

## Solution brief

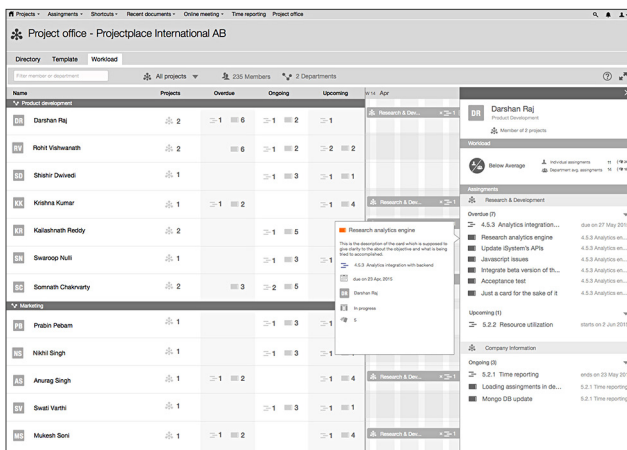
# What's New in Projectplace

## Workload Management

The latest release of Projectplace, enterprise edition, introduces Workload Management so you can easily answer:

- Who is working on what?
- What is the current workload of resources?
- Who might be available for additional work?

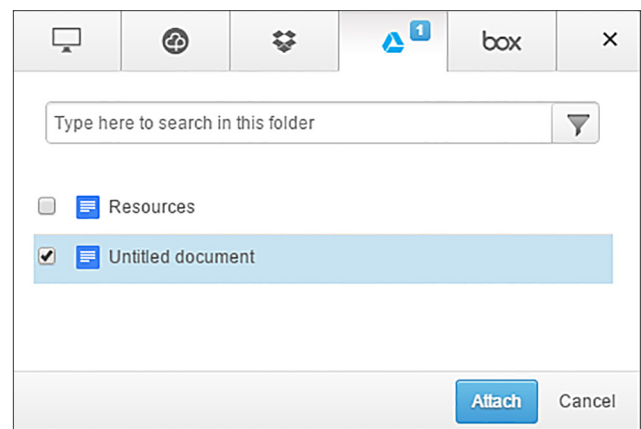
The new Workload tab in the Project Office allows account administrators to gain visibility into the commitments across projects for all project members over time.



Name	Projects	Overdue	Ongoing	Upcoming
<b>Product development</b>				
Darshan Raj	2	6	2	1
Rishi Vishwasath	2	6	2	2
Shashir Divedi	1	1	3	1
Krishna Kumar	1	1	2	4
Kalishrath Reddy	2	1	5	
Swaroop Nall	1	1	3	1
Somnath Chakravarty	2	3	5	
<b>Marketing</b>				
Prabin Pibam	1	1	3	1
Nikhil Singh	1	1	3	1
Anurag Singh	1	1	2	4
Swati Vasthi	1	1	3	1
Mukesh Sori	1	1	2	4

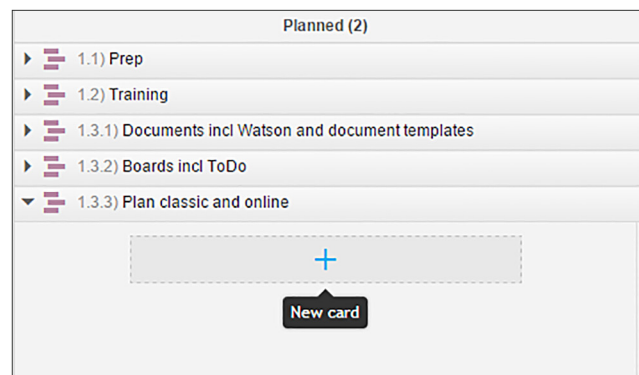
The Workload management view provides information about all the overdue, ongoing and upcoming cards and activities for each project member within your account with additional details available when drilling down on a specific project member.

## Improving Kanban Boards



## New way of creating cards on boards

- Create cards directly in the swim-lane view of the kanban board.
- Sort the board on activity and create the cards you need for each activity. The cards will also automatically be associated to that activity.
- Sort the board by assignees and assign as you create cards in the person's swim lane.



## Limit who can delete cards

Administrators in the project or the creator of a card can delete it. Only administrators may delete whole boards including all cards on those boards ensuring control over projects and tasks.

