

Creating a Project

Creating a Project: Project Milestones

The fourth tab of the project definition screen is **Project Milestones**.

The screenshot shows the 'Edit Project' interface in the DELTA Project Portfolio. The 'Project Milestones' tab is highlighted with a red border. The interface includes a sidebar with navigation options: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The main content area has tabs for Project Details, Project Description, Project M&E settings, and Project Milestones. Below the tabs is a table with columns for Milestone, Planned Date, Actual Date, and Comments. A 'Milestones +' button is located at the top right of the table. At the bottom, there are 'Previous' and 'OK' buttons. The footer indicates 'Currently Connected: 1 User' and 'Copyright DELTA Monitoring & Evaluation ©'.

To **enter a new milestone**, click the + button at top right to bring up the Milestones popup window.

Creating a Project

Milestones

Milestone *

Planned Date

07/27/2020

☐ Completed

Comments

OK

Enter the milestone and its planned date, and a short comment if appropriate. Click OK to save your work and return to the Milestones screen. The new milestone will appear on the screen.

Creating a Project

DELTA PROJECT PORTFOLIO

Edit Project

Project Details Project Description Project M&E settings Project Milestones

Milestones +

Milestone	Planned Date	Actual Date	Comments
Project Start	Dec 8, 2020		

Previous OK

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To **edit a milestone**, click its Edit icon. You may edit the milestone's name, planned date, comments, and mark it as complete. When you check the Complete box, another date field will appear, from which you can select the actual date. Click OK when you're done with your changes to save your work and return to the Milestones screen.

DELTA PROJECTS PORTFOLIO

Edit Project

Project Details Project Description Project M&E settings Project Milestones

Milestones +

Milestone	Planned Date	Actual Date	Comments
Project Start	Jul 27, 2020	Jul 20, 2020	The project started a week ahead of schedule.

Previous OK

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Milestones appear in the Project Dashboard at lower right, under the Project Summary.

Creating a Project

Milestones

Project Implementation Review by EU

Planned : **Jun 30, 2018** - Actual: **Nov 11, 2018**

The overall project implementation will be reviewed by European Union Project Team

Project Steering Committee Review

Planned : **Dec 27, 2018** - Actual: **Nov 11, 2018**

Project Steering Committee to review Project activities and give directions

Project Completion Report

Planned : **Dec 31, 2020** - Actual: **Dec 31, 2020**

Project Completion Report

Previous: [Creating a Project: Project M&E Settings](#) | Next: [Creating a Project: Add an Image](#)

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Author: n/a

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