Activate Windows Go to PC settings to activate Windows.

Primary activities for the milestone 01, Documentation.

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mii-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
	A-1	Technical manual	01-12-2021	31-12-2021	Activity Assigned	30	Not Started	
	A-2	User manual	01-12-2021	31-12-2021	Activity Assigned	10	Not Started	
	A-3	Test document	01-12-2021	31-12-2021	Activity Assigned	20	Not Started	
	A-4	Requirement Document	01-12-2021	31-12-2021	Activity Assigned	40	Not Started	
	B-1	UI Requirements	01-12-2021	31-12-2021	Activity Assigned	50	Not Started	
	B-2	Development Requirements	01-12-2021	31-12-2021	Activity Assigned	50	Not Started	
	A-5	Milestone 01	01-12-2021	15-12-2021	Activity Assigned	0	Not Started	
	Mii-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
	Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
	A-1	Front-end Design	01-01-2022	28-02-2022	Activity Assigned		Not Started	
	A-2	Back-end Design	01-01-2022	28-02-2022	Activity Assigned		Not Started	

Step 03: Next step is to add secondary activities to the primary activities A1, A2, A3, A4, A5..... These secondary activities are B1, B2, B3, B4, B5..... Primary activity A1 will have B1, B2, B3, B4, B5..... A2

also will have B1, B2, B3, B4, B5..... A3 will have B1, B2, B3, B4, B5..... and so on. It is not necessary to add secondary activities to all primary activities. Add only if that activity needs to assign to more than 2 people. So that those officers work on that activities independently.

In the picture given below, for the milestone Testing there are two primary activities A1, System Testing and A2, User Acceptance testingT. For A1 there are three sub-activities B1, UI testing, B2, Database testing, B3, Integration testing these are also called secondary activities of the milestone.

A2, User Acceptance testingT of 'Testing' milestone also have one sub-activity B1, Regression testing.

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
+	Mil-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
+	Mil-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
+	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
-	Mil-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
	Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
	A-1	System testing	15-03-2022	31-10-2022	Activity Assigned	5	Not Started	
	B-1	UI testing	15-03-2022	31-10-2022	Activity Assigned	20	Not Started	
	B-2	Database testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started	
	B-3	Integration testing	15-03-2022	31-10-2022	Activity Assigned	30	Not Started	
	A-2	User Acceptance testingT	15-03-2022	31-10-2022	Activity Assigned	5	Not Started	
	B-1	Regression Testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started	

Time duration for all the secondary activities are dependent on primary activity which is parent activity.

Step 04: Add sub-activities to secondary activities if required. Those will be C1, C2, C3, C4, C5.....

In the image shown below, for the milestone 5th Installation, A1, Installation of Project there is secondary activity B1, System features for that there are two sub-activities C1, Hardware requirements & C2, Software Requirements are tertiary activities.

Similarly, for the 4th milestone Testing, there is one tertiary milestone C1, Re testing under B1, Regression testing, secondary activity and A2, User Acceptance testingT which is primary activity of that milestone.

A-3	Database connection	01-03-2022	31-08-2022	Activity Assigned	10	Not Started		
-	Mil-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
	Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
	A-1	System testing	15-03-2022	31-10-2022	Activity Assigned	5	Not Started	
	B-1	UI testing	15-03-2022	31-10-2022	Activity Assigned	20	Not Started	
	B-2	Database testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started	
	B-3	Integration testing	15-03-2022	31-10-2022	Activity Assigned	30	Not Started	
	A-2	User Acceptance testingT	15-03-2022	31-10-2022	Activity Assigned	5	Not Started	
	B-1	Regression Testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started	
	C-1	Re testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started	
-	Mil-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	
	Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
	A-1	Installation of Project	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	
	B-1	System feature	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	
	C-1	Hardware requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	C-2	Software Requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	D-1	Others	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	

Step 05: Again add sub-activities to the C1, C2, C3, C4, C5.....those will be D1, D2, D3, D4, D5.....

Here, for the milestone 5, Installation again it further split to two in the fourth stage. Those are D1 & D2 for Linux and Windows respectively.

A-3	Database connection	01-03-2022	31-08-2022	Activity Assigned	10	Not Started	
MII-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
A-1	System testing	15-03-2022	31-10-2022	Activity Assigned	5	Not Started	
B-1	UI testing	15-03-2022	31-10-2022	Activity Assigned	20	Not Started	
B-2	Database testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started	
B-3	Integration testing	15-03-2022	31-10-2022	Activity Assigned	30	Not Started	
A-2	User Acceptance testingT	15-03-2022	31-10-2022	Activity Assigned	5	Not Started	
B-1	Regression Testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started	
C-1	Re testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started	
MII-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
A-1	Installation of Project	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	
B-1	System features	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	
C-1	Hardware requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
C-2	Software Requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
D-1	Linux	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
D-2	Windows	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
E-1	Client place Installation	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	Activate Windows Go to PC settings to activate Windows.

Step 06: Finally add last fifth stage those are E1, E2, E3, E4, E5.....for D1 or D2 or D3 or D4 or D5 etc....for any milestone if required.

Here for this project for the milestone 5th Installation there are four E level activities for D1& D2. Two sub-activities for each. Those are E1, Client place Installation & E2, Production Environment under D1 Linux. And E1, Client place Installation & E2, Production Environment for D2, Windows. That indicates E1 and E2 are allocated to two different people for working.

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mil-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	Mil-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
	Mil-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
	MII-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	Installation of Project	01-11-2022	31-12-2022	Activity Assigned	100	Not Started		
B-1	System features	01-11-2022	31-12-2022	Activity Assigned	100	Not Started		
C-1	Hardware requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
C-2	Software Requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
D-1	Linux	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
E-1	Client place Installation	01-11-2022	31-12-2022	Activity Assigned	0	Not Started		
E-2	Production Environment	01-11-2022	31-12-2022	Activity Assigned	0	Not Started		
D-2	Windows	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
E-1	Client place Installation	01-11-2022	31-12-2022	Activity Assigned	100	Not Started		
E-2	Production Environment	01-11-2022	31-12-2022	Activity Assigned	0	Not Started		

After adding all levels of activities for all the milestones it can be opened by clicking collapse icon '+' in the list under expand column.

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
[+]	Mili-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
[+]	Mili-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
[+]	Mili-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
[+]	Mili-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
[+]	Mili-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	

Milestone 1 & milestone 2 activities.

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
-	Mili-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	Technical manual	01-12-2021	31-12-2021	Activity Assigned	30	Not Started		
A-2	User manual	01-12-2021	31-12-2021	Activity Assigned	10	Not Started		
A-3	Test document	01-12-2021	31-12-2021	Activity Assigned	20	Not Started		
A-4	Requirement Document	01-12-2021	31-12-2021	Activity Assigned	40	Not Started		
B-1	UI Requirements	01-12-2021	31-12-2021	Activity Assigned	50	Not Started		
B-2	Development Requirements	01-12-2021	31-12-2021	Activity Assigned	50	Not Started		
A-5	Milestone 01	01-12-2021	15-12-2021	Activity Assigned	0	Not Started		
-	Mili-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	Front-end Design	01-01-2022	28-02-2022	Activity Assigned	15	Not Started		
A-2	Back-end Design	01-01-2022	28-02-2022	Activity Assigned	15	Not Started	Activate Windows	Go to PC settings to activate Windows
[+]	Mili-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	

Milestone 3 and milestone 4 activities.

