

How to: Submit a Milestone Deviation Progress Report

If a milestone will not be completed by the projected completion date listed on the timeline, you can complete a Milestone Deviation Progress Report before the due date to request a date change.

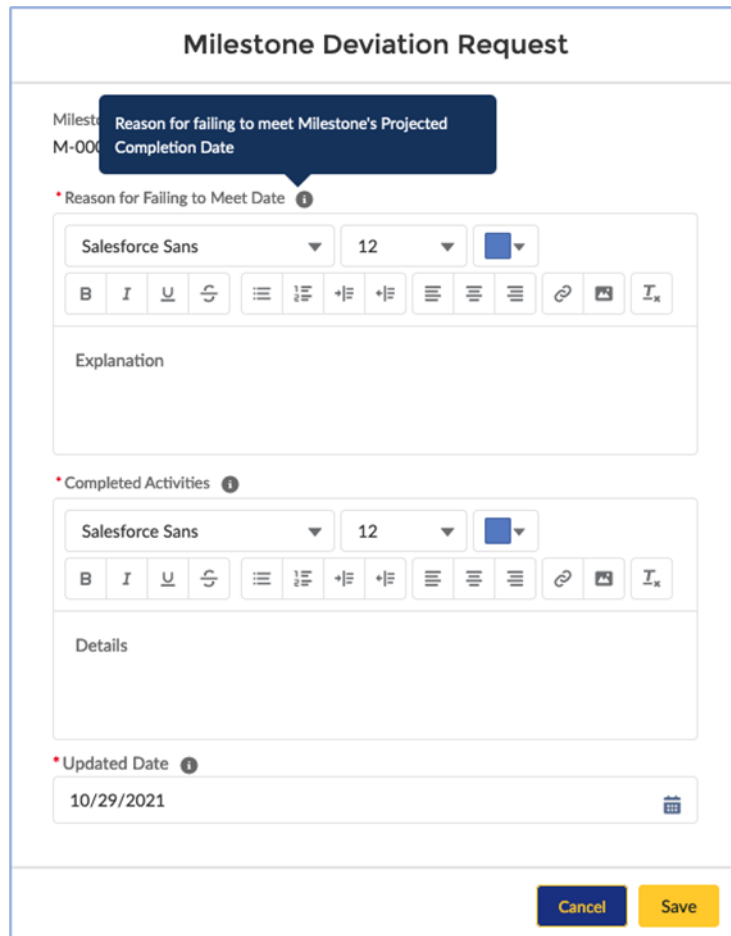
1. Navigate to the Milestone

Select the correct milestone from the Milestone list on the Project page and click "Milestone Deviation Request."



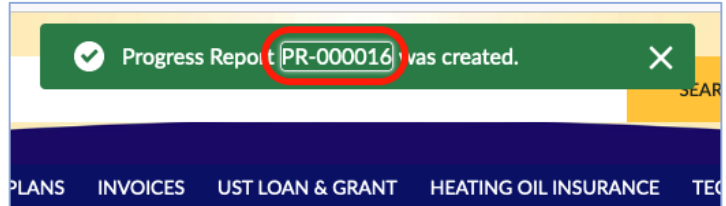
2. Complete the Request

Enter the required data marked by "*" and click "Save."

A screenshot of the 'Milestone Deviation Request' form. The form title is 'Milestone Deviation Request'. Below the title, there is a tooltip with the text 'Reason for failing to meet Milestone's Projected Completion Date' pointing to the 'Reason for Failing to Meet Date' field. The form contains several sections: 'Reason for Failing to Meet Date' with a text area containing 'Salesforce Sans' and '12', and a rich text editor toolbar; 'Explanation' with a text area; 'Completed Activities' with a text area containing 'Salesforce Sans' and '12', and a rich text editor toolbar; 'Details' with a text area; and 'Updated Date' with a date field containing '10/29/2021'. At the bottom right, there are 'Cancel' and 'Save' buttons.

2. Submit the Progress Report

A green box with a link to your new record appears after clicking “Save.” Click on the link to navigate to the Progress Report.

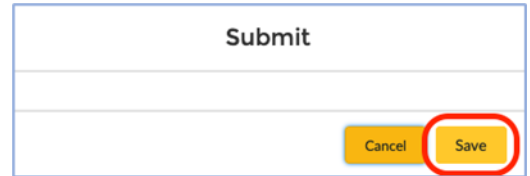


You can also navigate to your new Progress Report by scrolling down to the Progress Report list on the Work Plan page. Click on the “Progress Report Name (PR-#####).”



When your Progress Report is complete, click “Submit.”

Click “Save” to submit it to PLIA.



After submission, the Milestone Deviation Requests can’t be edited. If a mistake has been made, you may submit a new Milestone Deviation Request. You may also contact PLIA for assistance to correct the mistake.