



# Milestones Block

*How to create a tidy milestones review in a scheduler*

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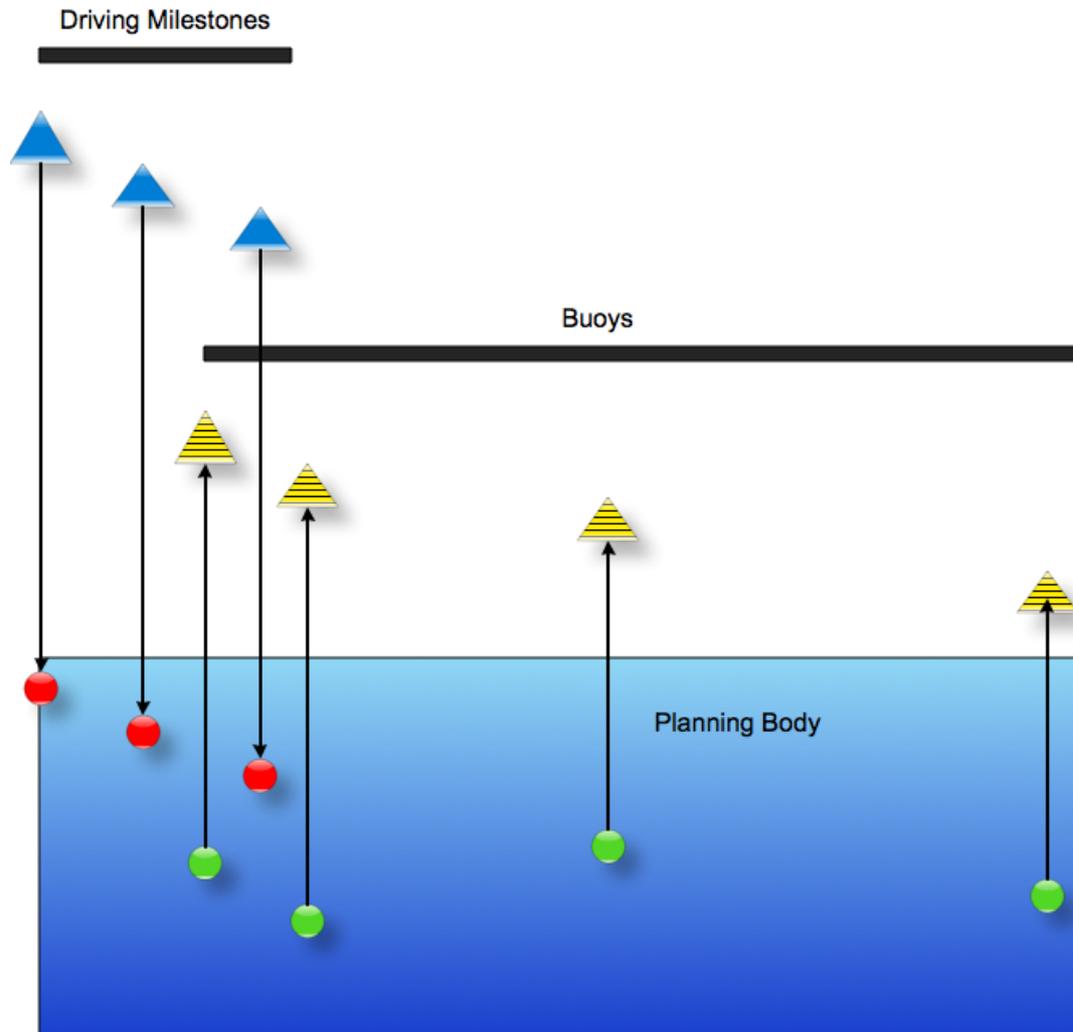
## Problem

Planners often use many milestones in their schedules. Most of the time these milestones are spread all over the schedule. This makes it difficult to find a specific milestone quickly, especially when the schedule is large and more especially in the midst of a stressed project meeting.

There is a simple mechanism to create a tidy and efficient milestone overview in the schedule: create a **milestones block**.

