

Project Manager

Note For BrightWork 365 versions older than v1.6 see [Prior Release Training Guides](#).

Who Is This Guide For?

This guide is primarily aimed at Project Managers who will be using BrightWork 365 to manage projects. However, this guide will also be useful for any member of the organization who will be using BrightWork 365 extensively.

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](#)

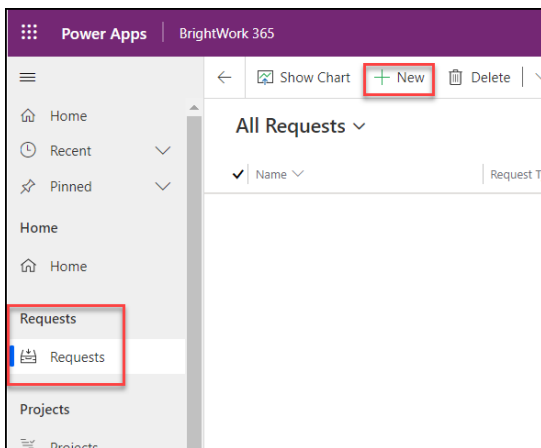
Submit a New Project Request

Tip For more information beyond what is in this Getting Started section, see the [Requests](#) category and [videos](#).

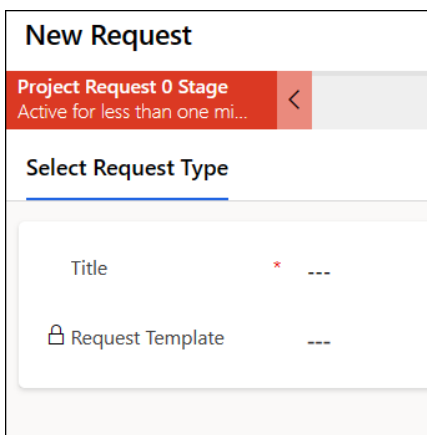
The BrightWork 365 project management process typically begins in **Requests**. Here you can choose from different [project templates](#) for an efficient and consistent way to create new projects.

To submit a new project request:

1. On the main nav click **Requests** and then click **+ New**.



2. Provide a **Title** for the request and select a **Request Template** to serve as the foundation from which to base the new project.

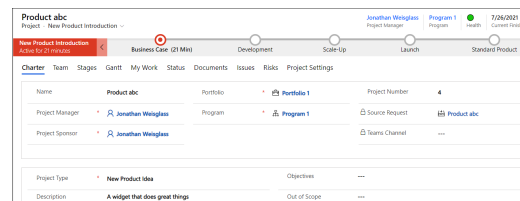
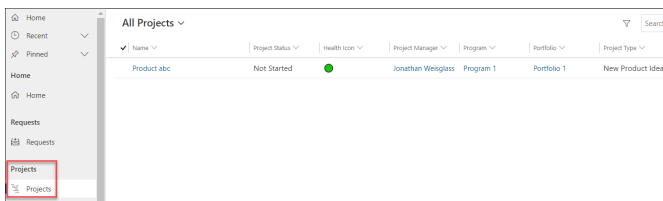


3. Fill in any blank fields in the **Request Details** and **Project Details** tabs.
4. Click **Submit Request** to start the [project request approval process](#).

Manage a Project

Tip For more information beyond what is in this Getting Started section, see the [Projects category](#) and [videos](#).

After your new project is created click into **Projects** on the main nav to see a list report of all projects. Click on your project link and its various tabs to display project information and to make any necessary updates as the project flows through its lifecycle.

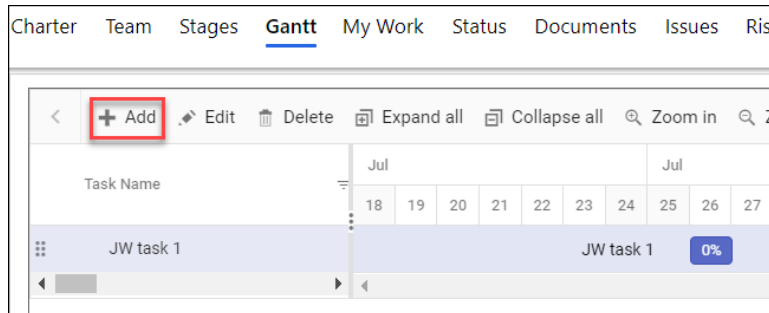


Charter

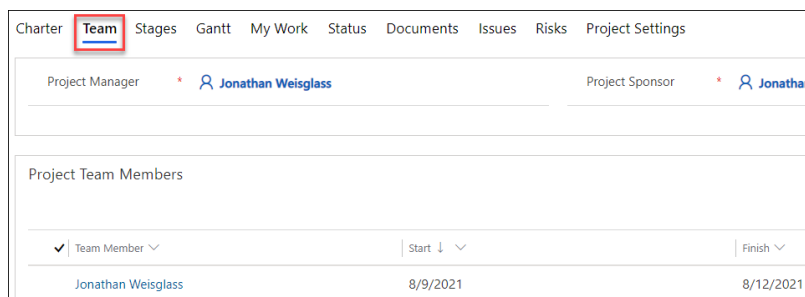
After your project is created you will find Charter columns available for you to add high level details about the project, beyond what was included in the project request form.

Gantt

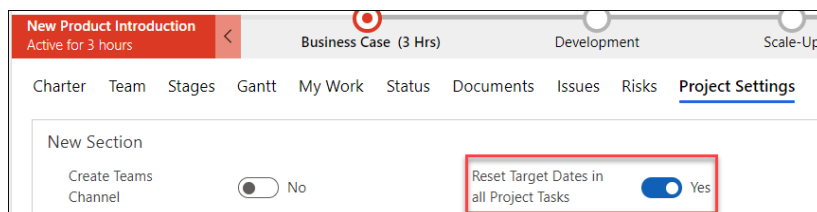
Click into the Gantt tab and update any tasks that were included as part of the template that the project was based on and add new tasks you and the team decide should be included in the project.