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
-	Mili-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
-	Mili-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	front end development	01-03-2022	31-08-2022	Activity Assigned	20	Not Started		
B-1	Admin UI	01-03-2022	31-05-2022	Activity Assigned	50	Not Started		
B-2	User UI	01-03-2022	31-08-2022	Activity Assigned	10	Not Started		
A-2	Back-end development	01-03-2022	31-08-2022	Activity Assigned	40	Not Started		
B-1	Table creation	01-03-2022	31-08-2022	Activity Assigned	10	Not Started		
C-1	Query writing	01-03-2022	31-08-2022	Activity Assigned	100	Not Started		
A-3	Database connection	01-03-2022	31-08-2022	Activity Assigned	10	Not Started		
-	Mili-4	Testing	15-03-2022	31-10-2022	Nalina	30	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	System testing	15-03-2022	31-10-2022	Activity Assigned	5	Not Started		
B-1	UI testing	15-03-2022	31-10-2022	Activity Assigned	10	Not Started		
B-2	Database testing	15-03-2022	31-10-2022	Activity Assigned	30	Not Started		
B-3	Integration testing	15-03-2022	31-10-2022	Activity Assigned	30	Not Started		
A-2	User Acceptance testingT	15-03-2022	31-10-2022	Activity Assigned	5	Not Started		
B-1	Regression Testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started	Activate Windows	Go to PC settings to activate Windows
C-1	Re testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started		
[+]	Mili-5	Installation	01-11-2022	31-12-2022	Vishal	50	Not Started	

Milestone 5th activities.

	MII-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started		
	MII-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started		
Sub	Activity		Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	Installation of Project		01-11-2022	31-12-2022	Activity Assigned	100	Not Started		
B-1	System features		01-11-2022	31-12-2022	Activity Assigned	100	Not Started		
C-1	Hardware requirements		01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
C-2	Software Requirements		01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
D-1	Linux		01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
E-1	Client place Installation		01-11-2022	31-12-2022	Activity Assigned	0	Not Started		
E-2	Production Environment		01-11-2022	31-12-2022	Activity Assigned	0	Not Started		
D-2	Windows		01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
E-1	Client place Installation		01-11-2022	31-12-2022	Activity Assigned	100	Not Started		Activate Windows PC settings to activate Windows.
E-2	Production Environment		01-11-2022	31-12-2022	Activity Assigned	0	Not Started		

Weightage

After adding all the activities next is to give weightage to each activities.

Navigation: Open Milestone>New>Select your Project from the dropdown>click on Details ' under Action>Edit

In this 'Edit' page all the details such as activity names, From date, To date first OIC & second OICs can be edited before assigning. Along with these details it is important field '**Weightage**'.

Weightage for total project milestones is **100** percent. Distribute this 100 to all the created milestones based on the importance or sub-activities each milestone has.

Flowchart:

Here there are five milestones for the project. Distribute weightage equally or unequally based on the priority.

Now, for a project we created five milestones M1, M2, M3, M4, M5.

Every milestones have their own activities extends from A to E.

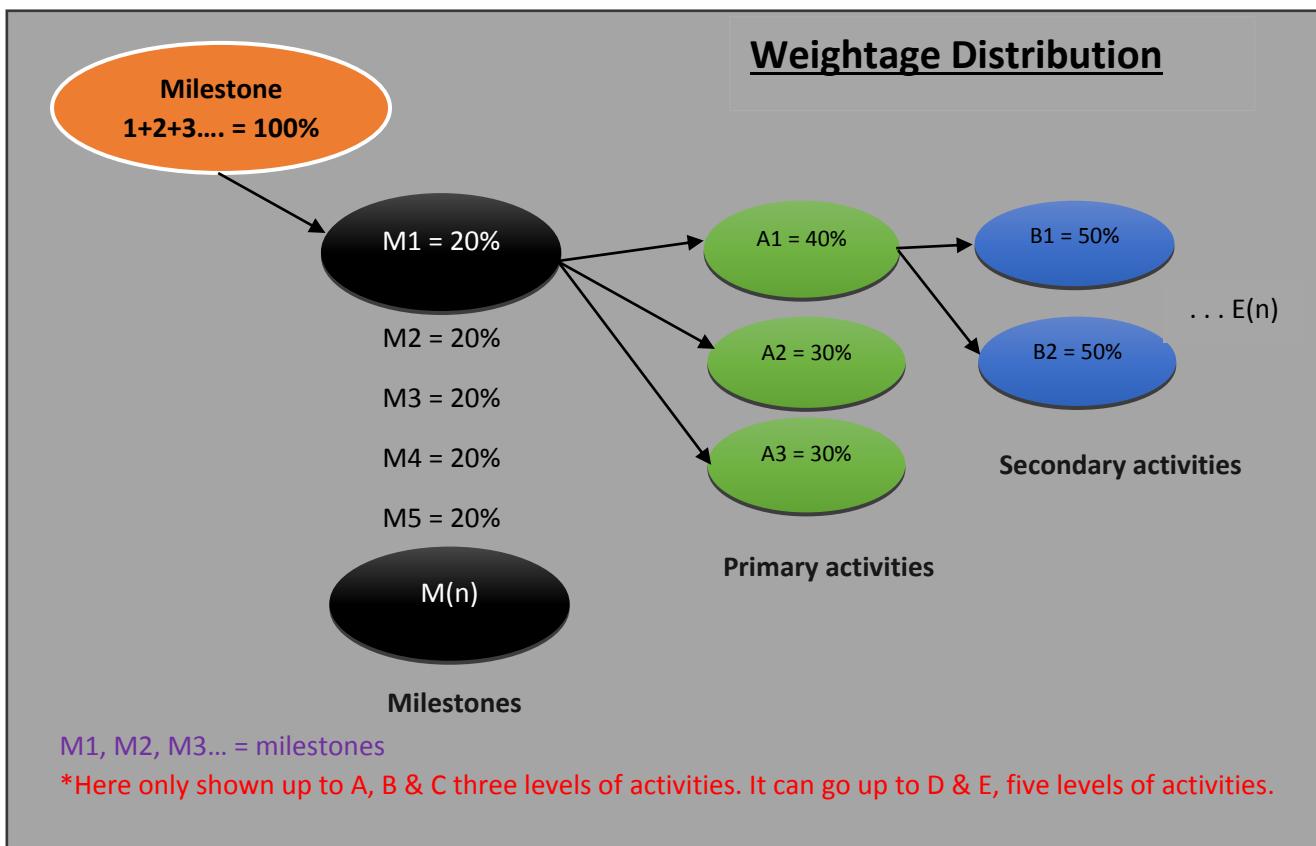
A1, A2, A3, A4, A5.....are primary activities of any milestone.

Each A1, A2, A3.....will have sub-activities B1, B2, B3, B4, B5.....

Each B1, B2, B3.....will have C1, C2, C3..... It is shown in flowchart to understand clearly.

Again **each** C1, C2, C3....will have D1, D2, D3.... Activities

And finally D1, D2, D3..... will have E1, E2, E3..... and not mandatory that all should have upto E levels. It depends on project, milestone, no. of officers involved to work in those projects.



allow and shows alert message.

localhost:6060 says
Total Project MileStone Weightage=120 Total Project MileStone Weightage Should not greater than 100.

