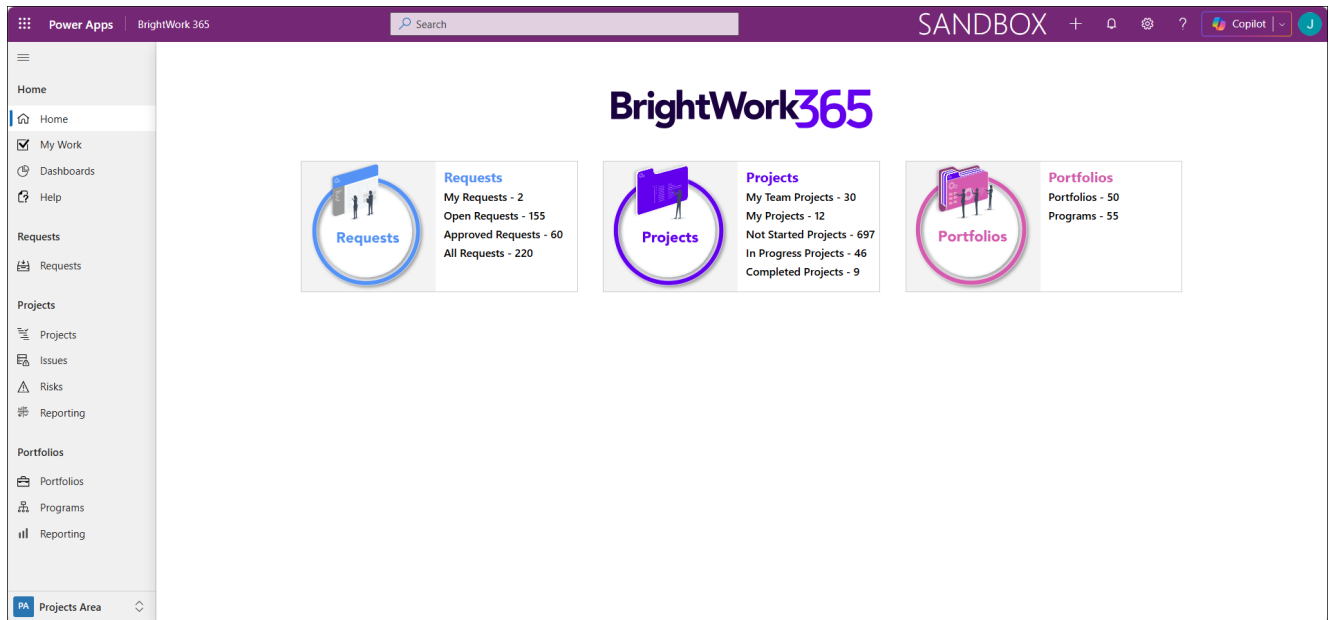


# Projects Area Components

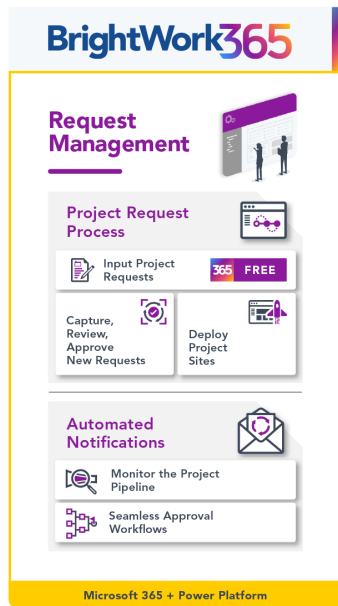


The main end user sections of BrightWork 365 are Home, Requests, Projects, and Portfolios

## Home

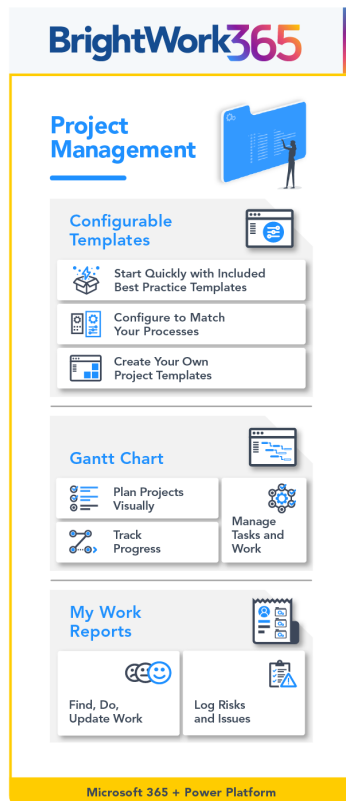
- See all of your work from across all projects in the My Work section of Reports.
- Power Apps Dashboards allow you to view and analyze critical portfolio data with selectors and drill-down options.
- Power BI Reports provide even more powerful and interactive reports with exceptional data visualization functionality.

## Requests



- Capture, review and approve new project requests from anyone in your organization.
- Keep the approval process moving with automated notifications.
- Deploy new project sites based on request information, minimizing duplicate data entry.

## Projects



- A project is a child of an associated Program and Portfolio, and data from projects rolls up to these

parent levels.

- Start every project the right way and in a consistent manner with flexible proven templates and familiar Microsoft 365 apps.
- Plan your project with a few clicks and manage the schedule with an interactive Gantt chart.
- Instantly check the performance of your project with key reports on tasks, risks, issues and overall status.

## Portfolios



- Portfolios are the highest level of the BrightWork 365 structure and are the overarching umbrella for their associated programs and projects.
- Get instant visibility across portfolios and programs in one tool and edit and update information quickly and easily.
- Get rich insights with Power Apps and Power BI reports for the schedule, tasks and resource allocation.
- Drill down into portfolios, programs and related projects for more details.

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## Rich Text Fields

Rich Text Fields (RTF) can be found in select Project fields of Lessons Learned, Status, and Status Reports, and Program/Portfolio fields of Status and Status Reports. In most areas these fields work as intended and provide a great way to improve how information is conveyed. However, due to how RTF are handled within Power Apps, note the following items:

- Extra white space may be added once the RTF control is interacted with.

- Toolbars cannot be collapsed without leaving the page.
  - Attachments are not included in emails.
  - Very large images can impact emails.
  - Copy and paste is out of scope as we do not control the RTF control.
  - Out of scope for Rich Text Fields:
    - Deploying Rich Text in certain areas of the app, e.g., Charter and Gantt.
    - Content Templates and the Copy Project function.
-