

Milestone Training Document

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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



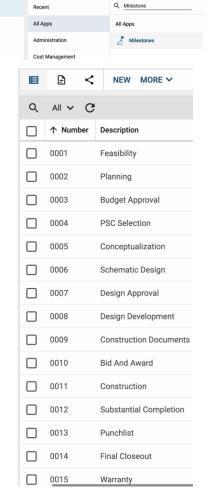
Add a Milestone

 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

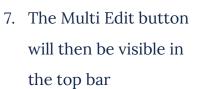
- 4. If New Milestones need to be added please click on the New button located at the Top
- 5. You can now enter the description along with the dates
- 6. In the References section, to add a document that currently exists within the project, click the Add Kahua Doc button.
- 7. To add a document that does not exist within the project, click the Upload button.
- 8. Once done click on the Save/Close button





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





- 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