Adding Tasks and Milestones

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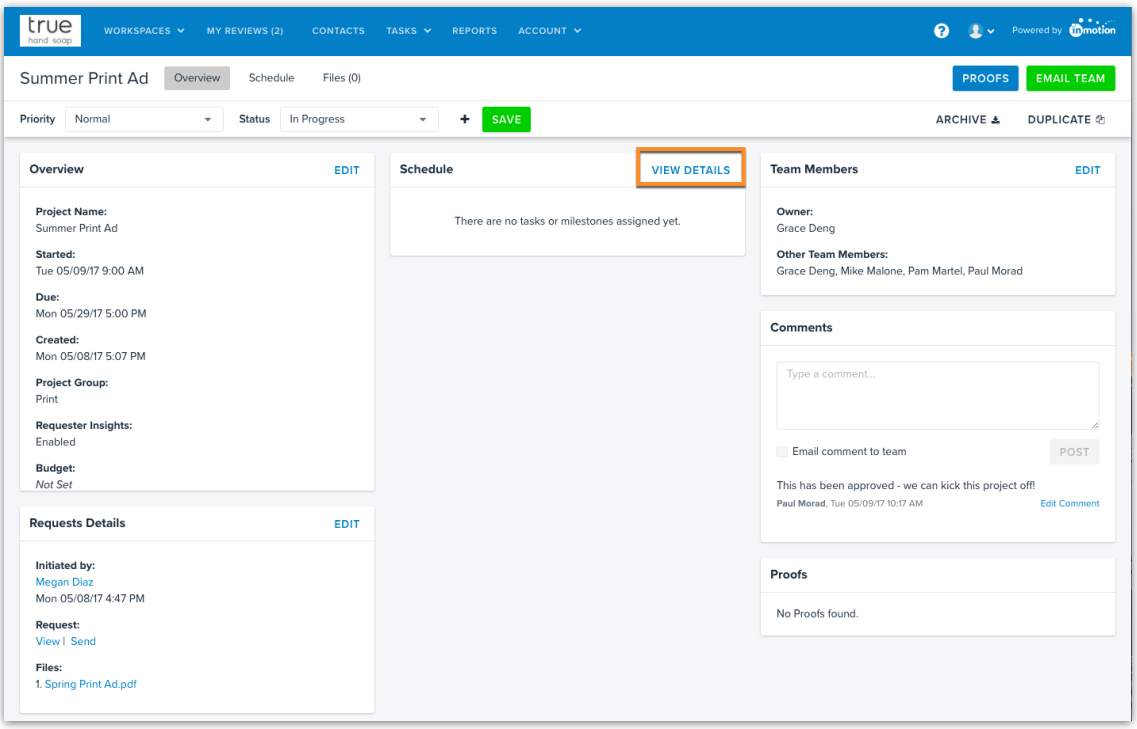
What's the difference between a Task and Milestone?

The main difference between tasks and milestones is the intent behind their creation: tasks are generally for individual to-do items and milestones are for larger, project management goals.

Creating Tasks & Milestones

To create, edit, or delete tasks and milestones, click on the **'View Details'** button in the **'Schedule'** section of the Project Dashboard:



On the next screen, simply click **'Add'** or the + icon to add the first Task or Milestone.

After you've entered in your task information, click the Save button at the bottom of the window pane. Repeat this until you've completed all your tasks/milestones. You can automate this process by using a **Project Template.**

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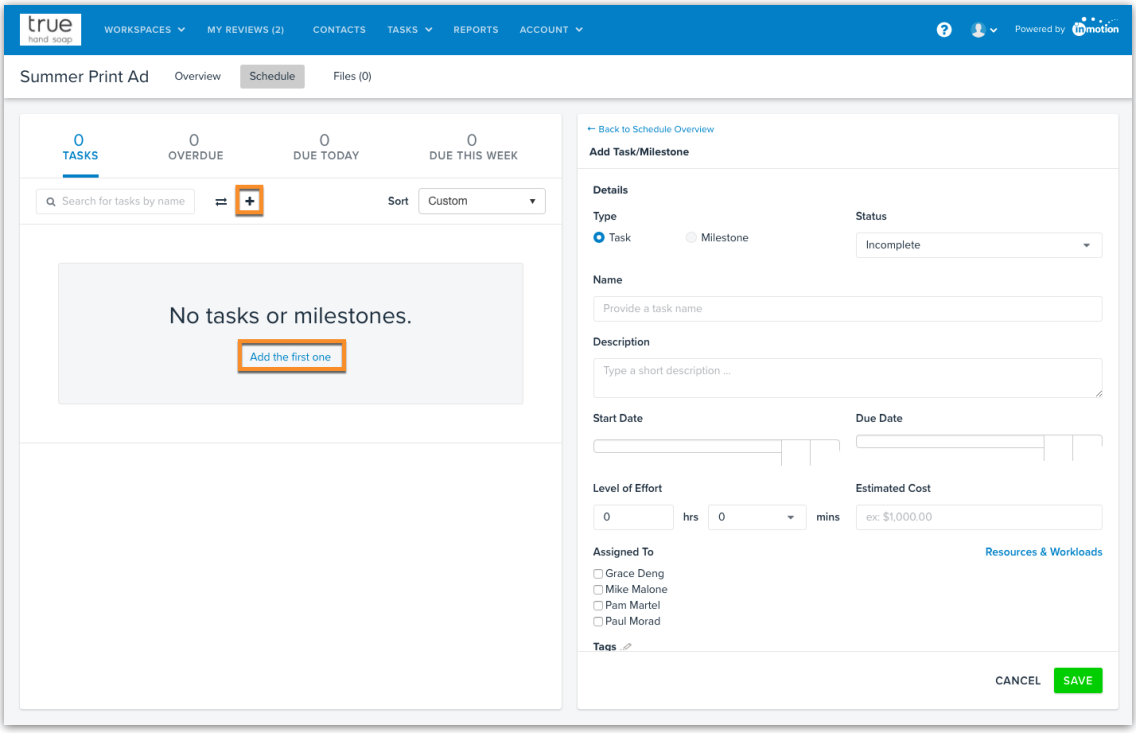

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