OVERVIEW

Projects with Milestones
Grantees can create/update milestones on all projects that required milestones when preparing the application. Milestones are currently required for Demonstration, Capital, FTA 5303, TDM Operating, and Technical Assistance projects. Grantees should update milestones as needed. See the milestone icon below in the Milestone column on the Manage My Grants page.

Managing Milestones on Manage My Grants Link
Select the milestone icon on the Manage My Grants page related to the project that you want to update milestones, and it will take you to the Update Milestones page where you can revise the milestone date or add a new one.

Managing Milestones on Update Milestones Link
If you select the Update Milestones link on the left of the screen above you can also add a new milestone or revise a milestone date, but you must select the Project number.

Once you log in to OLGA you will see the screen above which is the Main Menu. Select the Grant Management link and you will see the following screen.
Select the Manage My Grants link which will show all projects for your entity.

Alternatively, you can select the Update Milestones link to add or update milestones for a project, but you must know the specific project number and select it.
The Manage My Grants page shows all projects for your entity. The list can be filtered by the status of the project.

- Open – Contract still needs to be signed by Grantee, DRPT, or both.
- Executed – Contract has been signed by the Grantee and DRPT and reimbursement request can be submitted.
- Closed – Project has been completed and closed.
- Archived – Old Closed projects.
Grantees can update milestones on all projects that required milestones when preparing the application. Milestones are currently required for Demonstration, Capital, FTA 5303, TDM Operating, and Technical Assistance projects.

Select the icon in the Milestones column for a specific project and you will see the following screen.

You can select the icon in the Edit column to revise the milestone date and you will see the following screen.
You can now select the Revise Milestone Date radio button, enter the Reason for Revision, and select Save and you will see the following screen.
In this example I revised the date for the Milestone for the Notice to Proceed from 9/25/12 to 9/28/12. If you need to enter the date completed for the milestone at a later date you would select the Edit icon and you will see the following screen.
You can now select the Enter Date Completed for Milestone radio button, select the date completed (cannot be a future date) and select Save and you will see the following screen.
Now the date completed shows for the Milestone.

Now, let’s add a new milestone. Select the Add New Milestone button and you will see the following screen.
You can select a Milestone from the dropdown box, use the calendar to select the date (must be a future date), and select Save and you will see the following screen.
You can see that the Milestone was saved successfully.