

# Portfolios

Video has been removed from this PDF. Visit the BrightWork 365 knowledge base to view.

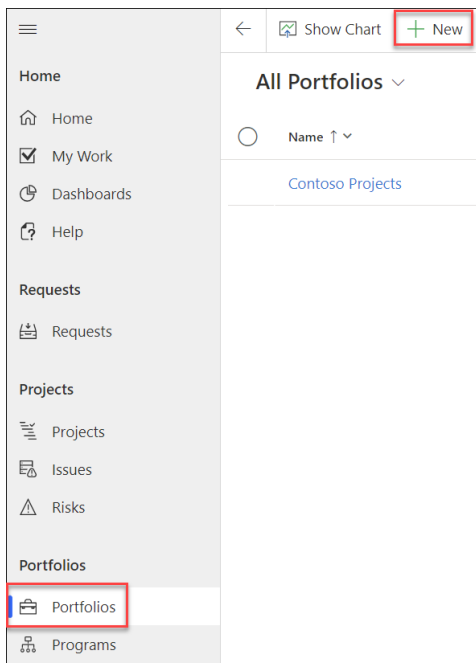
## Project Management Context

Portfolios are the highest parent level within the BrightWork 365 hierarchy. Portfolios consist of child programs and all of the projects within the respective programs. Your BrightWork 365 environment can have more than one portfolio.

Getting instant visibility across portfolios and programs is key to delivering strategic goals on time. With BrightWork 365, you can view the status of portfolios in one place, understand how the underlying projects are performing, and take action quickly to keep them on track.

## Creating Portfolios

1. Click into the **Portfolios** page, and then click **+ New** at the top of the page.



2. In the **Statement** screen, fill in all the required fields and click **Save**.

**New Portfolio** --- Name | --- Portfolio Manager | --- Portfolio Sponsor

**Statement** | Status | Status Reports | Documents | Actions | Issues | Risks | Costs | Communications

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Details

Name	* ---	Portfolio Sponsor	---	Priority	2. High
Description	---	Portfolio Manager	---	Portfolio Type	Regular

## Portfolio Tabs

### Statement

You can easily view the Portfolio Statement with all child Programs by clicking on the **Statement** tab.

**Contoso Projects** - Saved Contoso Projects Name

**Statement** | Status | Status Reports | Documents | Actions | Issues | Risks | Costs | Communications | Related

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Details

Name	* Contoso Projects	Portfolio Sponsor	BW365 Admin	Priority
Description	All Contoso related projects	Portfolio Manager	BW365 Admin	Portfolio

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Programs

<input type="radio"/>	Name	Portfolio	Program S...	Health i	Program ...	Current St...	Curre
<input type="radio"/>	IT	Contoso P...	Not Sta...	<span style="color: green;">●</span>	BW365 Ad...	4/6/2022	10/7,

The list of available users to choose from in the **Portfolio Sponsor** and **Portfolio Manager** columns is limited to those users that have been added to the **Senior Managers** Dynamics Team found in the Admin Area.

### Owning Business Unit

Portfolios play a critical role in the BrightWork 365 [security and access model](#). Select the portfolio's Owning Business Unit in the Statement tab. The value chosen will propagate throughout all child records of the portfolio, including its program, projects, and work items.

#### Note

- The Change Owning Business Unit dialog in Portfolios can take a few seconds to open.

depending on the number of records (Programs and Projects) it has to check.

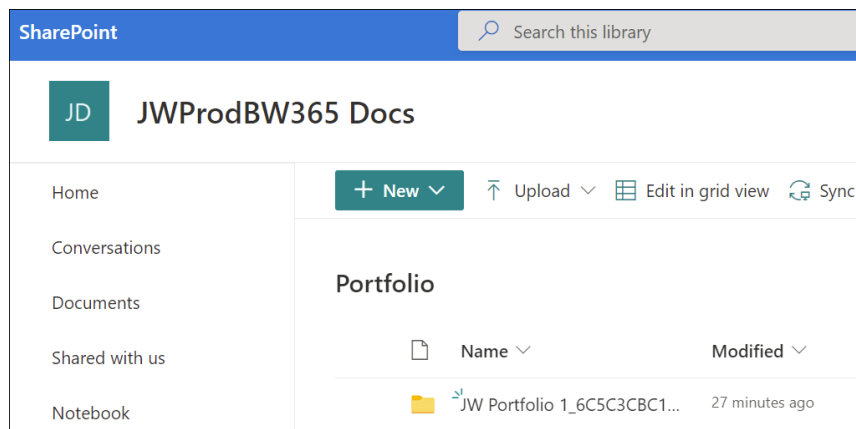
- When the Owning Business Unit is selected, the amount of time it takes for the value to propagate to all child records is related to the number of portfolio child records. When the process is complete, an email notification will be automatically sent to the portfolio manager and the user that made the selection.

