

Schedule and Manage Milestones

Under **Proposal > Work Plan > Milestones** or **DoW > Work Plan > Milestones** you are able to plan the milestones within your project.

To **add** a milestone, select a Work Package and click the **Add Milestone to selected WP** button below the Work Package item. Specify the *Name* and *Expected Month* of the milestone as well as describe the *Means of Verification* and type in the *Involved Work Packages*. Please note one milestone can be involved in more than one Work Package.

Click the **⊖** button to **delete** a milestone.

To **move** a milestone to another Work Package, click on the **↔** button on the right of the particular milestone. A dialog box will appear and you can select the new Work Package by confirming with **Yes sure**.

The screenshot displays the EMDESK interface for managing milestones. On the left, the 'Work Plan' pane shows a tree view with 'WP 1' selected, containing 'Requirements Analysis', 'M 1.1 Industrial Assessment Report', and 'MS2 Please insert data'. The 'Add Milestone to selected WP' button is highlighted. The main 'Milestones' pane shows the details for 'WP 1', including 'Plan-Start: M1', 'Plan-End: M30', 'Lead: P5 - DAE', and 'Activity: RTD'. Below this, the 'M 1.1 Industrial Assessment Report' is shown with 'Expected month: M6' and 'Involved WPs: WP 1'. A dialog box for 'MS2 Please insert data' is open, showing a table with columns for 'ID', 'Milestone Name', 'Leader', and 'Expected Month'. The 'ID' is 'MS2', 'Leader' is 'P5 - DAE', and 'Expected Month' is 'M 1'. There are also fields for 'Means of Verification / Comments' and 'Work Package(s) involved'.

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