

Milestone Plan: Guide

What is it?

This plan is focused on milestones. It is used to track the due date and performance against achievement of the milestone.

Focusing on milestones over detailed schedule planning enables a project team to be flexible. This allows the project to adapt to a changing environment whilst maintaining a focus on delivering the project objectives via the key milestones.

Planning (before completing the template):

The project should first undertake a planning process before completing the template. More details on planning can be found in the Planning presentation on Huddle, however briefly, this is to agree upon:

- Are we clear about what we are trying to achieve? (what does success look like?)

- Are we clear about what we are delivering to achieve this?

- Does it make sense to group the deliverables or activity into workstreams or workpackages? (e.g. manageable chunks of activity that can be given to a project team member to be responsible for)

- Do you understand how the activities relate to each other? e.g. what needs to happen before each one can be delivered?






- Agree the key milestones:

What is a key milestone? A key deliverable or important decision - Usually summed up in a few words - Usually described in the past & specific e.g. Service model live - Zero duration (it is a yes / no activity, symbolises an achievement) - A high level point of control for stakeholders (focus on the milestones not the detailed tasks to complete it)

Creating the milestone plan:

Add the milestones and any relevant related activities into column C.

Add the agreed due date for the task or milestone by entering "1" into the relevant box. To start with all your milestones will be green. Utilise the following keys to reflect updated performance:

-  1 = Green: Targeted completion date. Remains Green whilst the project is on track to achieve it on the date
-  2 = Amber: The milestone is at risk of not being achieved, or only partially being achieved on the agreed date
-  3 = Red: The milestone is already delayed or will be delayed. For key milestones this should remain red until agreement is received from the Project Board or SRO to deliver to a revised date.
-  4 = Black: Once agreement has been received to revise a milestone, the original milestone date should be turned black. The revised date is now entered as green. The plan no longer shows the red milestone however the black indicates that an original date has not been achieved.
-  / = Complete milestone

Owner:

Add in the name of the person responsible for ensuring the task / milestone is complete

Resources required:

Add in the names or groups of people who will undertake the task

Using the plan:

Once the plan is produced it should be reviewed by all stakeholders and resources (those who will complete tasks)

Highlight reports now reflect these key milestones

Any changes to key milestones need to be agreed by MNIB Huddle

Review progress against the plan -

To assess the impact of change

Review the plan regularly to check you are on course

Be flexible, adjust as the project requires it, but stay focused on the objectives / milestones