

BrightWork 365 Free Overview

Note

- The content in this article is limited to the features of BrightWork 365 Free. To access the Knowledge Base for the full BrightWork 365 paid product, click **Home** at the top of the screen.
- Click **HERE** to return to the BrightWork 365 Free - Knowledge Base home page.

What is BrightWork 365 Free?

BrightWork 365 Free is a streamlined project tracking app, built on Microsoft 365 and the Power Platform. It helps project teams quickly gain visibility and control over their projects - without the complexity of traditional project management tools. With unlimited users and unlimited projects, BrightWork 365 Free is the perfect way to get started with project tracking within the Microsoft 365 environment – for free.

BrightWork 365 Free Availability

Admins or Developers with a Microsoft Dataverse environment can install BrightWork 365 Free from our Microsoft AppSource listing in a few clicks.

License Requirements

Users will need one of the following licenses from Microsoft to use BrightWork 365 Free:

- Microsoft Power Apps Premium, Power Apps per app, or Power App pay-as-you-go.
- Microsoft Dynamics 365 licenses with Dataverse access (only applies if the users are installing BrightWork 365 into the same environment as a Dynamics install).

BrightWork 365 Free Features

- [Home Page](#) - Clear and simplified navigation to all the areas of the BrightWork 365 Project Tracker
- [Project Charter](#) - Details the Intent of the project with key dates
- [Completion Tracking](#) - View of project percentage complete
- [Project List View](#) - A quick overview of current and finished projects
- [Project Status Tracking](#) - Status of start, end, and completion dates
- [Audit History](#) - Detailed changes made to the project
- Sample Projects - Preloaded project examples
- Help Resources - Self-help knowledge base and access to a private LinkedIn Group for additional support
- Upgrade Path - Seamless upgrade experience to the full version of BrightWork 365 via a migration utility

Additional Features of the BrightWork 365 Full Product

Project Initiation

- Project Creation Wizard
- Project Templates (customizable)
- Project Charter (enhanced)
- Project Team
- Project Settings

Project Management

- Status
- Status Reports
- My Work
- Tasks
- Stages
- Deliverables
- Gantt
- Issues
- Risks
- Costs and Budgets
- Actions
- Document Management (via SharePoint Online)
- Project Communications
- Project Stage Approvals
- Audit History

Projects, Program and Portfolio Reporting

- My Work Views
- Status Reports
- Resource Utilization Reports
- Cross-Project Reporting
- Program Management
- Portfolio Management
- Interactive Dashboards
- Power BI Reports and Integration

Getting Started

- Easy Install
- Knowledge Base

Support and Services

- Start Deployment Services
- Support Desk

- Dedicated Project Management Success Consultant
- Unlimited Training Library Access
- Project Management Success Review
- Evolve Deployment Service

Request Management

- Request Details
- Project Details
- Approvals
- Approvals History
- Automated Project Creation

Collaboration

- Microsoft Teams Integration

Security

- Advanced Permissions and Security

Configurable and Customizable Capabilities

- Admin Area
- Templates Area
- Project Templates
- Form Templates
- Custom Form Configurator
- Custom Columns
- Request Templates
- Power Automate Workflows

Migrating to Full BrightWork 365

For organizations and users who would like to upgrade to the full version of BrightWork 365, there is an easy upgrade path. When the users are ready for more advanced features like resource planning, portfolio dashboards, risk tracking, or are looking to extend the solution with other Microsoft 365 integrations, BrightWork 365 Free can be easily upgraded to the full BrightWork 365 solution.

BrightWork 365 Free has a seamless migration utility, which means the existing project data of the current users can be easily migrated to the full version. This makes it immensely convenient for project teams to start simple and scale up when they need more advanced project and portfolio management features.

You can migrate to the full BrightWork 365 product at any time. Contact our [Sales](#) team to

get started!
