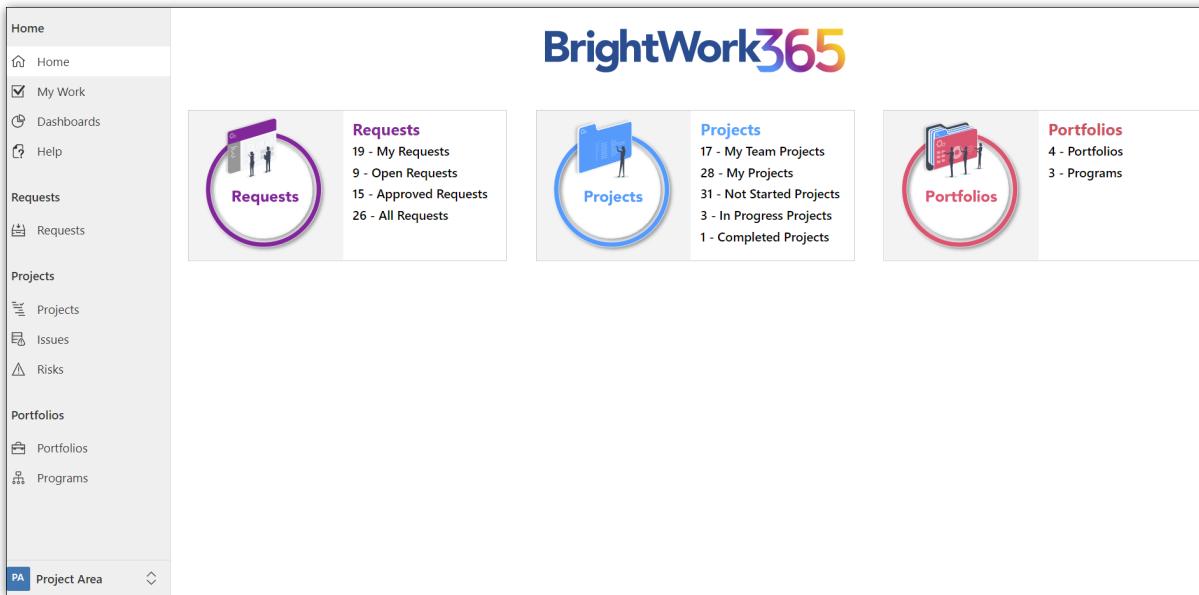


Projects Area Components



The screenshot shows the BrightWork365 Home page. On the left is a navigation sidebar with sections for Home, Requests, Projects, and Portfolios. The main area features three circular icons representing the main components:

- Requests**: Shows a purple circle with a person icon and the text "Requests". Sub-options include: 19 - My Requests, 9 - Open Requests, 15 - Approved Requests, and 26 - All Requests.
- Projects**: Shows a blue circle with a folder icon and the text "Projects". Sub-options include: 17 - My Team Projects, 28 - My Projects, 31 - Not Started Projects, 3 - In Progress Projects, and 1 - Completed Projects.
- Portfolios**: Shows a red circle with a document icon and the text "Portfolios". Sub-options include: 4 - Portfolios and 3 - Programs.

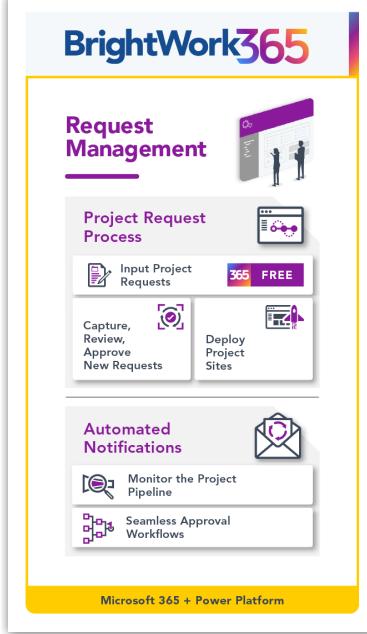
At the bottom left of the main area, there is a "Project Area" button with a downward arrow icon.

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

Home

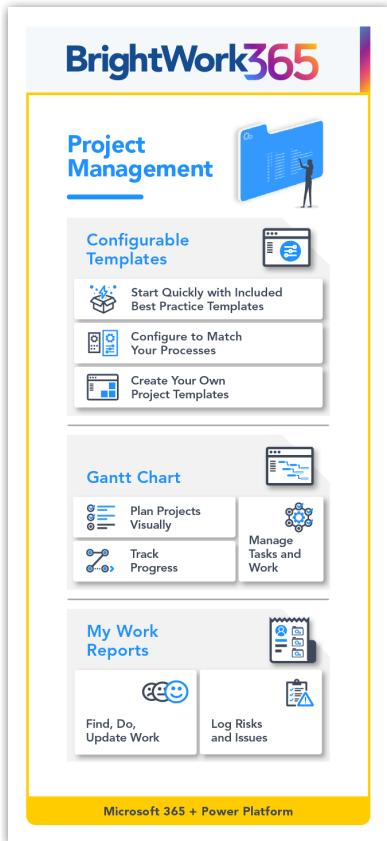
- See all of your work from across all projects in the My Work section of Reports.
- Power Apps Dashboards allow you to view and analyze critical portfolio data with selectors and drill-down options.
- Power BI Reports provide even more powerful and interactive reports with exceptional data visualization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

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.
- Deploying Rich Text in certain areas of the app, e.g., Charter and Gantt, is currently out of scope.
- Content Templates and the Copy Project function are out of scope.