Type	Activity Name:	From Date:	To Date:	Weightage	Edit
Main	Documentation	01-12-2021	31-12-2021	30	<input checked="" type="checkbox"/>
A-1	Technical manual	01-12-2021	31-12-2021	30	<input checked="" type="checkbox"/>
A-2	User manual	01-12-2021	31-12-2021	10	<input checked="" type="checkbox"/>
A-3	Test document	01-12-2021	31-12-2021	20	<input checked="" type="checkbox"/>

- i) Project weightage = 100%
 - ii) Weightage distribution for each milestone
- Milestone 01 = 10%
Milestone 02 = 30%

Milestone 03 = 40%
 Milestone 04 = 10%
 Milestone 05 = 10%

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	MII-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	MII-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
	MII-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
	MII-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
	MII-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	

total = 100

iii) Weightage distribution for primary activities

Milestone 01 (Documentation): $10\% = A1+A2+A3+A4 = 30+10+20+40 = 100\%$ of milestone 01 (10%)

Type	Activity Name:	From Date:	To Date:	Weightage	Edit
Main	Documentation	01-12-2021	31-12-2021	10	
A-1	Technical manual	01-12-2021	31-12-2021	30	
A-2	User manual	01-12-2021	31-12-2021	10	
A-3	Test document	01-12-2021	31-12-2021	20	
A-4	Requirement Document	01-12-2021	31-12-2021	40	

Milestone 02 (Designing): $30\% = A1+A2 = 50+50 = 100\%$ of milestone 02 (30%)

10th DECEMBER 2021 PMS Mukesh Sahu [PROJECT DIRECTOR] Home Master Approvals mem_ad

Committee Milestone Schedules Action Items Fracas Risk Handling Reports Project Name: VTS-Project Management System(vts-pms)

VTS-Project Management System (vts-pms) Milestone List

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mil-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	Mil-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
	Sub Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
	A-1	Front-end Design	01-01-2022	28-02-2022	Activity Assigned	50	Not Started	
	A-2	Back-end Design	01-01-2022	28-02-2022	Activity Assigned	50	Not Started	
	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
	Mil-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
	Mil-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	

Activate Windows
Go to PC settings to activate Windows.

Milestone 03 (Development): $40\% = A1+A2+A3 = 40+30+30 = 100\%$ of milestone 03 (40%)

VTS-Project Management System (vts-pms) Milestone List

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mil-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	Mil-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
	Sub Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
	A-1	front end development	01-03-2022	31-08-2022	Activity Assigned	40	Not Started	
	B-1	Admin UI	01-03-2022	31-05-2022	Activity Assigned	50	Not Started	
	B-2	User UI	01-03-2022	31-08-2022	Activity Assigned	50	Not Started	
	A-2	Back-end development	01-03-2022	31-08-2022	Activity Assigned	30	Not Started	
	B-1	Table creation	01-03-2022	31-08-2022	Activity Assigned	100	Not Started	
	C-1	Query writing	01-03-2022	31-08-2022	Activity Assigned	100	Not Started	
	A-3	Database connection	01-03-2022	31-08-2022	Activity Assigned	30	Not Started	

Milestone 04 (Testing): $10\% = A1+A2 = 50+50 = 100\%$ of milestone 04 (10%)

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
+ MII-1	MII-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	 
+ MII-2	MII-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	 
+ MII-3	MII-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	 
- MII-4	MII-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	 
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	System testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started		
B-1	UI testing	15-03-2022	31-10-2022	Activity Assigned	20	Not Started		
B-2	Database testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started		
B-3	Integration testing	15-03-2022	31-10-2022	Activity Assigned	30	Not Started		
A-2	User Acceptance testingT	15-03-2022	31-10-2022	Activity Assigned	50	Not Started		
B-1	Regression Testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started		
C-1	Re testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started		

Milestone 05 (Installation): $10\% = A1+A2 = 50+50 = 100\%$ of milestone 04 (10%)

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
+ MII-1	MII-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	 
+ MII-2	MII-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	 
+ MII-3	MII-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	 
+ MII-4	MII-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	 
- MII-5	MII-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	 
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	Installation of Project	01-11-2022	31-12-2022	Activity Assigned	100	Not Started		
B-1	System features	01-11-2022	31-12-2022	Activity Assigned	100	Not Started		
C-1	Hardware requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
C-2	Software Requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
D-1	Linux	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
E-1	Client place Installation	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
E-2	Production Environment	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
D-2	Windows	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		
E-1	Client place Installation	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		Activate Windows Go to PC settings to activate Windows.
E-2	Production Environment	01-11-2022	31-12-2022	Activity Assigned	50	Not Started		

iv) Weightage distribution for secondary activities

In milestone 01 (Documentation) there are five primary activities A1, A2, A3, A4 & A5. Out of them only A4 has sub-activities B1 & B2. These are secondary activities for the milestone 01.

Hence, A4 = 40% of milestone 01.

So, distribute this 40 equally to its sub-activities in percent.

Therefore, A1 = 40 = B1+B2 = 50%+50% = 100 of A1(40%)

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
-	Mil-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	 
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	Technical manual	01-12-2021	31-12-2021	Activity Assigned	30	Not Started		
A-2	User manual	01-12-2021	31-12-2021	Activity Assigned	10	Not Started		
A-3	Test document	01-12-2021	31-12-2021	Activity Assigned	20	Not Started		
A-4	Requirement Document	01-12-2021	31-12-2021	Activity Assigned	40	Not Started		
B-1	UI Requirements	01-12-2021	31-12-2021	Activity Assigned	50	Not Started		
B-2	Development Requirements	01-12-2021	31-12-2021	Activity Assigned	50	Not Started		
A-5	Milestone 01	01-12-2021	15-12-2021	Activity Assigned	0	Not Started		
+	Mil-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	 
+	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	 
+	Mil-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	 
+	Mil-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	 

In milestone 02 (Designing) there are no any sub-activities to primary activities A1 & A2.

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
+	Mil-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	 
-	Mil-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	 
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	Front-end Design	01-01-2022	28-02-2022	Activity Assigned	50	Not Started		
A-2	Back-end Design	01-01-2022	28-02-2022	Activity Assigned	50	Not Started		
+	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	 
+	Mil-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	 
+	Mil-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	 

In milestone 03 (Development) there are three primary activities A1, A2 & A3. Out of them A1 has two sub-activities B1 & B2 and A2 has one sub-activity B1. But A3 has no any sub-activities.

Here, A1 = 40 = B1+B2 = 50%+50% = 100% of A1

And A2 = 30% = B1 = 100% of A2, It is possible when A2 handling officer assign his work to someother officer.

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
[+]	Mii-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
[+]	Mii-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
-	Mii-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	front end development	01-03-2022	31-08-2022	Activity Assigned	40	Not Started		
B-1	Admin UI	01-03-2022	31-05-2022	Activity Assigned	50	Not Started		
B-2	User UI	01-03-2022	31-08-2022	Activity Assigned	50	Not Started		
A-2	Back-end development	01-03-2022	31-08-2022	Activity Assigned	30	Not Started		
B-1	Table creation	01-03-2022	31-08-2022	Activity Assigned	100	Not Started		
C-1	Query writing	01-03-2022	31-08-2022	Activity Assigned	100	Not Started		
A-3	Database connection	01-03-2022	31-08-2022	Activity Assigned	30	Not Started		
[+]	Mii-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
[+]	Mii-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	

In milestone 04 (Testing) there are two primary activities A1 & A2 both also have its sub-activities.

A1 has three sub-activities B1, B2 & B3 & A2 has one sub-activity B1.

$$A1 = 50 = B1+B2+B3 = 20+50+30 = 100\% \text{ of A1}$$

$$A2 = 50 = B1 = 100\% \text{ of A2.}$$

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
[+]	Mii-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
[+]	Mii-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
[+]	Mii-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
-	Mii-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	System testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started		
B-1	UI testing	15-03-2022	31-10-2022	Activity Assigned	20	Not Started		
B-2	Database testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started		
B-3	Integration testing	15-03-2022	31-10-2022	Activity Assigned	30	Not Started		
A-2	User Acceptance testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started		
B-1	Regression Testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started		
C-1	Re testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started		
[+]	Mii-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	

In milestone 05 (Installation) there is only one primary activity and it has only one sub-activity.

$$A1 = 100\% = B1 = 100\%$$

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
[+]	Mii-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
[+]	Mii-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
[+]	Mii-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
[+]	Mii-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
-	Mii-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	Installation of Project	01-11-2022	31-12-2022	Activity Assigned	100	Not Started		
B-1	System features	01-11-2022	31-12-2022	Activity Assigned	100	Not Started		

v) **Weightage distribution for tertiary activities**

In milestone 01 & milestone 02 we know that there are no any tertiary activities. Let's check in milestone 03.