## Mobile apps

Boards are now available in the Android app in addition to the iPhone and iPad apps. The app gives easy access to your cards and boards from your phone or tablet so that you can work and talk about it wherever you are.

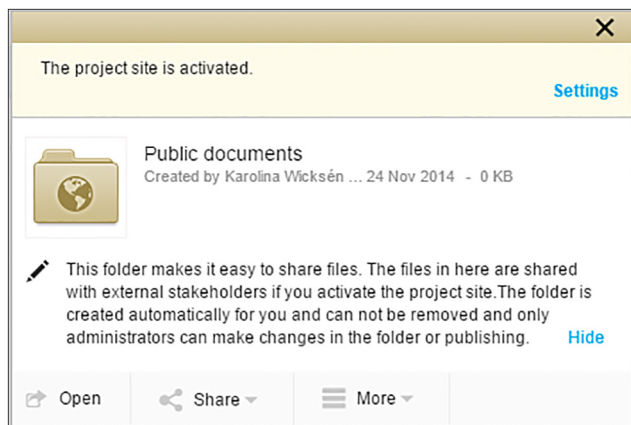
You can download the app from Google Play at <https://play.google.com/store/apps/details?id=com.projectplace.octopi&hl=en>

## Easier document management

### Public documents folder in Documents

It is now easier to make certain documents available to stakeholders. Simply upload them to the new Public documents folder in Documents and turn on the Project site from the link in the detail pane.

The documents will then be available to anyone with a link to the Project site. For your protection, you may want to add a password for accessing the Project site. This replaces the previous document upload to the Project description and any documents that were there have been moved to the new folder.



## Recently changed documents

There's a new view that will let you see all recent changes, you can select to see changes in the last week or in the last two weeks. This is a replacement of the old red flags functionality that was removed previously.

## Document reviews view

Continuing to improve the view of recently changed documents, Projectplace introduces a view for Reviews. This view shows a list of all the documents that are currently in review in the project. Filter on due date in the next week or the next two weeks.

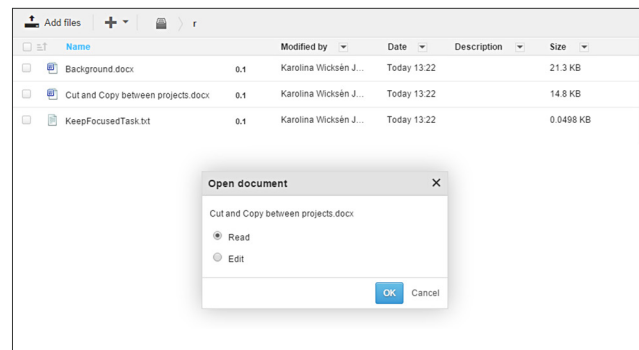
## Projectplace document app for Mac

The new Projectplace document app for Mac will make it easier for you to open, read and edit documents in Projectplace when using a Mac. This helps you:

- Automatically open files with the correct program by selecting read or edit.
- Choose edit or read. If you select to edit the file - it will automatically be locked until you are done editing. Once you close the application, the file will automatically upload to Projectplace and be unlocked for other project members. If you select to read the file, it will open as read-only on your computer.
- Work across all browsers.
- Auto login to Projectplace. Projectplace for Mac allows you to login straight to Projectplace. Just choose "Launch Projectplace" from the menu. Please note that if you have two-factor verification or login with single sign-on via your company network, you will need to enter an [app password](#) in Projectplace for Mac.

[Download Projectplace for Mac](#)

Guide: [Installing Projectplace for Mac](#)



# New Plan Functionality

## Access rights for Plan

Continuing to improve planning, the latest release of Projectplace gives project managers and admin the ability to set read-only access for the Plan. Share your plan with any number of people and feel confident that only certain people are allowed to make changes to it.

