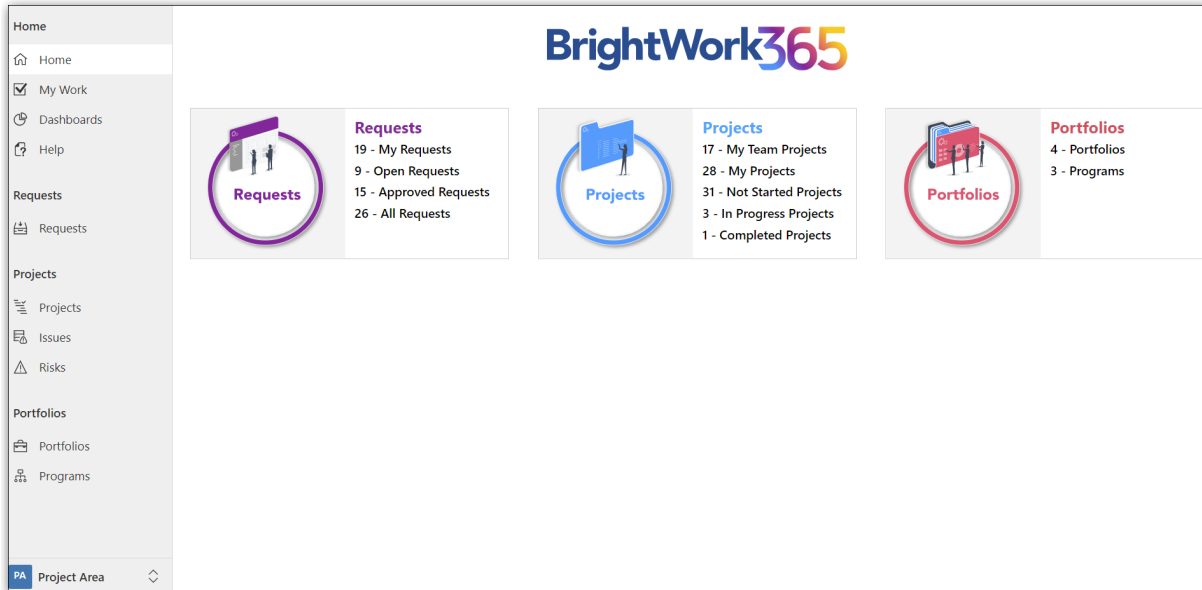


BrightWork 365 Structure

In this article:

- [Home](#)
- [Requests](#)
- [Projects](#)
- [Portfolios](#)



The four main areas 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

BrightWork365

Request Management

Project Request Process

- Input Project Requests **365 FREE**
- Capture, Review, Approve New Requests
- Deploy Project Sites

Automated Notifications

- Monitor the Project Pipeline
- Seamless Approval Workflows

Microsoft 365 + Power Platform

- 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

BrightWork365

Project Management

Configurable Templates

- Start Quickly with Included Best Practice Templates
- Configure to Match Your Processes
- Create Your Own Project Templates

Gantt Chart

- Plan Projects Visually
- Track Progress
- Manage Tasks and Work

My Work Reports

- Find, Do, Update Work
- Log Risks and Issues

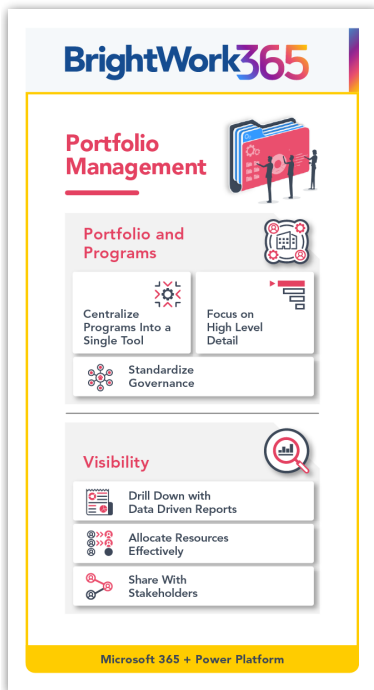
Microsoft 365 + Power Platform

- 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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