Milestones: major points in a project. For class projects (including capstone) having milestones identified about once every two weeks is appropriate. To create them, in your mind, start at the end of the project and consider the finished product. What needs to be accomplished to create that? They must be clearly defined so all stakeholders know unambiguously that it has been accomplished.

Tasks: things needing done (verbs) to accomplish specific milestones. AVOID the word "design" – design is not a task, it is a process involving many tasks.

Example of Milestone table and Task table:

Milestones:

#	Milestone:	Due Date
1	Completed DID describing the performance curve for the motor (ω (speed) vs. torque)	(team to define)
2	Completed spreadsheet/program to analyze vehicle speed and torque based on motor characteristics, various transmission ratios and loading conditions.	
3	Completed DID describing tire friction characteristics	
4	Completed DID defining the basic size and shape of the "container" for trailer to hold the weights.	
5	Completed DID that defines appropriate weight distribution on the trailer and tractor.	
6	Definition of all Key Characteristics completed (vehicle has been "designed")	
7	Construction of the tractor and trailer complete	
8	Testing of the tractor and trailer completed	
9	Complete the final DID for the tractor and trailer. This DDD defines the appropriate transmission ratios based on actual loads, and provide a sketch of the tractor and trailer that includes key dimensions of the tractor and trailer, as well as any other details of significance.	

Tasks:

Milestone	Tasks required to complete the milestone	Task required completion date
1	1.1 (team to define) --- remember, tasks are verbs; milestones are nouns or completed tasks.	(team to define)
	1.2 (team to define)	
2	2.1 (team to define)	
	2.2	
	2.3	
3	3.1	
Etc…	etc	