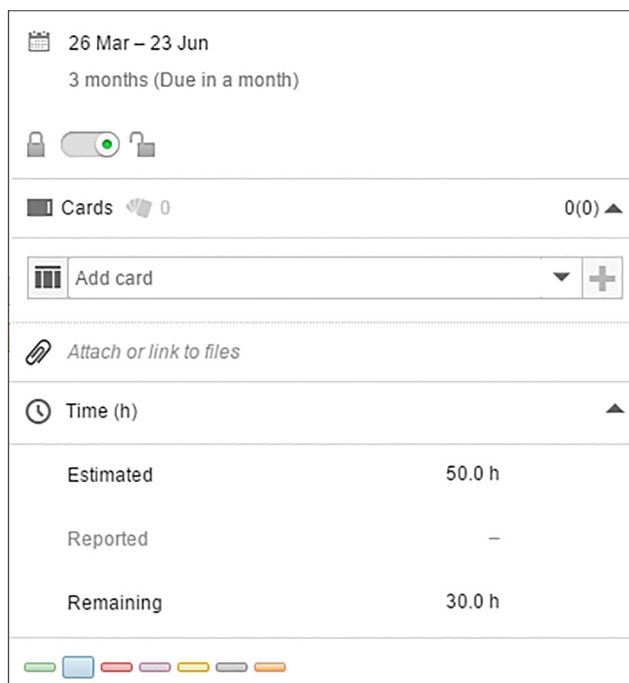
The feature is accessible for administrators from the "settings" in plan. Read access means that you can:

- View activities
- View project steps
- View dependencies
- Add comments
- But not add or edit activities, project steps, or dependencies.

[Learn more about access rights](#)

## Plan and track activities more effectively

Projectplace introduces the concept of "estimated time", "reported time" and "remaining time" on an activity level. Time is entered on the lowest level of the Work Breakdown Structure (WBS) in the Gantt Plan and is automatically aggregated to higher levels. At the top of the plan you get an aggregated view.



The screenshot shows a plan interface with the following elements:

- Calendar icon: 26 Mar – 23 Jun, 3 months (Due in a month)
- Lock icon: A toggle switch is turned on.
- Cards section: Shows 0 cards.
- Buttons: "Add card" and "Attach or link to files".
- Time tracking table:

Time (h)	
Estimated	50.0 h
Reported	-
Remaining	30.0 h

At the bottom, there are several colored bars representing different activity categories.

Time on activities also show a summarized time to all project members. Members with write access to the Plan tool can enter and change time estimates and time remaining to complete a particular activity. For members with read access it will be a read only field.

- Plan and track activities provide actual time remaining for completing an activity is captured continuously
- Progress of an activity and the time reported on an activity
- Signals if an activity is deviating from its estimates
- Total estimated, reported, and time remaining at the project level

Learn more about how you can [plan and follow up on the time needed to complete activities](#) in the Plan.

## Attach files to activities

Attach files to activities - just the same way that you can attach them to cards. Use this feature to include requirements specifications, a story break down, definition of done, background analysis or anything else that provides further insight into what you expect from the delivery. Attach files from Projectplace and take advantage of the inbuilt version control and document handling or link to files from your Dropbox™, Box™ and Google Drive™. You can also upload documents from your computer. You find the "Attach or link to file" in the details pane for each activity.

## Increased control

### Two-step verification process

Increase the security of your user account by turning on two-step verification.

Two-step verification can help protect you and your personal data, even if they have your password.

Here's more information on [how it works](#) and here's a guide to [how to set it up](#).

### Easier log in for single sign-on

If your organization is using SAML, Projectplace makes it easier to manage users in your account. The software will recognize that a user is connected to your account and will offer the correct login method. This allows users to be automatically logged on via their company network rather than having to use a separate user name and password for

Projectplace. In addition, if/when they leave the company they will no longer have access to Projectplace.

## New weekly report

The Monday morning report now includes the status information from the plan giving everyone a quick view of the status of the work and important signals for the project.

The weekly reports contain information about:

- The overall project status and the time values for the project i.e. total estimated time, reported time and remaining time
- Upcoming project steps and due date
- Crucial warnings related to your project steps and activities
- The latest documents uploaded, edited and reviewed in the project in the last 7 days along with a list of recently changed documents

Learn more about how you can [define the settings for the daily and weekly reports](#) that are sent from Projectplace.

## Calendar feed

The new calendar feed in Projectplace allows users to subscribe to calendar feeds for important dates in Projectplace. The events in Projectplace will then be displayed in the selected calendar.

The calendar feed is supported for the following calendars:

- MS Outlook
- OSX Calendar
- Google Calendar
- All other calendar applications that support the iCalendar format.

Learn more about [how the calendar feed works](#).

Guide: [How to set up your calendar feed](#)

For more information visit  
[Projectplace.com](http://Projectplace.com) or ask your Projectplace representative today.