

MILESTONE Chart

<https://www.exceltip.com/excel-chart/how-to-create-milestone-chart-in-excel.html>

As Research Administrators, we know all too well that tracking milestones or deliverables for a project is an extremely important task. Whether these milestones are for the proposal stages you need to manage for your PI, or these are the actual deliverables of an award, this is a great visual tool in Excel that can be used for many purposes in managing the important tasks and deliverables for your project.

[Access MILESTONE Chart Template.xls](#)

This data file is set up so you can use this as a template for implementing this MILESTONE Chart for any future use cases you may have.

- The first column is the targeted completion date for each of your tasks/deliverables.
- The second column is the name of the task or activity that you need to complete.
- The third column is for Excel to understand the “placement” of those tasks on a chart using a numerical value. The value of the “height” creates the placement on the Milestone Chart.

Date	Milestone Achieved	Height	Axis
1/1/2021	RFA/FOA Announced	-2	0
1/15/2021	PI brainstorming session	1	0
	Scientific scope and personnel		
1/25/2021	involvement	-1	0
1/31/2021	Budget draft	2	0
2/5/2021	Biosketches	-2	0
2/10/2021	Consortium Docs	1	0
2/28/2021	Final budget	-1	0
3/10/2021	Budget justification	2	0
	Animal/human protocol		
3/10/2021	attachments	-2	0
3/15/2021	Specific Aims Narrative	1	0
3/25/2021	Equipment	-1	0
3/31/2021	Research Strategy/Lit Review	2	0
4/5/2021	Facilities and Resources	-2	0
4/15/2021	LOS Collected	1	0
4/16/2021	UFIRST entries	-1	0
4/25/2021	FCOI certs	2	0
4/26/2021	UFIRST Routing	-2	0
4/30/2021	Sponsor Routing	1	0
5/6/2021	Sponsor due date	-1	0

