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2.02.05 Milestones

The **Milestone** form administers the milestones of the project. Milestones define fixed dates to which associated project results must be available in the agreed quality. All relevant information regarding the assignment of a project are defined here (milestone date, responsible employees and creation date). The milestones are visualised in the Gantt chart and are the fundament of the milestone trend analysis.

Tip: For more on this subject see chapter [4.2.05 Administer Milestones and Order Relationship](#).

Milestone 3-A Prototype 09.06.2009

Document Edit View Back references

Master data Billing

Number 3-A

Description Prototype

MilestoneCategory project milestone Fixed ☐

TopProject 3 Introduction Projectile Project 3 Introduction Projectile

Milestone Date 09.06.2009

Responsible Timothy Jones

Definition date 05.10.2009

MilestoneClosed ☐

Note

DocumentCreator Hahn Katrina **Created** 05.10.2009

Deadlines

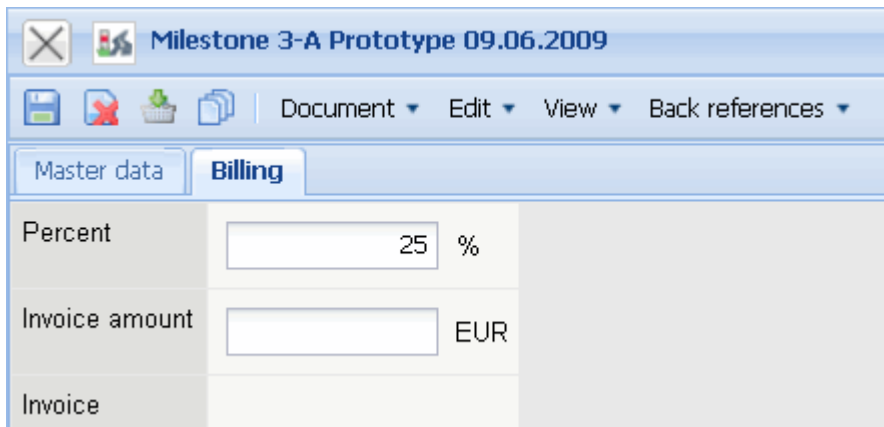
	Deadline	Milestone date
1	3-A-1	05.10.2009

The form consists of the following elements:

On the “Master Data” tab:

- **Number:** This field specifies the milestones with a unique identification.
- **Description:** The field description is used for more precise specifications of the milestone.

- **Project:** This field specifies the project, in which the milestone is assigned to. Milestones must always be assigned to projects or sub-projects. Assignment to work projects is not possible. Projects can be defined and modified in the project form.
- **Date:** The field date defines the date when the milestone should be reached/accomplished.
- **Employee:** The field employee defines the employee who is responsible for reaching/accomplishing the milestone. The employees are administered in the employee form.
- **Creation Date:** The field creation date specifies the date the milestone has been created. This date is automatically occupied with the current date.
- **Completed, Advance Payment(Percent) and Amount (Part of the billing module):** These three fields relate to the invoicing after milestones. If a milestone is closed through the marked check box, the system produces an invoice for payment on account/partial payment or the amount (see also Contract and Invoice).
- **Comments:** This field is designated for comments concerning milestones.
- **Trend Date/Deadlines :** This field is used for creating trend dates/deadlines for the milestones.



The screenshot shows a software window titled "Milestone 3-A Prototype 09.06.2009". Below the title bar is a menu bar with "Document", "Edit", "View", and "Back references". Below the menu bar are two tabs: "Master data" and "Billing". The "Billing" tab is active, showing three input fields: "Percent" with the value "25" and a "%" symbol, "Invoice amount" with a blank field and "EUR" symbol, and "Invoice" with a blank field.

On the "Billing" tab:

- **Percent:** In the field shown the percent of billed invoice.
- **Invoice Amount:** In this field are the invoice amount .

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