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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](#).

The screenshot shows a software window titled "Milestone 3-A Prototype 09.06.2009". The window has a menu bar with "Document", "Edit", "View", and "Back references". Below the menu bar are two tabs: "Master data" (selected) and "Billing". The form contains the following fields:

- Number:** 3-A
- Description:** Prototype
- MilestoneCategory:** project milestone (dropdown), Fixed ☐
- TopProject:** 3 Introduction Projectile (link), Project 3 Introduction Projectile (link)
- Milestone Date:** 09.06.2009 (calendar icon)
- Responsible:** Timothy Jones (dropdown), with icons for copy, search, print, and delete.
- Definition date:** 05.10.2009 (calendar icon)
- MilestoneClosed:** ☐
- Note:** (empty text area)
- DocumentCreator:** Hahn Katrina, Created: 05.10.2009 (calendar icon)
- Deadlines:** A table with columns "Deadline" and "Milestone date".

	Deadline	Milestone date
1	3-A-1	05.10.2009

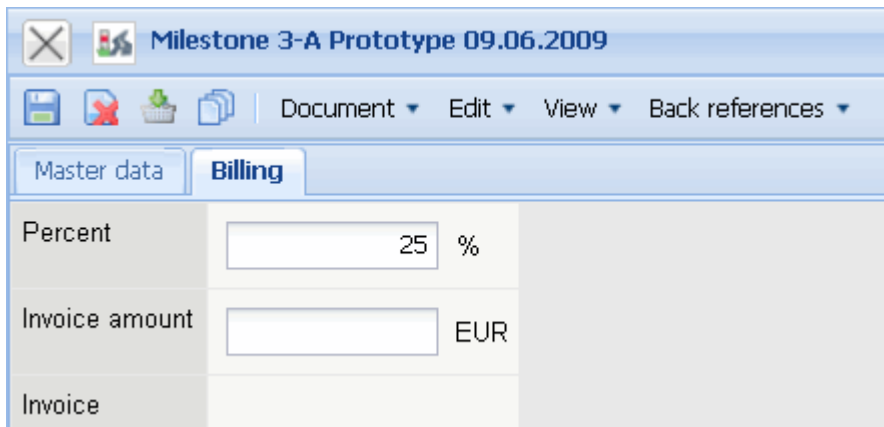
At the bottom of the "Deadlines" section, there is a pagination bar showing "page 1 of 1" and "1 - 1 / 1".

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.



Milestone 3-A Prototype 09.06.2009	
Document Edit View Back references	
Master data Billing	
Percent	<input type="text" value="25"/> %
Invoice amount	<input type="text"/> EUR
Invoice	<input type="text"/>

On the "Billing" tab:

- **Percent:** In this field the percentage of the complete billed invoice is displayed.
- **Invoice Amount:** The invoice amount is displayed in this field.
- **Invoice:** The appropriate invoice can be accessed through a link here.

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