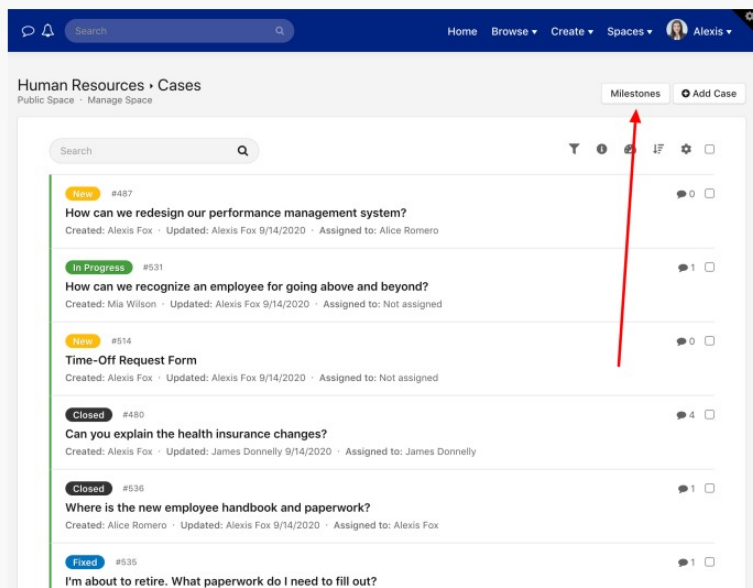
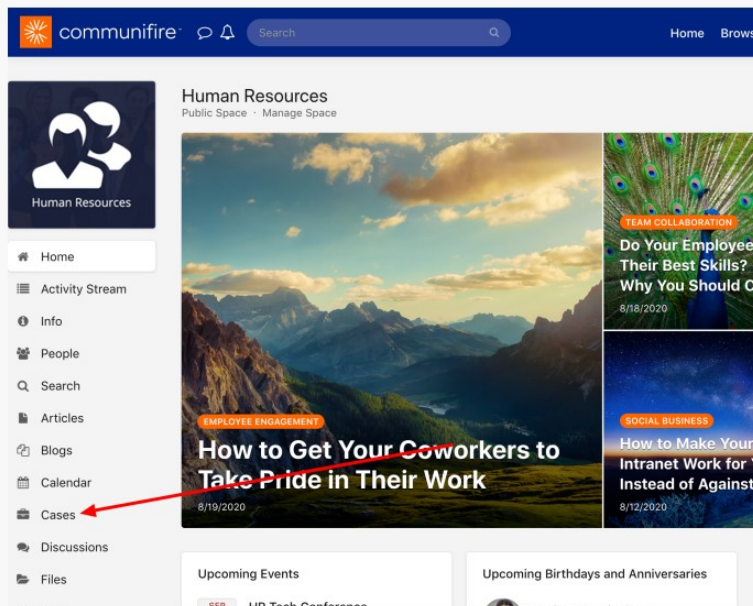


# Create Milestone

Version 7

Published 2/28/2017 11:21 PM by [Anonymous User](#) Last updated 4/5/2021 10:56 PM by [Grace Kamau](#)

Milestones are groupings of related cases. You can add several milestones to the same project and give them due dates to keep on track. For example, the project Annual Conference can have the milestones Conference Planning and Conference Workshop. Each milestone groups related cases, and ultimately, the cases are under the same project.



Human Resources · Cases · Milestones  
Public Space · Manage Space

3 Open 0 Closed

**Conference Planning**  
Cases regarding conference planning including travel, coordination, purchases, etc.  
Due by: 12/11/2020 · Last updated: 9/14/2020  
20% complete  
4 open · 1 closed

**Conference Exhibition**  
Preparing the exhibition  
Due by: 1/7/2021 · Last updated: 9/14/2020  
71% complete  
2 open · 5 closed

**Conference Workshop**  
Planning for the workshop  
Due by: 12/9/2020 · Last updated: 8/26/2020  
40% complete  
3 open · 2 closed

Add Milestone

Fill out the following information:

- **Title:** Enter a title for the milestone
- **Description:** Enter a description (Optional)
- **Due date:** Set a due date (Optional)
- **Project:** Select a case project

Human Resources · Cases · Milestones  
Public Space · Manage Space

Create a new milestone

Milestone title is necessary, but description and due date are optional. Adding a due date helps you keep track of upcoming milestones.

Title \*

Description

Due date (optional)

Project \*

2021 Conference

Save Cancel

tags : member