Here A2 has B1 and B1 has one sub-activity C1.

Hence, A2 = 30

B1 = 100%

C1 = 100% that means all the 100% of B1's work will be done by C1 allotted officer.

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	MII-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	MII-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
	MII-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
	Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
	A-1	front end development	01-03-2022	31-08-2022	Activity Assigned	40	Not Started	
	B-1	Admin UI	01-03-2022	31-05-2022	Activity Assigned	50	Not Started	
	B-2	User UI	01-03-2022	31-08-2022	Activity Assigned	50	Not Started	
	A-2	Back-end development	01-03-2022	31-08-2022	Activity Assigned	30	Not Started	
	B-1	Table creation	01-03-2022	31-08-2022	Activity Assigned	100	Not Started	
	C-1	Query writing	01-03-2022	31-08-2022	Activity Assigned	100	Not Started	
	A-3	Database connection	01-03-2022	31-08-2022	Activity Assigned	30	Not Started	
	MII-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
	MII-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	Activate Windows

In milestone 04 also one tertiary activity is available for A2.

Therefore, A2 = 50 = B1 = 100% = C1 = 100%

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	MII-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	MII-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
	MII-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
	MII-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
	Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
	A-1	System testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started	
	B-1	UI testing	15-03-2022	31-10-2022	Activity Assigned	20	Not Started	
	B-2	Database testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started	
	B-3	Integration testing	15-03-2022	31-10-2022	Activity Assigned	30	Not Started	
	A-2	User Acceptance testing	15-03-2022	31-10-2022	Activity Assigned	50	Not Started	
	B-1	Regression Testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started	
	C-1	Re testing	15-03-2022	31-10-2022	Activity Assigned	100	Not Started	

In milestone 05 there are two tertiary activities for A1.

So, A1 = 100 = B1 = 100 = C1+C2 = 50+50 = 100%.

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mii-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	Mii-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
	Mii-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
	Mii-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
	Mii-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
	A-1	Installation of Project	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	
	B-1	System features	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	
	C-1	Hardware requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	C-2	Software Requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	

vi) Weightage distribution for fourth level activities

First trace the D level sub-activities in milestones one by one and distribute the weightage.

In milestone five there are two activities D1 and D2 for tertiary activity C2.

Here, $C2 = 50 = D1+D2 = 50\%+50\% = 100\%$ of C2.

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mii-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
	Mii-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
	Mii-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
	Mii-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
	Mii-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
	A-1	Installation of Project	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	
	B-1	System features	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	
	C-1	Hardware requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	C-2	Software Requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	D-1	Linux	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	E-1	Client place Installation	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	E-2	Production Environment	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	D-2	Windows	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	E-1	Client place Installation	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	Activate Windows Go to PC settings to activate Windows
	E-2	Production Environment	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	

vii) Weightage distribution fifth level activities

This is the last stage in the milestone hierarchy. In milestone 05 there are four E level sub-activities for D1 and D2. Each have two sub-activities.

$$D1 = 50 = E1+E2 = 50+50 = 100\%$$

$$D2 = 50 = E1+E2 = 50+50 = 100\%$$

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
[+]	Mil-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
[+]	Mil-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
[+]	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
[+]	Mil-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
-	Mil-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	
Sub Activity								
	A-1	Installation of Project	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	
	B-1	System features	01-11-2022	31-12-2022	Activity Assigned	100	Not Started	
	C-1	Hardware requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	C-2	Software Requirements	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	D-1	Linux	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	E-1	Client place Installation	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	E-2	Production Environment	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	D-2	Windows	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	E-1	Client place Installation	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
	E-2	Production Environment	01-11-2022	31-12-2022	Activity Assigned	50	Not Started	
								Activate Windows Go to PC settings to activate Windows.

Assign Milestone to OIC officers

To assign the milestone to the OIC officer is done after weightage distribution. To assign Click Assign button available under **Action** column. After assigning notification will send to the respective OIC officers for both first and second officers. And also successful message will display once clicked on **OK** button.

Navigation: Milestone>New>Select Project>choose milestone>under Action>Assign

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
[+]	Mil-1	Documentation	01-12-2021	31-12-2021	Nalina	10	Not Started	
[+]	Mil-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	Not Started	
[+]	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
[+]	Mil-4	Testing	15-03-2022	31-10-2022	Nalina	10	Not Started	
[+]	Mil-5	Installation	01-11-2022	31-12-2022	Vishal	10	Not Started	

Working on milestone for the OIC officers

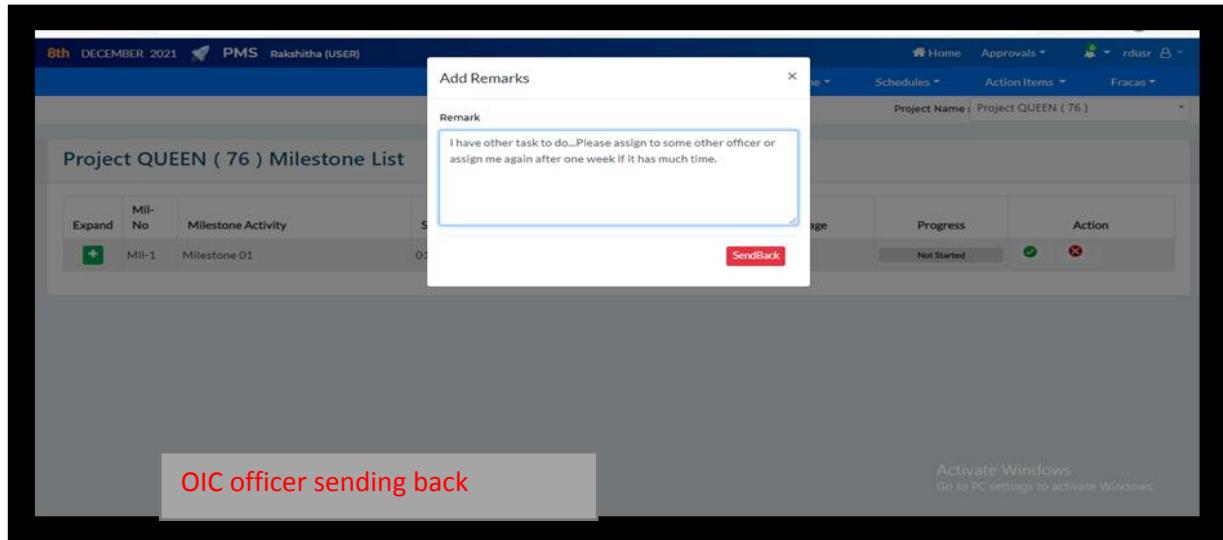
First OIC officer login and opens the notification. He will have two options. Accept and Send back. The second OIC officer doesn't have this option to accept or send back. He can only work after the first officer accepts the milestone to work.

Accept: Accept the milestone to start working on that milestone.