## Solution

The milestone block is an easy planning trick, which when used adequately, will prove to be a very powerful tool. The concept is that the physical planning is constructed with a block of milestones located above the planning body and just under the planning title row. The milestone block is organized in two sub-blocks: **driving** milestones and **buoys**. The planning body is tree structured and contains any number of tasks.



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## Driving Milestones

Driving milestones are externally imposed constraints, emphasis on externally.

Typically:

- obliged starts,
- mandatory events.

These driving milestones are grouped together; they form the only group of tasks where date constraints are allowed.

The driving milestones are SS linked to one and only one task (or summary) of the planning body.

As the planning body is constructed in pure logic, managing changes becomes very easy: simply relocate the driving milestone and the depending parts of the planning body will move accordingly.

## Buoys

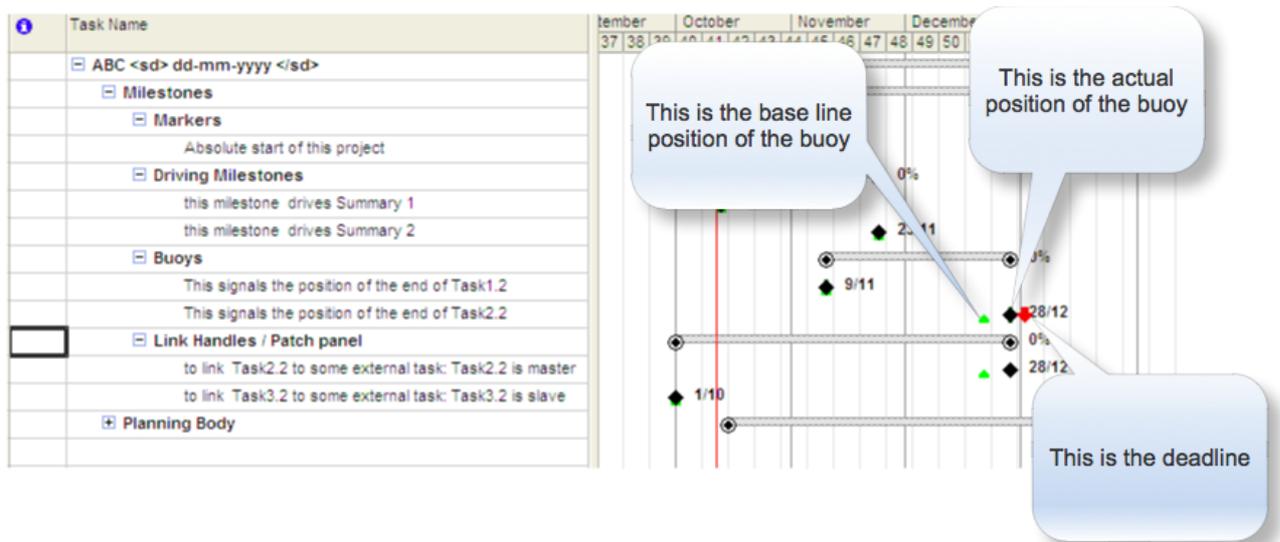
Buoys are passive milestones that "pop up" from the planning body (they appear at the surface, hence "buoys"). They mark important starts and stops within the planning body.

They are passive because they are only linked in FF or SS to one predecessor.

## Usage

Taken together, driving milestones and buoys, are a powerful tool for:

- Quick visualization of a synthetic status on the project: all major events are neatly displayed in a tidy survey; no need to dive deep under the surface of the planning body for a desperate search for a specific task.
- Immediate visualization of the consequences of moving a driving milestone: when a driving milestone is moved, we will immediately see that the affected buoys move also.
- If these buoys have been equipped with **base lines** and **deadlines** as shown hereunder, then all consequence are made visible in a snap.



### Tip

*When using driving milestones and buoys, keep it simple.*

For further information you can contact me at [jp@tollenboom.be](mailto:jp@tollenboom.be) and @JPToll,

or simply post a comment on my blog [www.jptollenboom.org](http://www.jptollenboom.org)