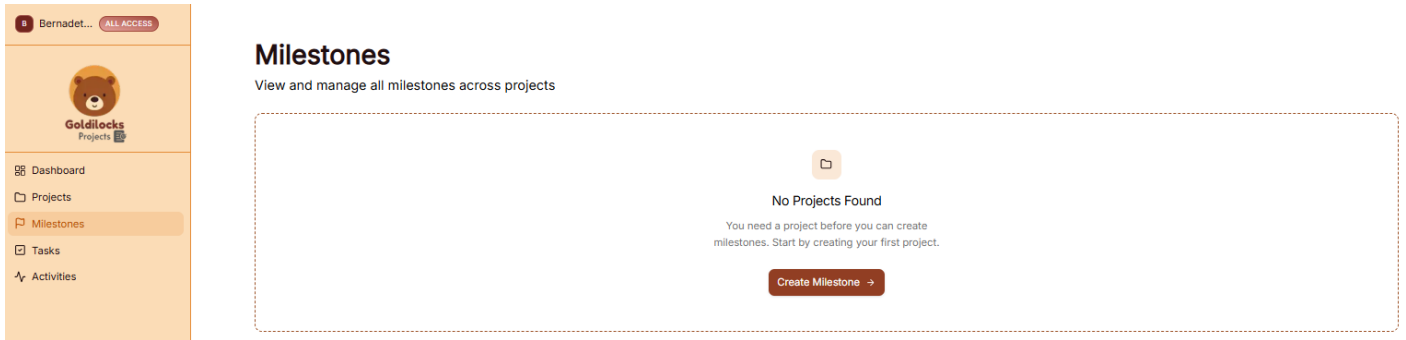


Managing Your Milestones

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The Milestones module allows you to track major goals and key phases across your various projects. This ensures that high-level targets are visible and manageable.

Managing Your Milestones

The Milestones page is designed to give you a clear view of your project roadmaps and upcoming deadlines.

- **Navigation:** Click on Milestones in the left-hand sidebar to view and manage all milestones across your workspace.
- **Centralized View:** From this screen, you can monitor the status of every major goal you have set, ensuring no critical phase of a project is overlooked.

“ **Important:** Before you can create a milestone, you first need to create a project. BuildRunKit requires a project to act as the "home" for any milestone you define. If no projects exist in your workspace, the platform will prompt you to create your first project before proceeding.

How to Create a Milestone

Create New Milestone ✕

Add a new milestone to track important project goals.

Project *

Select project ▾

Title *

Enter milestone title

Description

Enter milestone description

Due date * **Is Completed**

To define a new project goal, click the brown "Create Milestone →" button to open the configuration window:

- **Project *:** Use the dropdown menu to select the specific project this milestone belongs to (Required).
- **Title *:** Enter a clear name for the milestone (e.g., "Beta Launch" or "Design Approval") (Required).
- **Description:** Provide a detailed summary of what this milestone entails.
- **Due Date *:** Select the target deadline for reaching this milestone (Required).
- **Is Completed:** A checkbox used to mark the milestone as finished once the goal is met.
- **Create Milestone Button:** Click the brown button at the bottom to save the milestone to your project roadmap.

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