

Kahua Quick Reference Guide

Milestones

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The Milestones application tracks a project's progress using a log of Milestones. There are three ways Milestones are loaded into a project. Milestones can be:

- Loaded and updated into the project from G-REX,
- Made available from the Project Template where milestones are determined by the project type and subtype, or
- Imported from a schedule within the Scheduling application.

Important Note

Applicable milestones are loaded into the project depending on the Project Type and Sub-Type that were selected when the project was created.

Create a Milestone

1. As the Author of the Milestone, navigate to the appropriate project.
2. Access the **Milestones** app from the App Launcher under the **Other** section.
3. Click **New** to create a new Milestone.
4. Click the dropdown arrow to select the appropriate **Lifecycle Phase**.
5. Click the dropdown arrow to select the appropriate **Milestone Description**.
6. Click the dropdown arrow to select the appropriate **Contractor Company**.
7. Click the dropdown arrow to select the appropriate **Agency Bureau**.
8. Enter **Notes**, if applicable.
9. If applicable, put a checkmark in the **Sync'd From GREX** box if the milestone was preloaded from the Project Template.
10. If applicable, put a checkmark in the **Show on Project Dashboard**. If checked, the milestone will be displayed on the Project Dashboard
11. Put a check mark in the **Not Applicable** box if the milestone does not apply to project
12. Checkboxes will be selected or can be deselected as appropriate to the project.
13. In the Dates section, enter the Estimate Completion Date.
14. In the Predecessors section, users may select the **Predecessor** link to another milestone if applicable.
15. In the Successors section, users may select the **Successor** link to another milestone if applicable

16. In the References section, to add a document that exists within the project, click the **Add Kahua Doc** button.
17. To add a document that does not exist within the project, click the **Upload** button.
Multiple documents may be uploaded at one time.
18. Click the **Save/Close** button.

The screenshot displays the 'Milestones' management interface. On the left, a list of milestones is shown with checkboxes. The right pane shows the details for milestone '0002'. The 'DETAILS' section includes fields for Number (0002), Custom Milestone (checkbox), Lifecycle Phase (required), Milestone Description (required), Contractor Company, Agency Bureau, and Notes. A 'Save / Close' button is at the bottom. A sidebar on the right lists sections: DETAILS, DATES, PREDECESSORS, SUCCESSORS, and REFERENCES.

Edit a Milestone

1. Navigate to the appropriate Milestone.
2. Click the **Edit** button.
3. Make any updates within the Milestone document.
4. Click the **Save/Close** button.

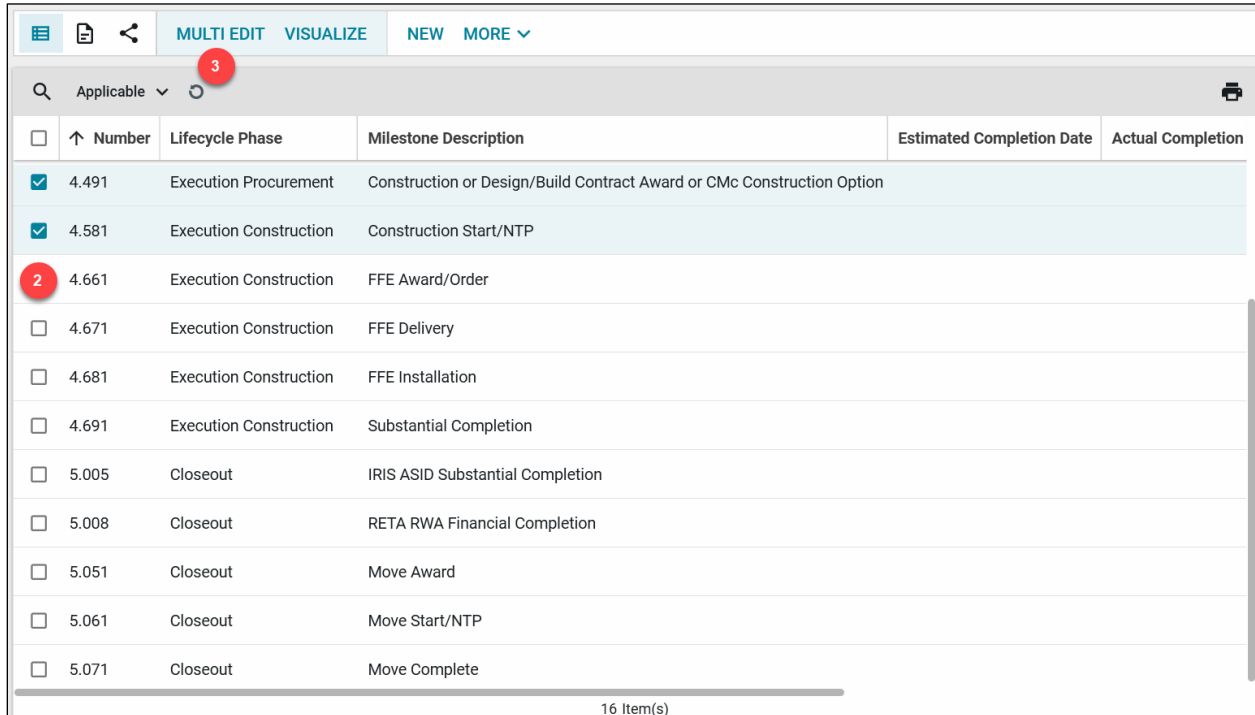
The screenshot shows the 'Edit' view for milestone '0001'. The top navigation bar includes 'SEND', 'EDIT' (highlighted with a red circle), 'VIEW', 'HISTORY', and 'URL'. The 'DETAILS' section contains the following information:

Number	0001
Lifecycle Phase	Execution
Milestone Description	Signed Occupancy Agreement(s)
Contractor Company	
Agency Bureau	
Notes	
Show on Project Dashboard	Yes
Not Applicable	No

The right sidebar shows the same section list as the previous screenshot: DETAILS, DATES, PREDECESSORS, SUCCESSORS, and REFERENCES.

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.



<input type="checkbox"/>	↑ Number	Lifecycle Phase	Milestone Description	Estimated Completion Date	Actual Completion
<input checked="" type="checkbox"/>	4.491	Execution Procurement	Construction or Design/Build Contract Award or CMC Construction Option		
<input checked="" type="checkbox"/>	4.581	Execution Construction	Construction Start/NTP		
<input checked="" type="checkbox"/>	4.661	Execution Construction	FFE Award/Order		
<input type="checkbox"/>	4.671	Execution Construction	FFE Delivery		
<input type="checkbox"/>	4.681	Execution Construction	FFE Installation		
<input type="checkbox"/>	4.691	Execution Construction	Substantial Completion		
<input type="checkbox"/>	5.005	Closeout	IRIS ASID Substantial Completion		
<input type="checkbox"/>	5.008	Closeout	RETA RWA Financial Completion		
<input type="checkbox"/>	5.051	Closeout	Move Award		
<input type="checkbox"/>	5.061	Closeout	Move Start/NTP		
<input type="checkbox"/>	5.071	Closeout	Move Complete		

16 Item(s)

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