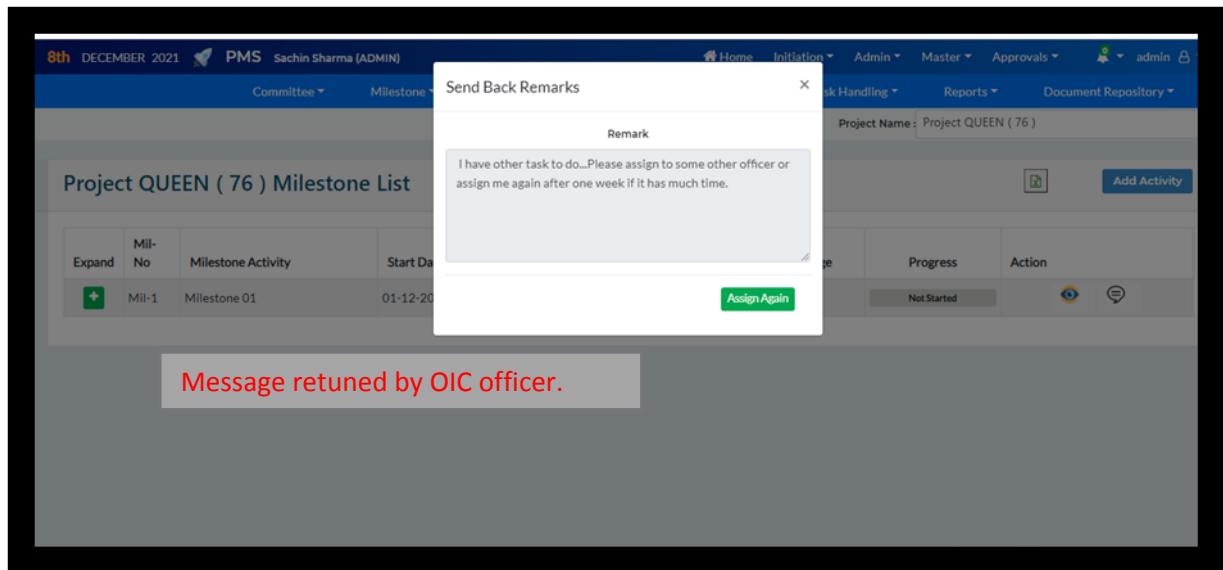
Send Back: Officer is not ready to work on that milestone or for some other reasons.

Return Flow of Milestone

If the officer choose to send back he has to write reason for the return.



This returned message will be displaying for the assigned officer under **Action** of that milestone. It can be viewed by clicking on message symbol.

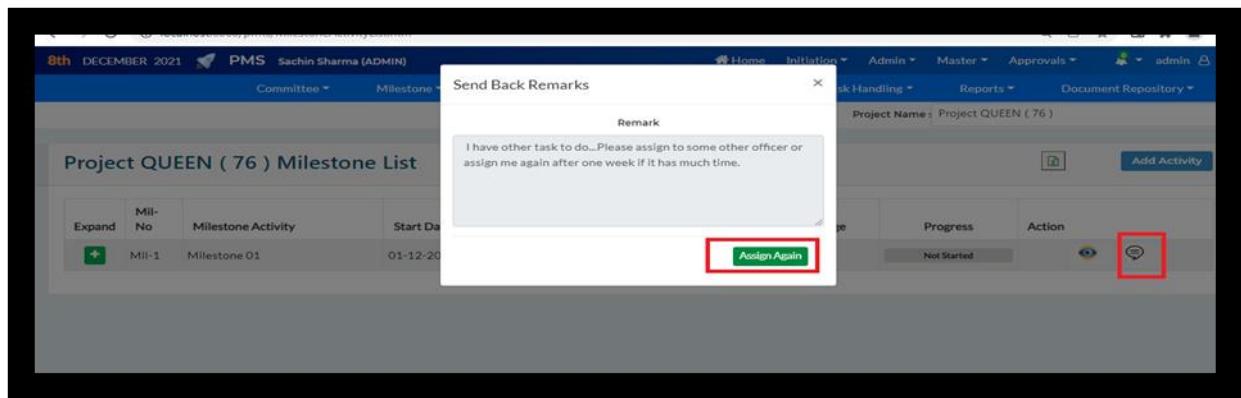


Again it can be re-assigned by clicking on that message & there is option called '**Assign Again**'.

Before assigning they can edit if any changes if officer mentioned in his return message and also he can send to some other officers by changing the OIC officers or can Re-assign to same OIC officers again. This option is available under

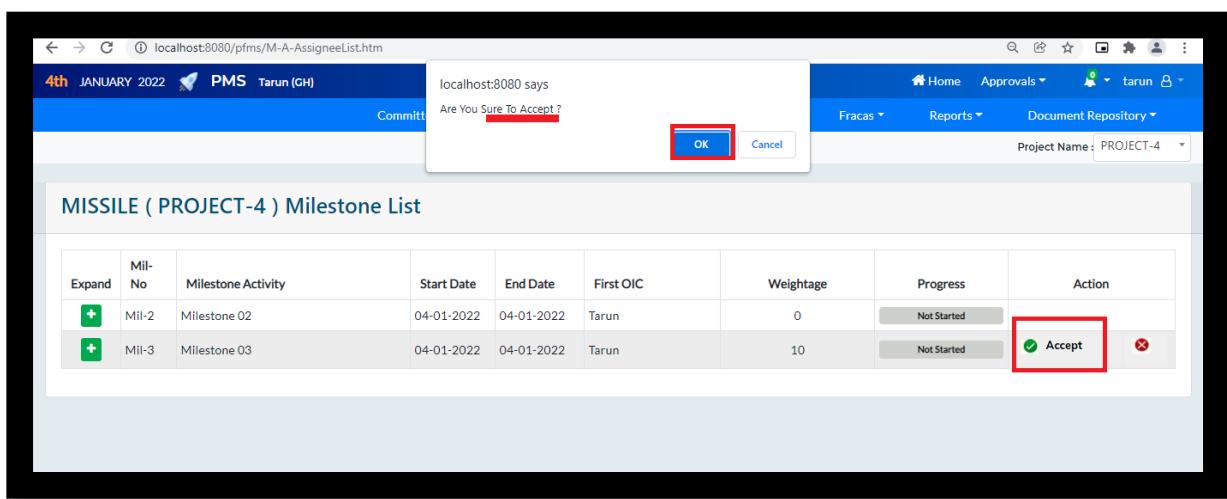
Milestone>New>Select project>choose milestone> action>message icon> Assign Again

And milestone again available for the first OIC officer to accept or to send back.



Accept & work flow of Milestone

- Assigned OIC officer accept the milestone by clicking on **Accept** icon.



- After accepting if expand the milestone it will show all the sub-activities that are required to complete will show for both first and second officers. Just click on the action 'upload' to upload the work progress details.

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mil-2	Milestone 02	04-01-2022	04-01-2022	Tarun	0	Not Started	
	Mil-3	Milestone 03	04-01-2022	04-01-2022	Tarun	10	Not Started	

- By clicking on the yellow action icon page will open to upload progress and files related to work. It will show in the list after every time progress is updated by the assigned officer until activity progress is completed 100% as shown below.

8th DECEMBER 2021 PMS Rakshitha (USER)

Milestone Schedules Action Items Fracas

Activity Update: Admin module requirements

Progress	Attach File	Remarks
75	<input type="button" value="Choose File"/> No file cho	<input type="text"/>
<input type="button" value="SUBMIT"/> <input type="button" value="Back"/>		

Action Item: Admin module requirements

PDC: *	Assignee:	All : <input type="checkbox"/>
08-12-2021	<input type="text"/> Select Assignee	<input type="button" value="SUBMIT"/>

Activity Updated Details

As On Date	Progress %	Remarks	Attachment
08-12-2021	75	Work is in progress. Please check the file.	

- After the final submission of the activity it will show the message "**Milestone activity updated successfully**" as shown below.

