

# Project Requester

## Who Is This Guide For?

This guide is aimed primarily at members of the organization who will be using BrightWork 365 to submit requests for projects that will be created through the [Request](#) process.

## Prerequisites

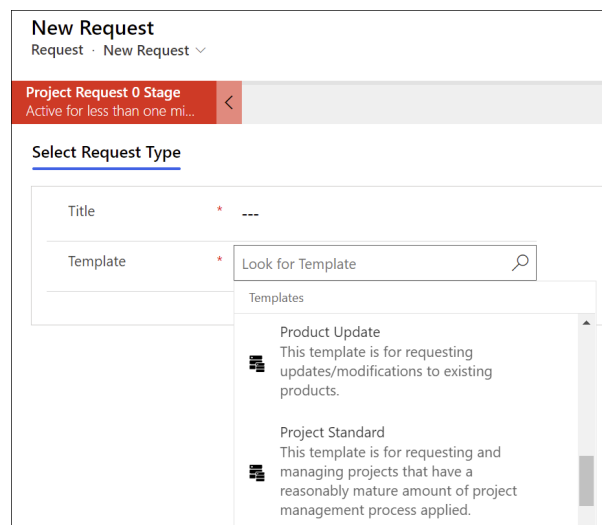
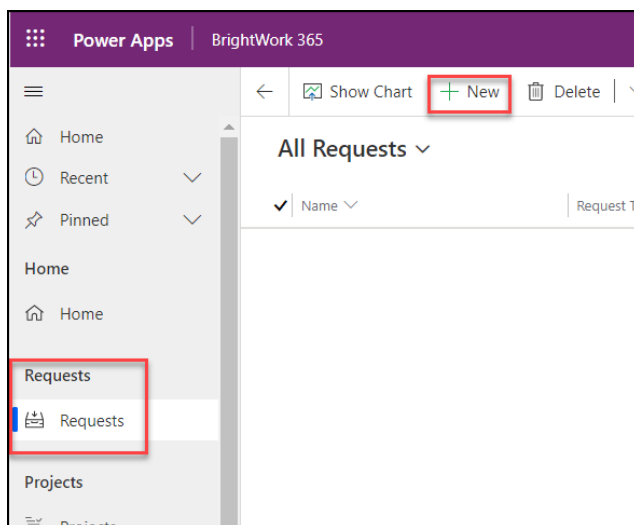
We recommend first familiarizing yourself with the various components of the BrightWork 365 solution:

- [What is BrightWork 365?](#)
- [BrightWork 365 Structure](#)
- [Technologies Used](#)
- [Navigating BrightWork 365](#)

## Submit a New Project Request

The BrightWork 365 project management process typically begins in the Requests Area. Here you can choose from different project templates for an efficient and consistent way to create new projects.

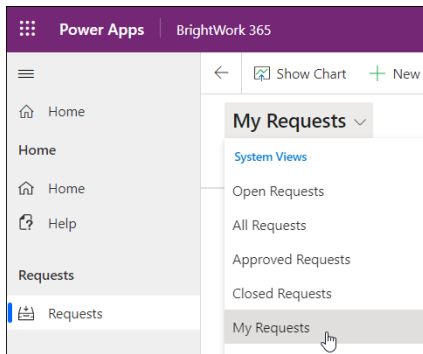
- Create and submit a new request by clicking into the **Requests Area** in the Main Nav, and then **+ New**. Fill in the necessary fields including the selection of a BrightWork 365 template to choose as the foundation from which to base your new project. You'll need to either choose an existing program that this project should be attached to or create a new program during the request process (appropriate user permission required).



**Note:** Users who only have the **BrightWork Request Submitter** security role will only see the **Requests Area** and not the other areas of the full app such as **Projects** and **Portfolios**.

## View Your Submitted Requests

In order to track the progress of requests you've previously submitted, simply click on Requests in the navigation area and depending on your security role you'll either be presented with the **My Requests** view immediately, or you can easily switch to the **My Requests** view from the drop-down view list.



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