Milestones

Milestones help us to accurately determine whether a project is on schedule. When we add a Milestone to our chart we have a better insight into our project’s key dates.

When any Task (which is not a parent to another Task) is converted into a Milestone, it is placed on the Gantt chart in form of a rectangular - diamond-shaped figure, in the position of that Task's End Date (its both fields for Start and End Dates will now have its End Date's value).

In order to convert a task into a Milestone, we have to highlight our Task on the Gantt's WBS and select the ‘Ellipsis’ (three dots vector icon) menu to the right of our task and select 'Task Type' 'Milestone'. We can convert Milestone to its original form by selecting a 'Regular Task' mode from the same menu.