As you assign tasks to colleagues the Team section of the project will automatically populate associated assignee and task date information.



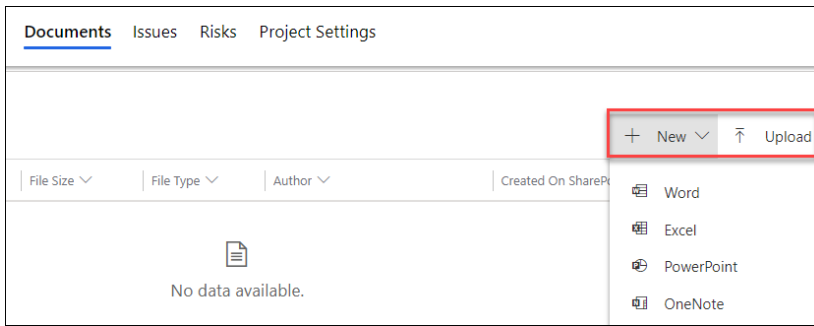
After the project team agrees on the task structure and dates, you can lock-in the schedule by baselining it - in the **Project Settings** tab choose **Yes** for **Reset Target Dates in all Project Tasks**.



Documents

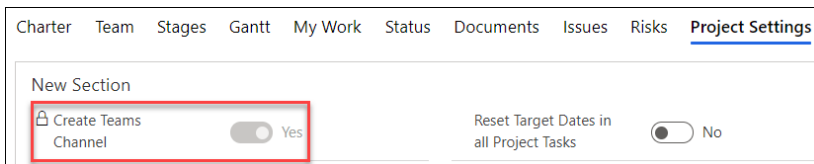
In the Documents section you have the option to create a new Microsoft Office document or upload external documents to the project's associated SharePoint library as deliverables

get drafted.



Create a Microsoft Teams Channel

It's a best practice to create a Microsoft Team for every program (see below), and to create a Team Channel in Project Settings for every project in the program.



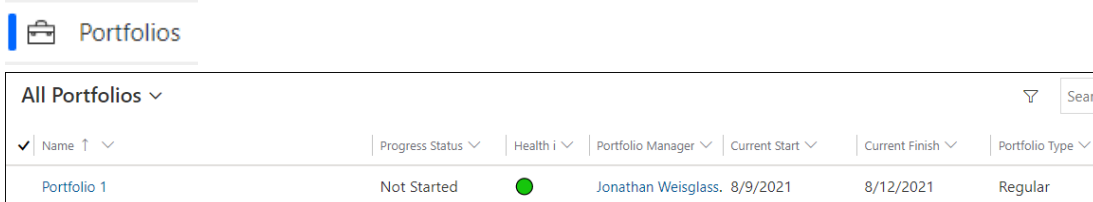
See the [Microsoft Teams](#) article for more details about configuring Microsoft Teams integration.

View Reports

Tip For more information beyond what is in this Getting Started section, see the [Portfolios](#) knowledge base [category](#) and [videos](#).

Portfolio Reports

In the **Portfolios** section of BrightWork 365 you can check on the health and status of Portfolios, Programs, and all assigned work.



Programs

All Programs ▾							
Name ▾	Portfolio ▾	Program Status ▾	Health i ▾	Program Mana... ▾	Current Start ▾	Current Finish ▾	Program Type ▾
Program 1	Portfolio 1	In Progress	●	---	8/9/2021	8/12/2021	Regular


 My Work

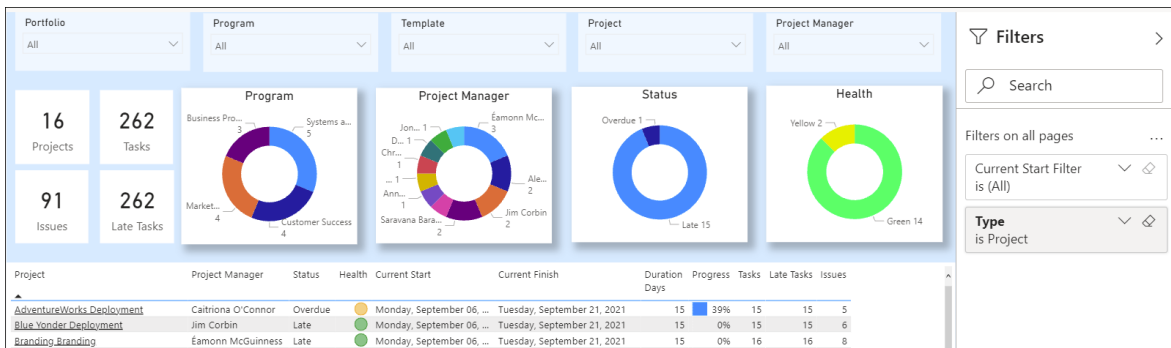
My Work + ▾						
Created On ▾	Name ▾	Project ▾	Assignment Type ▾	Current Start ▾	Current Finish ▾	
8/6/2021 3:06 PM	JW task 1	Product abc	Project Task	8/9/2021	8/12/2021	

Power BI Reports

Note In order to use the BrightWork 365 Power BI reports, users must have a Microsoft Power BI Pro license or an E5/G5 plan (which includes PBI), and at least Viewer permission for the relevant Power BI Workspace.

Power BI dashboard reports allow for interactive analysis of critical project and portfolio data.

 Dashboard



See the [Power BI Reports](#) article for more details.