

# BrightWork Champion

## Who Is This Guide For?

This guide is geared to the customer organization's BrightWork Champion, the person responsible for the initial in-app setup of BrightWork 365, including the Program and Portfolio structure, prior to starting the management of projects within the app. The Champion gains a thorough understanding of BrightWork 365 top to bottom, helps define their organization's requirements, and acts as an invaluable subject matter resource for their peers.

## 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](#)
- [BrightWork User Management | BrightWork Security Roles Details](#)

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## Create the Portfolio and Program Structure

In order to submit project requests and manage projects in BrightWork 365, you'll first need to create at least one parent Portfolio and one child Program associated with the Portfolio. Once this initial structure is in place you can move on to setting up your first project.

### Create a Portfolio

Click the **Portfolios** link, click **+ New** and fill out the form fields.

Name	Portfolio Status	Health	Portfolio Name	Current Start	Current Finish	Portfolio Type	Modified On
JW Portfolio 1	Not Started	●		11/8/2021	11/17/2021	Regular	11/17/2021 1...

## Create a Program

Click the **Programs** link, click **+ New** and fill out the form fields.

Name	Portfolio	Program Status	Health	Program Name	Current Start	Current Finish	Program Type	Modified On
JW Program 1	JW Portfolio 1	Not Started	●		11/8/2021	11/17/2021	Regular	11/18/2021 ...

## Deeper Dive - Portfolios & Programs

- [Portfolios](#)
- [Programs](#)

## Portfolio Security and Access

Assign [security roles](#) to your BrightWork 365 users.

Design and implement your organization's [security and access model](#).

## What's Next?

We suggest you next move on to subsequent role-based guides, beginning with the [Project Manager](#) guide.

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