

Requests - Training Exercises

Why would you be interested in formally initiating a project? As a project manager, you want to know what you are getting before you officially start. At this stage, you need to secure resources for the project and ideally enlist the support of a project sponsor. Once the project is approved, you need to decide how to manage the project and how much project management rigor you will apply.

Essentials

- Get a project approved, sponsored, and resourced. [\[Topic info\]](#)
- Decide a project management process and map this to a template choice. [\[Topic info\]](#)
- Click the main nav Requests link. [\[Topic info\]](#)
- Choose the My Requests view to see the current status of your requests. [\[Topic info\]](#)
- Manually create a collaborative project site using the Project Structured project template. [\[Topic info\]](#)

Advanced

- Select your project request to view the active stage of the request, i.e., Draft, Accepted, Approved. [\[Topic info\]](#)
 - Add text to the Additional Approval Email Text field in a request (requires the BrightWork Approvals Coordinator security role). [\[Topic info\]](#)
 - Create a Request template, either as a copy of an existing Request template or a new one, with yourself or a colleague as the Approver and submit a request using it. [\[Topic info\]](#)
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