



Milestone Training Document

Presented by: OnIndus



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Overview

The Milestones application tracks a project's progress using a log of Milestones. The Milestones that have been finalized during the Design Session have been added to all the Kahua templates.

When a new project is created from these templates the Milestones will be copied over to the new project



Add a Milestone

1. To add a Milestone, please navigate to the appropriate project using the Project Finder located in the left side menu
2. Access the Milestone app from the App Launcher under All Apps by clicking on Milestones
3. Once in the Milestone Application you will see a list of 15 Milestones that have already been created
4. If New Milestones need to be added please click on the New button located at the Top
5. You can now enter the description along with the dates
6. In the References section, to add a document that currently exists within the project, click the Add Kahua Doc button.
7. To add a document that does not exist within the project, click the Upload button.
8. Once done click on the Save/Close button

The screenshot displays the user interface of the Milestone application. On the left, the 'Apps' menu is visible with options: 'Getting Started' and 'Project Finder'. The 'Recent' section shows 'All Apps', 'Administration', and 'Cost Management'. The 'All Apps' list includes 'Milestones'. The main content area shows a table of 15 milestones, each with a checkbox, a number, and a description.

<input type="checkbox"/>	↑ Number	Description
<input type="checkbox"/>	0001	Feasibility
<input type="checkbox"/>	0002	Planning
<input type="checkbox"/>	0003	Budget Approval
<input type="checkbox"/>	0004	PSC Selection
<input type="checkbox"/>	0005	Conceptualization
<input type="checkbox"/>	0006	Schematic Design
<input type="checkbox"/>	0007	Design Approval
<input type="checkbox"/>	0008	Design Development
<input type="checkbox"/>	0009	Construction Documents
<input type="checkbox"/>	0010	Bid And Award
<input type="checkbox"/>	0011	Construction
<input type="checkbox"/>	0012	Substantial Completion
<input type="checkbox"/>	0013	Punchlist
<input type="checkbox"/>	0014	Final Closeout
<input type="checkbox"/>	0015	Warranty



Edit/Update/Delete a Milestone

1. While in the Milestone application click on the Milestone that you wish to Edit/Update/Delete
2. This will open a new screen on the right, please go ahead and click Edit at the top of the record to modify the Milestone or add the dates to the Milestone.
3. To delete a milestone, click on Milestone and hit Delete.
4. Once the information has been entered/updated click Save/Close
5. If you wish to Baseline the Milestone, please click on the Baseline Milestones button located at the bottom of the record

6. To edit multiple Milestones please select multiple Milestones on the main Milestone Application screen

			DELETE	MULTI EDIT	VISUALIZE	BASELINE	NEW	MORE ▾
	All ▾							
<input type="checkbox"/>	↑ Number	Description	Estimated Start Date		Estimated Completion Date			
<input checked="" type="checkbox"/>	0001	Feasibility						
<input checked="" type="checkbox"/>	0002	Planning						
<input checked="" type="checkbox"/>	0003	Budget Approval						
<input checked="" type="checkbox"/>	0004	PSC Selection						

7. The Multi Edit button will then be visible in the top bar
 - a. Please click the Multi Edit button
 - b. This will open a pop-up where you can now add the dates to multiple milestones
8. If you want to Copy one date across the same column through multiple Milestones, enter the Date in one of the Milestones and then click on Copy to All

COPY TO ALL COPY TO SELECTED

9. You can also Copy to Selected by checking the Milestones that the date needs to be copied to