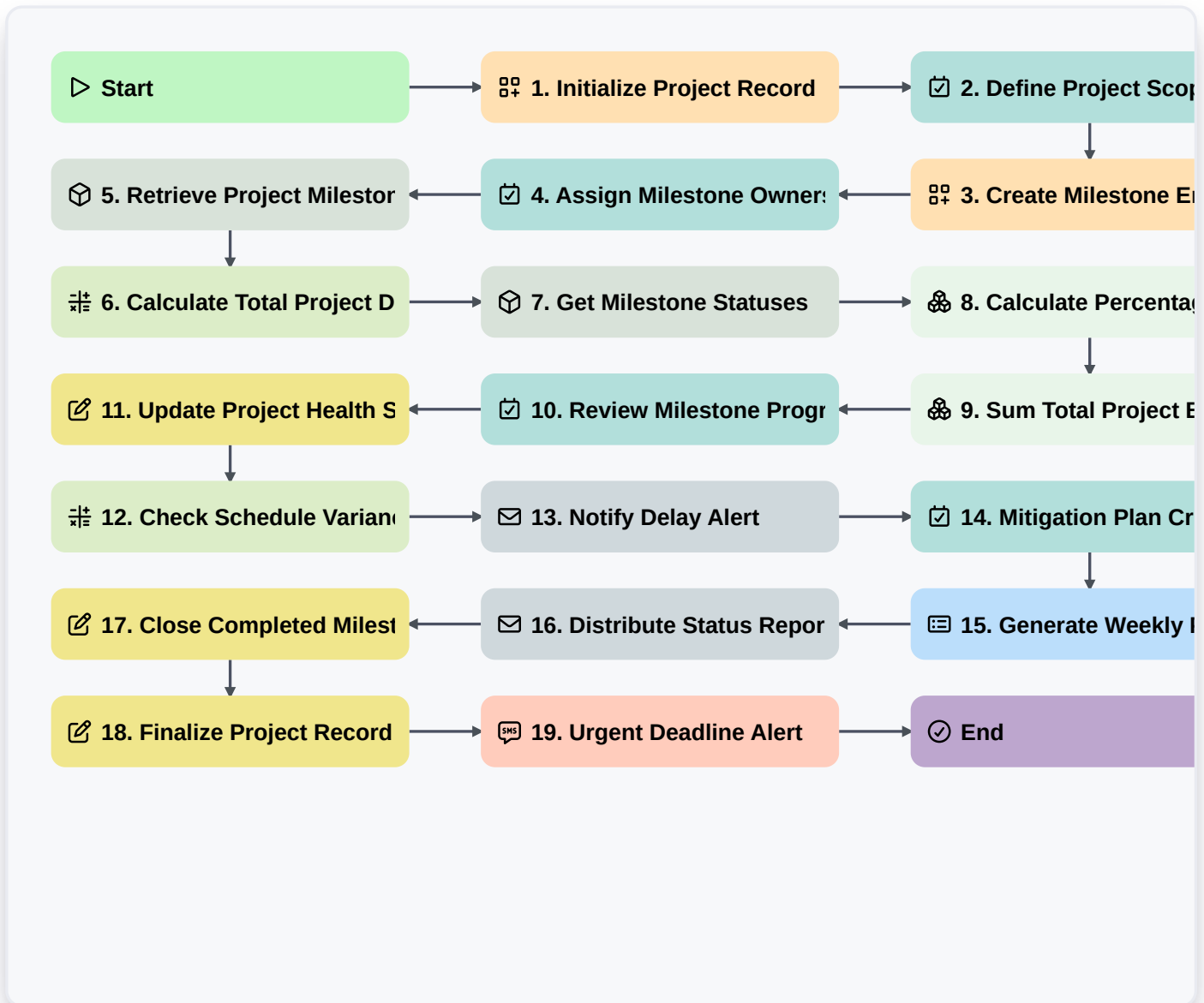


Project Schedule And Milestone Tracking



▷ Start

Start of the Workflow/Process.

☰ 1. Initialize Project Record

Create a new entry in the Project Data Model to kick off the project lifecycle.

☑ 2. Define Project Scope

Assign a task to the Project Manager to define deliverables and constraints.

☰ 3. Create Milestone Entries

Generate individual entries in the Milestone Data Model based on the project roadmap.

☑ 4. Assign Milestone Owners

Create tasks for specific team members to take ownership of individual milestones.

📦 5. Retrieve Project Milestones

Fetch all milestone entries associated with the current Project ID.

☰ 6. Calculate Total Project Duration

Calculate the difference between the Project Start Date and the Project End Date.



7. Get Milestone Statuses

Retrieve the completion status of all child milestones.

8. Calculate Percentage of Completion

Aggregate completed milestones vs. total milestones to determine project progress percentage.

9. Sum Total Project Budget Spent

Aggregate the 'Cost' property from all milestone entries to track total spend.

10. Review Milestone Progress

Create a recurring task for the Stakeholder to review milestone achievements.

11. Update Project Health Status

Update the 'Health' field (Green, Amber, Red) in the Project Data Model based on progress.

12. Check Schedule Variance

Calculate the difference between the 'Planned End Date' and the 'Forecasted End Date'.

13. Notify Delay Alert

Send an email to the Project Manager if the Schedule Variance calculation exceeds a specific threshold.

14. Mitigation Plan Creation

Create a task to develop a recovery plan if a milestone is flagged as 'Delayed'.

15. Generate Weekly Progress Report

Create a visual report summarizing completed milestones, upcoming deadlines, and budget status.

16. Distribute Status Report

Email the generated Project Progress Report to all project stakeholders.

17. Close Completed Milestone

Update the status of a milestone entry to 'Completed' once all related tasks are finished.

18. Finalize Project Record

Update the Project Data Model entry to 'Closed' upon achievement of the final milestone.

19. Urgent Deadline Alert

Send an SMS to the Project Owner if a high-priority milestone enters a 'Critical' state.

End

End of the Workflow/Process.