BizPortals 365 for Project Management

Simple to Use
Simple, easy-to-use and navigate. Plus a consolidated view of your projects.

Pre-built Functionality
Inbuilt modules and lists that make it easy to create, maintain, and search project related information.

Move Projects Forward
Keeps team members informed, up-to-date, and on the same page. Track and move projects forward from start to finish.

Projects at a Glance
- Create and manage multiple projects from the Project Workspace
- Quickly view status of all projects and those that you assigned to
- Search for projects by their name, by manager or lead, or by time period
- Manage large projects by creating sub-projects under it

Recent Projects
- Sales Conference Prep: 03/23/2017, Ben Walters - Not Started
- New Websites: 04/02/2017, Isaiah Langer - Not Started
- Financial Management: 02/23/2017, Isaiah Langer - In Progress

Select Project By
- Manager
- Projects Manager
- Lead
- Projects Lead
- Period
  - Last 6 months
  - Current year

Discussions
Use the discussion feature to have focused conversations with team members about a project, topic, or task or to get updates and feedback without having to create email clutter.

Team Dinner
Hello, the team dinner is scheduled for next Thursday (6th), can everybody vote on where we should go? Choices are: Bjs, D&Bs The Thumber

Incomplete Tasks
Alex, two of your tasks that are overdue haven't even begun yet. want to explain?

Contact: bizinfo@bizportals.com
Manage your project risks and issues with the built-in issues list, which is easy to create and maintain. Inline editing makes creating and modifying items easy, saving time.

### Issue Management

- **Title**: Probabilistic model
- **Assignee**: Alex Wallin
- **Status**: Active
- **Priority**: (2) Normal

- **Title**: Confidentiality issue
- **Assignee**: Isaiah Lomita
- **Status**: Active
- **Priority**: (2) Normal

### Task Management

- Easily create tasks and assign them to yourself or to other team members.
- Filter your tasks based on their status, due date, priority and assignees.
- Move and copy tasks between projects, create a list of action or backlog items, and export lists into an Excel spreadsheet.
- Quickly and easily see your tasks on the homepage.

#### My Tasks

- **Initiated**: Planning of working capital
- **Due Date**: 3/9/2017

### Governance

Set and customize security level for each project. A project can either inherit its user permissions or you can assign users with different levels of access.
More Project Management Features on BizPortals 365

**Team Sites**
Create different sites for your teams and departments to promote focused teamwork or collaboration across teams.

**Document Library**
Have a dedicated document library for each project where all project related documents can be stored, shared, and versioned to help your teams be more organized and focused.

**Calendars**
Maintain events and major deliverables for projects and teams in Calendars so that all team members can know what's happening across your company or organization.

**Notifications**
Be notified and aware of new tasks, changes in projects, and updates to documents so you don't miss a thing.

**Custom Lists**
Create and customize lists to include all aspects of collaboration such as budgeting, meeting notes and requirements.

Learn more about how BizPortals 365 can help your project management needs and start using BizPortals 365 today by visiting [www.bizportals.com](http://www.bizportals.com).