8th DECEMBER 2021 PMS Rakshitha (USER)

Milestone Schedules Action Items Fracas

Milestone Activity Updated Successfully.

Activity Update: Admin module requirements

Progress	Attach File	Remarks
100	<input type="button" value="Choose File"/> No file cho	<input type="text"/>
<input type="button" value="SUBMIT"/> <input type="button" value="Back"/>		

Action Item: Admin module requirements

PDC: *	Assignee:	All : <input type="checkbox"/>
08-12-2021	<input type="text"/> Select Assignee	<input type="button" value="SUBMIT"/>

Activity Updated Details

As On Date	Progress %	Remarks	Attachment
08-12-2021	75	Work is in progress. Please check the file.	
08-12-2021	80		
08-12-2021	98	almost completed	
08-12-2021	100	completed..please check	

- Suppose if the assigned OIC officer is busy with some other work and he is not available to take up this milestone activity, he has the option to assign to some other officer who can work on that activity.

' is also visible."/>

localhost:6060 says Are you sure To Submit?

Action Item: Admin module requirements

PDC: *	Assignee:	All : <input checked="" type="checkbox"/>
08-12-2021	<input type="text"/> Nalina (Scientist C) Sandhya G (Scientist b)	<input type="button" value="SUBMIT"/>

Here they can assign more than one officer. By default, list shows only officers who are assigned to that project. By selecting the '**All**' check box, they can assign activity to any officers available in that division.

After assigning those assignees will get the notification and they can work by accepting the milestone activity and submit the progress.

6. After every sub-activities when in progress, the main activities of such sub-activities shows percentage of work completed in the main milestone list to the Project manager as well as OIC officers. It also shows progress percentage of all the activities and activities which have not yet started. And this total percentage (1%) of the main milestone indicates average of all the activities progress percentage.

The screenshot shows a comparison between two project management systems. The top part displays the 'Project QUEEN (76) Milestone List' from a system where milestones are tracked at the activity level. The bottom part displays the 'VTS-Project Management System (vts-pms) Milestone List' from a system where milestones are tracked at the primary activity level.

Project QUEEN (76) Milestone List:

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
-	Mil-1	Milestone 01	01-12-2021	31-12-2022	Rakshitha	100	<div style="width: 100%;">100%</div>	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress		
A-1	Documentation	01-12-2021	17-12-2021	On Going	20	<div style="width: 100%;">100%</div>		
B-1	Requirement Document	01-12-2021	17-12-2021	On Going	25	<div style="width: 100%;">100%</div>		
C-1	Development Requirements	01-12-2021	25-12-2021	On Going	100	<div style="width: 100%;">100%</div>		
D-1	UI Requirements	01-12-2021	17-12-2021	On Going	50	<div style="width: 100%;">100%</div>		
E-1	Admin module requirements	01-12-2021	01-12-2022	08-12-2021	50	<div style="width: 100%;">100%</div>		
E-2	User module requirements	01-12-2021	31-12-2021	Activity Assigned	50	<div style="width: 100%;">100%</div>		
D-2	Database requirements	01-12-2021	17-12-2021	Activity Assigned	50	<div style="width: 100%;">100%</div>		
B-2	User manual	01-12-2021	17-12-2021	Activity Assigned	25	<div style="width: 100%;">100%</div>		
B-3	SRS document	01-12-2021	17-12-2021	Activity Assigned	25	<div style="width: 100%;">100%</div>		
B-4	Test document	01-12-2021	17-12-2021	Activity Assigned	25	<div style="width: 100%;">100%</div>		

VTS-Project Management System (vts-pms) Milestone List:

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
+	Mil-1	Documentation	01-12-2021	31-12-2021	Nalina	10	<div style="width: 24%;">24%</div>	
+	Mil-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	<div style="width: 0%;">0%</div>	
+	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	<div style="width: 0%;">0%</div>	
+	Mil-4	Testing	15-03-2022	31-10-2022	Rakshitha	10	<div style="width: 0%;">0%</div>	
+	Mil-5	Installation	01-11-2022	31-12-2022	Vishal	10	<div style="width: 0%;">0%</div>	

Compare both the picture and notice the difference in work progress completed. For both OIC officers and Assigned Project managers this progress will display.

This is for Project Manager

The screenshot shows the 'VTS-Project Management System (vts-pms) Milestone List'. This version of the system tracks milestones at the primary activity level, which is why it only shows progress for the main milestones (Mil-1 to Mil-5) and not for their sub-activities.

VTS-Project Management System (vts-pms) Milestone List:

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
+	Mil-1	Documentation	01-12-2021	31-12-2021	Nalina	10	<div style="width: 24%;">24%</div>	
+	Mil-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	<div style="width: 0%;">0%</div>	
+	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	<div style="width: 0%;">0%</div>	
+	Mil-4	Testing	15-03-2022	31-10-2022	Rakshitha	10	<div style="width: 0%;">0%</div>	
+	Mil-5	Installation	01-11-2022	31-12-2022	Vishal	10	<div style="width: 0%;">0%</div>	

Working on milestone activities

Milestone 03 has three primary activities A1, A2 & A3. A1 has two sub-activities so to complete A1 both B1 & B2 are to be completed. And both B1 & B2 can be assigned to two different officers by the

first officer or second officer or it can be completed by one officer or maybe himself. When they complete 100% automatically A1 is also completed.

Now consider A2. It has B1 and B1 has C1. So to complete A2 first need to complete C1. Automatically B1 is also completed and A2.

But A3 has no any such sub-activities. Hence A3 worked by assigned officers.

-	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Sub Progress	
A-1	front end development	01-03-2022	31-08-2022	Activity Assigned	40	Not Started	
B-1	Admin UI	01-03-2022	31-05-2022	Activity Assigned	50	Not Started	
B-2	User UI	01-03-2022	31-08-2022	Activity Assigned	50	Not Started	
A-2	Back-end development	01-03-2022	31-08-2022	Activity Assigned	30	Not Started	
B-1	Table creation	01-03-2022	31-08-2022	Activity Assigned	100	Not Started	
C-1	Query writing	01-03-2022	31-08-2022	Activity Assigned	100	Not Started	
A-3	Database connection	01-03-2022	31-08-2022	Activity Assigned	30	Not Started	

When assigned milestone 03 it look like this.

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
-	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	Not Started	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Progress		
A-1	front end development	01-03-2022	31-08-2022	Activity Assigned	40	Not Started		
B-1	Admin UI	01-03-2022	31-05-2022	Activity Assigned	50	Not Started		
B-2	User UI	01-03-2022	31-08-2022	Activity Assigned	50	Not Started		
A-2	Back-end development	01-03-2022	31-08-2022	Activity Assigned	30	Not Started		
B-1	Table creation	01-03-2022	31-08-2022	Activity Assigned	100	Not Started		
C-1	Query writing	01-03-2022	31-08-2022	Activity Assigned	100	Not Started		
A-3	Database connection	01-03-2022	31-08-2022	Activity Assigned	30	Not Started		

To complete milestone 03 100%, need to work on only A3, B1& B2 of A1 and C1 of B1 of A2 only.

After progress

VTS-Project Management System (vts-pms) Milestone List								
Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
-	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	40	
Sub	Activity	Start Date	End Date	Date Of Completion	Sub Weightage	Progress		
A-1	front end development	01-03-2022	31-08-2022	Completed	40	100		
B-1	Admin UI	01-03-2022	31-05-2022	10-12-2021	50	100		
B-2	User UI	01-03-2022	31-08-2022	10-12-2021	50	100		
A-2	Back-end development	01-03-2022	31-08-2022	Not Yet Started	30	Not Started		
B-1	Table creation	01-03-2022	31-08-2022	Not Yet Started	100	Not Started		
C-1	Query writing	01-03-2022	31-08-2022	Activity Assigned	100	Not Started		
A-3	Database connection	01-03-2022	31-08-2022	Activity Assigned	30	Not Started		

Here completed 70% and assigned last activity A3 to other officer (Nalina).

