

Create Projects

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[Request Process Overview](#)

[Create Projects Without a Request](#)

Note Project titles must be unique, have a maximum of 50 characters, and should not contain any special characters including < > : * ? |

Method 1: Create Projects With a Request

The project management lifecycle will typically begin in the BrightWork 365 Requests Area, where a Requester submits a new project request along with details needed for an approval decision. Through workflows, notifications and reports, the request process affords users an efficient method for starting the project management process. You can find detailed information about the formal request process in the [Requests](#) section of the Knowledge Base.

Method 2: Create Projects Without a Request

Some organizations will not need a formal request process for all their projects and will therefore allow certain users to create projects directly in the Projects section. Users with the Project Manager or PMO security role will be able to create projects from a template using a simple interface skipping the formal request process.

If a user with the Project Manager or PMO Manager security role clicks **+ New** in **Projects**, they will be presented with a project creation form. After filling in all necessary column values, switching the **Create** switch to **Yes** will initiate the project creation process.

New Project
Project · New Project ▾

Product Support
Active for less than one mi...

Chartering (< 1 Min) Execution Close Out Closed

General

Name	* Covid Spray	Created On	---	
Template	* New Product Idea	Portfolio	* Strategic Portfolio	
		Program	* Strategic Program	
		Project Manager	* Anne Wallace ×	
		Project Sponsor	* Christine Chang ×	
		Create	<input type="checkbox"/> No	

- If the Template selected is not associated with a [Content Template](#) (a template with predefined data), the project will be created instantly, and the form will transition from the request form to the project form. The user that initiated the project creation process will receive an email indicating the project has been created.
- If the Template selected is associated with a [Content Template](#), the form will not transition to the Project form until the Create Project Flow has completed processing; the user that initiated the project creation process will receive an email when the flow has completed. The duration of the project creation process will depend on the number of child rows (Tasks, Issues, Risks, etc.) present in the Content Template.

Note BrightWork 365 ships with 3 starter templates out of the box: Project Standard, New Product Introduction, and Product Update. For template details see the [Templates Overview](#).