

# Team Member Syllabus

## Introduction

This role-based training content is used by our [BrightWork Customer Success Partners](#) as part of BrightWork 365 [Service Offerings](#). This sample content can be adjusted by the BrightWork Champion along with the Customer Success Partner to ensure proper tracking with the customer's custom solution.

Confirm attendees have all relevant Security Roles and Licenses to successfully access their BrightWork 365 environment prior to the first session.

**Decide with your assigned trainer which of these items will be done as hands-on training, and whether they will be done during or after the training session**

**Estimated Duration: 1 hour**

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## Work the Project

### Essentials

- Launch the BrightWork 365 app and find the view of projects on the main nav. [\[Topic info\]](#)
- Find the work assigned to you using the My Work view on the main nav. [\[Topic info\]](#)
- Find the My Work tab within a project. [\[Topic info\]](#)
- View the documents within a project. [\[Topic info\]](#)
- Post a comment in a project's Microsoft Team Channel. [\[Topic info\]](#)

### Advanced

- Change the status of work assigned to you. [\[Topic info\]](#)
  - Configure a Personal View from an existing view. [\[Topic info\]](#)
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## Open Forum Q&A and Training Feedback

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