Kahua Quick Reference Guide
Milestones – Delegated Projects

Project Lifecycle Applicability

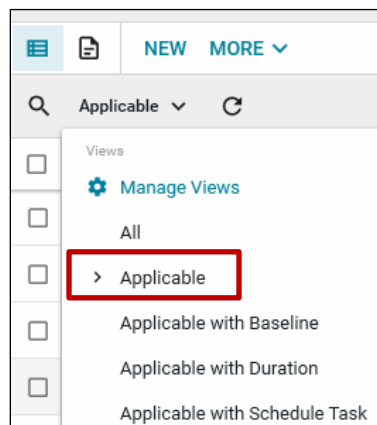| Identification/ Initiation	Planning	Execution	Closeout

About Milestones

[Edit a Milestone](#)
[Multi Line Edit Milestones](#)

The Milestones application tracks a project's progress using a log of Milestones. Applicable milestones are loaded into the project depending on the Project Type and Subtype that were selected when the project was created. During project creation, "Other" should have been selected as the Project Type, and "Delegated Building Projects" should have been selected as the Project Subtype.
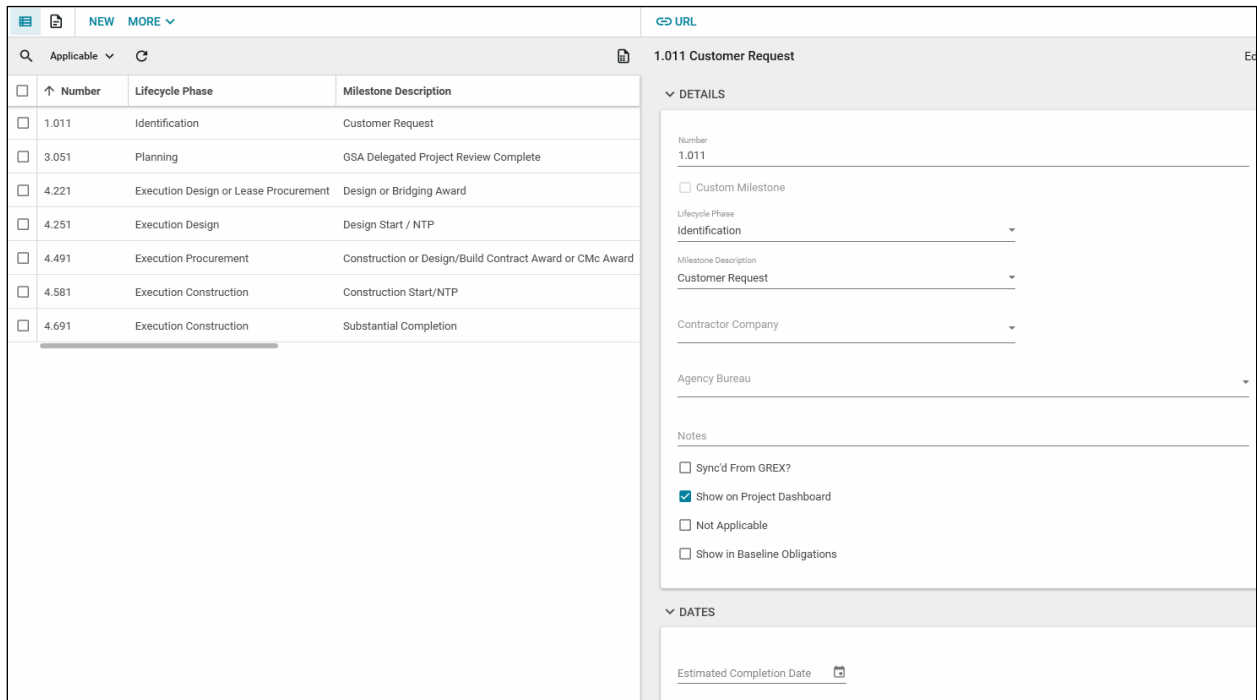
Edit a Milestone

1. Navigate to the appropriate project.
2. Access the **Milestones** app from the App Launcher under the **Schedule Management** section.
3. Choose "Applicable" from the Log View drop-down list.

4. Click the name of the milestone that you would like to edit. This opens the milestone

details in the right pane.
5. Click the Edit button at the top of the document.
6. In the **Dates** section, enter the **Estimate Completion Date**. Alternatively, if the milestone does not apply to the project, put a checkmark in the **Not Applicable** box.
7. Enter **Notes**, if applicable.
8. To attach a document to the milestone, click the **Upload** button. Multiple documents may be uploaded at one time.
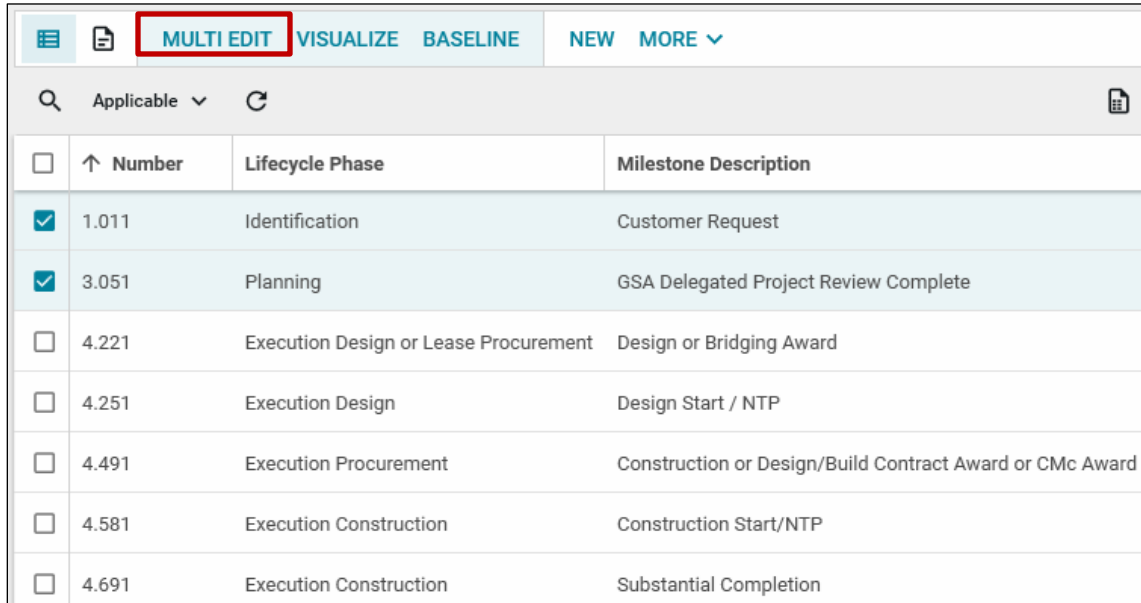

9. Click the **Save/Close** button.

Multi Line Edit Milestones

1. Navigate to the Milestones Log.
2. Click the checkbox next to multiple Milestones or the checkbox at the top left to select all milestones.
3. Click the **Multi Edit** button.

4. Make any updates within the Milestone documents that have been selected.
5. Click the **Save/Close** button.

Resources

For more help with this or any other Kahua application, you can access the Calendar for Instructor-led training, Self-paced videos, or additional Quick Reference Guides (QRGs) from this link: Training: Project management tool | GSA