# Handout: Goal, Milestones, Tasks (v02) Template

NOTE: Immediately save a copy of this document with your project/goal title. Then, use this document as a template for starting each new project.

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Project Goal: [insert title here].

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(Measurable, >3 days to accomplish; Examples - Write a paper. Increase avg. # of gym visits. Read a book. Pay bills on time.)

Related Resources:

* <https://www.indeed.com/career-advice/career-development/phases-of-project-management-life-cycle>
* <https://www.indeed.com/career-advice/career-development/challenges-in-project>

Measurable: How do you measure success?

Duration: Ongoing or deadline driven?

How will you track progress? What calendar will you use?

Incorporating rewards or punishments?

Milestones and Tasks.   
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(Measurable. Task < 3 days. Milestone > 3 days. All must be placed in chronological order, if dependency exists.)

Milestones = A deliverable, end of phase, a point in time, measurable.

Task = Includes action verb, takes time, one or more tasks for each milestone.

Notes:

* Boldface your milestones.
* Place all milestones and tasks in chronological order. (Tasks above the milestone they are associated with.)
* DO NOT fill in begin and end dates at this time.
* (Add more rows to the table, as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** / Task | Expected duration | Begin Date | End/Due Date / **Deadline** | Notes |
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## Deadlines and Timelines.

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In the table you fleshed in, above:

1. Place a deadline next to your goal.
2. Examine each milestone and estimate how much time each will require.
3. Work backwards from the deadline and place “due dates” on each milestone – the date you want each to be done.
4. Place begin and end dates in each task row.
   1. Include either an “A” or a “T” next to each (A = absolute; T = tentative).

Try to build in a cushion at the end of your project. Delays always happen! (For example, if your actual deadline is April 20, make your deadline April 10.)

## Evaluation and Revision.

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