## Status & Status Reports

The **Status** tab allows the manager to set current project metrics and KPIs, and the **Status Reports** tab provides the manager with the ability to create snapshot status report. See the [Status Reporting](#) article for details.

## Documents

During the [installation](#) of BrightWork 365 a SharePoint site and accompanying document library were created for the BrightWork 365 environment. A folder for each Portfolio exists in this library.



The Documents tab is where you can create new Microsoft Office documents and upload existing documents. These files are stored in your organization's SharePoint document library that is associated with BrightWork 365.

Statement	Status	Status Reports	<b>Documents</b>	Actions	Issues	Risks	Costs	Communications	Related
+ New <input type="checkbox"/> Upload <input type="checkbox"/>									
Name	File Size	File Type	Author	Created On SharePoint					
General notes.docx	20,147	docx	Anne Wallace	9/9/2022 4:44 PM					

### Caution

- By default, files deleted from the Documents tab will be permanently deleted from the SharePoint site associated with BrightWork 365 and cannot be restored from a recycle bin.

Contact your Microsoft Support representative to discuss activating the associated SharePoint Recycle bin to be able to restore deleted documents.

- For customers with custom forms: SharePoint has an indexing limit that is reached when a document library contains more than 5000 items. If you receive a message about the SharePoint throttling limit being exceeded, see this [article](#).

## Actions

See the [Actions](#) article for detailed information.

## Issues

Click on the Issues link to view and create Portfolio related Issues.

The Assigned To lookup column is limited to users given the BrightWork Team Member role.

## Risks

Click on the Risks link to view and create Portfolio related Risks.

The Risk Monitor lookup column is limited to users given the BrightWork Team Member role.

### Tip

- Risk Monitor: Person assigned overall responsibility for tracking the progress of a risk throughout its lifecycle.
- Mitigation Actions Assignee: Person responsible for taking steps to reduce the probability or impact of a risk to a portfolio.
- Contingency Actions Assignee: Person responsible for implementing the actions required to mitigate any portfolio impacts of a risk that has occurred.

## Costs

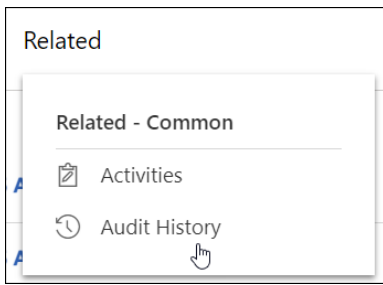
See the [Costs](#) article for detailed information.

## Communications

See the [Communications](#) article for detailed information.

## Related

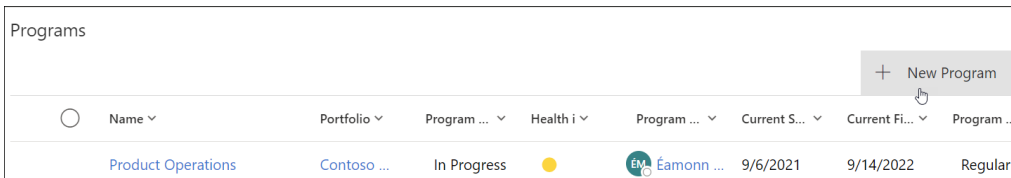
Click on Related > Audit History to view the audit change history.



## Quick Create - New Program from Portfolio Record

Managers can quickly create a new Program from a Portfolio record using Quick Create.

1. In the Portfolio's Programs section in the Statement tab, click **+ New Program**.



2. Fill in the form and click **Save and Close**.

Quick Create: Program	
New Section	
Name	* ---
Description	---
Program Sponsor	---
Program Manager	---
Priority	2. High
Program Type	Regular