10th DECEMBER 2021 PMS Tarun (DH)

Home Approvals mem_ad

Committee Milestone Schedules Action Items Fracas Reports

Project Name: VTS-Project Management System(vts-pms)

VTS-Project Management System (vts-pms) Milestone List

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
-	MII-3	Development	01-03-2022	31-08-2022	Tarun	40	<div style="width: 70%;">70</div>	
Sub	Activity	Start Date	End Date	Date Of Completion		Sub Weightage	Progress	
A-1	front end development	01-03-2022	31-08-2022	Completed		40	<div style="width: 100%;">100</div>	
B-1	Admin UI	01-03-2022	31-05-2022	10-12-2021		50	<div style="width: 100%;">100</div>	
B-2	User UI	01-03-2022	31-08-2022	10-12-2021		50	<div style="width: 100%;">100</div>	
A-2	Back-end development	01-03-2022	31-08-2022	Completed		30	<div style="width: 100%;">100</div>	
B-1	Table creation	01-03-2022	31-08-2022	Completed		100	<div style="width: 100%;">100</div>	
C-1	Query writing	01-03-2022	31-08-2022	10-12-2021		100	<div style="width: 100%;">100</div>	
A-3	Database connection	01-03-2022	31-08-2022	Activity Assigned		30	<div style="width: 0%;">Not Started</div>	

Activate Windows

Committee Milestone Schedules Action Items Fracas Reports

Activity Update: Database connection vts-pms

Progress	Attach File	Remarks
<input type="text" value="0"/>	<input type="button" value="Choose File"/> No file cho	<input type="text"/>
<input type="button" value="SUBMIT"/> <input type="button" value="Back"/>		

Action Item: Database connection

PDC: *	Assignee:	All : <input type="checkbox"/>
<input type="text" value="10-12-2021"/>	<input type="text" value="Select Assignee"/>	<input type="button" value="SUBMIT"/>

Action Assigned

Assignee	Date of Assigned	PDC	Progress %
Nalina , Scientist C	10-12-2021	10-12-2021	<div style="width: 0%;">Not Yet Started</div>

That officer complete the work and submit & it become 100% complete. Same will show to project manager and OIC officers.

For Project manager

10th DECEMBER 2021 PMS Mukesh Sahu [PROJECT DIRECTOR]

Home Master Approvals mem_ad

Committee Milestone Schedules Action Items Fracas Risk Handling Reports

Project Name: VTS-Project Management System(vts-pms)

VTS-Project Management System (vts-pms) Milestone List

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
+	MII-1	Documentation	01-12-2021	31-12-2021	Nalina	10	<div style="width: 24%;">24</div>	
+	MII-2	Designing	01-01-2022	28-02-2022	Sandhya G	30	<div style="width: 0%;">Not Started</div>	
+	MII-3	Development	01-03-2022	31-08-2022	Tarun	40	<div style="width: 100%;">100</div>	
+	MII-4	Testing	15-03-2022	31-10-2022	Rakshitha	10	<div style="width: 0%;">Not Started</div>	
+	MII-5	Installation	01-11-2022	31-12-2022	Vishal	10	<div style="width: 0%;">Not Started</div>	

For OIC officers

VTS-Project Management System (vts-pms) Milestone List

Expand	Mil-No	Milestone Activity	Start Date	End Date	First OIC	Weightage	Progress	Action
	Mil-3	Development	01-03-2022	31-08-2022	Tarun	40	<div style="width: 100%;">100%</div>	
	Sub	Activity	Start Date	End Date	Date Of Completion	SubWeightage	Progress	
	A-1	front end development	01-03-2022	31-08-2022	Completed	40	<div style="width: 100%;">100%</div>	
	B-1	Admin UI	01-03-2022	31-05-2022	10-12-2021	50	<div style="width: 100%;">100%</div>	
	B-2	User UI	01-03-2022	31-08-2022	10-12-2021	50	<div style="width: 100%;">100%</div>	
	A-2	Back-end development	01-03-2022	31-08-2022	Completed	30	<div style="width: 100%;">100%</div>	
	B-1	Table creation	01-03-2022	31-08-2022	Completed	100	<div style="width: 100%;">100%</div>	
	C-1	Query writing	01-03-2022	31-08-2022	10-12-2021	100	<div style="width: 100%;">100%</div>	
	A-3	Database connection	01-03-2022	31-08-2022	10-12-2021	30	<div style="width: 100%;">100%</div>	100% done

Assigning activities to officers by OIC officers

Whenever the project is launched, the project manager will create milestones and assign to two officers. In the first OIC officer will accept and make it available to the second officer also to work.

Sometimes these officers also assign their work to some other officers whom they think are good in that project. For that also, there is an option. Instead of they work on the milestones, they assign to their colleagues. They can assign to more than one officer also. That is shown here in detail,

Navigation: Expand Milestone> click on Action (yellow symbol) against activity which to assign

1. Choose the officer from the list and click submit. By clicking checkbox all it will show all the list of officers.

Action Assigned			
Assignee	Date of Assigned	PDC	Progress %
Nalina , Scientist C	10-12-2021	10-12-2021	Not Yet Started.

2. Immediately all the assigned officer get notification. They can open it and click on **details** under **action**.

Assigned List							
Action Item		PDC	Assigned Date	Assigner	Remarks	Action	
1	LRDE /DSA/MVD /28SEP2021/3	Meeting Problems ♦ Lack of clear purpose... Meeting Problems ♦ Unprepared participants... Meeting Problems ♦ Biased leadership... Meeting Problems ♦ Scope creep (strategic and tactical blending)... Meeting Problems ♦ Poor or non-existent structure.	28-09-2021	28-09-2021	Raj Kumar , Scientist C	-	
2	LRDE /vts-pms/MIL /10DEC2021/1	Database connection	10-12-2021	10-12-2021	Tarun, Scientist C	-	

3. He will upload work progress and **submit** it. After submitting one more option display '**Forward**' click on that to notify the assigned officer.

localhost:6060 says
Are You Sure To Submit?

Action : Database connection (LRDE /vts-pms/MIL/10DEC2021/3)

Assigner : Tarun,Scientist C

As On Date	Remarks	Progress %	Attachment
10-12-2021	completed	100	Choose File assign off.png

SUBMIT BACK RESET OK Cancel

Forward: It will get notify the assigned OIC officer.

localhost:6060 says
Are You Sure To Forward?

