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## 2.02.04 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.



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.



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:** Here the appropriate invoice can be accessed through a link.

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