Action : Database connection (LRDE /vts-pms/MIL/10DEC2021/3)

Assigner : Tarun, Scientist C

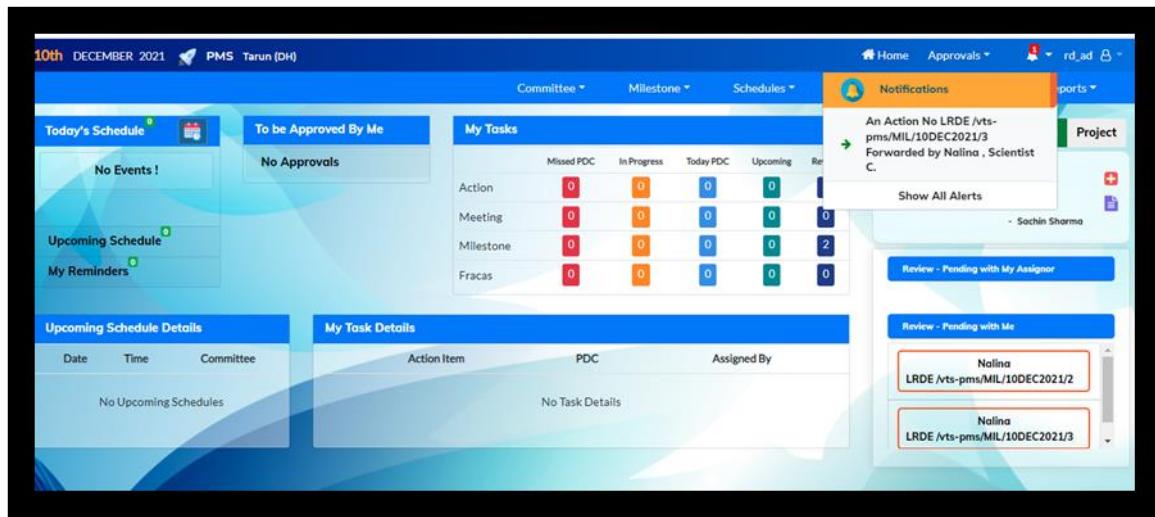
As On Date	Remarks	Progress %	Attachment
10-12-2021	please check	100	Choose File d w.png

SUBMIT BACK RESET Forward OK Cancel

Action Updated Details

As On Date	Progress %	Remarks	Attachment	Action
10-12-2021	100	completed		

4. OIC officer opens the notification and clicks **details** under action.



5. It will open a page with three options, Send Back, Close Action & extend PDC

Send Back will return the work back to the officer who worked on that activity. **Close Action** accepts the work and closes the activity if 100% completed. **Extend PDC** on the request of the officer's probable date of completion can be extended.

Baseline

A baseline is a fixed point of reference that is used for comparison purposes. In business, the success of a project or product is often measured against a baseline number for costs, sales, or any number of other variables. The baseline serves as the starting point against which all future work progress is measured.

In the project milestone when the work is in progress suppose if deadlines are near and still work is not completed within PDC project committee has the right to extend PDC or to increase the no. of employees to work in that project. That can be done using baseline setting.

This can be done by project manager for in progress milestones and also for completed milestones also if there is something modification even after 100% completion. They can add some changes such as extension of PDC, weightage etc.

It will start from **Set baseline (2)** since what already added before baseline setting is considered as baseline 1. In that way whenever there is changes in the project and targets, baseline can be set no. of times.

Type	Activity Name:	From Date:	To Date:	Weightage	Edit
Main	Documentation	01-12-2021	31-12-2021	10	
A-1	Technical manual	01-12-2021	16-12-2021	30	
A-2	User manual	01-12-2021	31-12-2021	10	
A-3	Test document	01-12-2021	31-12-2021	20	
A-4	Requirement Document	01-12-2021	31-12-2021	40	
B-1	UI Requirements	01-12-2021	31-12-2021	50	
B-2	Development Requirements	01-12-2021	31-12-2021	50	

Compare Baseline

Whenever there are more baselines set in the milestones comparing any baselines is possible.

Navigation: **Baseline>set baselines>compare** by clicking compare it opens the page as below.

Type	Activity Name:	Progress	PDC	Type	Activity Name:	Progress	PDC	Status
Main	Documentation	Not Started	From : 01-12-2021 To : 31-12-2021	Main	Documentation	100	From : 01-12-2021 To : 31-12-2021	0 Days
A-1	Technical manual	Not Started	From: 01-12-2021 To: 16-12-2021	A-1	Technical manual	100	From: 01-12-2021 To: 16-12-2021	0 Days
A-2	User manual	Not Started	From: 01-12-2021 To: 31-12-2021	A-2	User manual	100	From: 01-12-2021 To: 31-12-2021	0 Days
A-3	Test document	Not Started	From: 01-12-2021 To: 31-12-2021	A-3	Test document	100	From: 01-12-2021 To: 31-12-2021	0 Days
A-4	Requirement Document	Not Started	From: 01-12-2021 To: 31-12-2021	A-4	Requirement Document	100	From: 01-12-2021 To: 31-12-2021	0 Days
B-1	UI Requirements	Not Started	From: 01-12-2021 To: 31-12-2021	B-1	UI Requirements	100	From: 01-12-2021 To: 31-12-2021	0 Days

After changes are made and compare between any two baselines it will show both the baselines with the details as below.

The screenshot shows two side-by-side tables under the heading "VTS-Project Management System Milestone Activity Details".

Base Line 0:

Type	Activity Name:	Progress	PDC
Main	Designing	Not Started	From : 01-01-2022 To : 28-02-2022
A-1	Front-end Design	Not Started	From: 01-01-2022 To: 28-02-2022
A-2	Back-end Design	Not Started	From: 01-01-2022 To: 28-02-2022

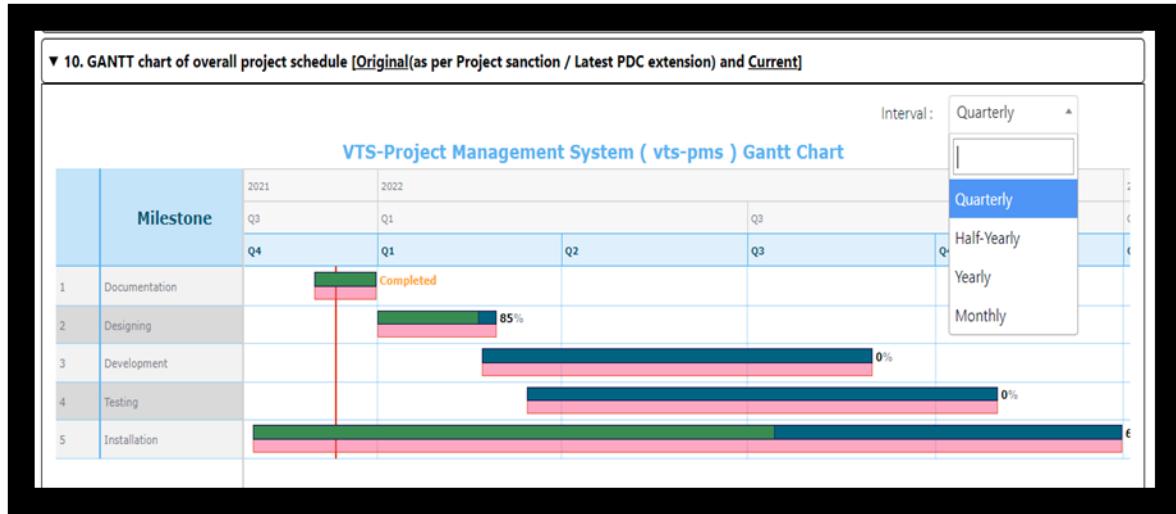
Base Line 2:

Type	Activity Name:	Progress	PDC	Status
Main	Designing	85%	From : 01-01-2022 To : 10-03-2022	10 Days Delay
A-1	Front-end Design	70%	From: 01-01-2022 To: 28-02-2022	0 Days
A-2	Back-end Design	100%	From: 01-01-2022 To: 10-03-2022	10 Days Delay

Reports

A Gantt chart is a type of bar chart that illustrates a project schedule. It displays project milestones status/reports in a graphical, chronological order. Below is the Gantt chart for the project milestones created. It will show progress details of all the milestones on a Quarterly, Half-yearly, yearly and monthly basis. No. of completed milestones (green) in percentage.

It can be viewed on **Home Page** by selecting the project and also by navigating to **Briefing** page in reports.



Here it is easy to track the project progress quickly. It is available for all the project officers who involved in this project.

.....END.....