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Steps for writing work package in open project tool.

OpenProject is a project management tool that allows users to plan, track, and manage projects. In OpenProject, a work package is a unit of work that represents a task or activity within a project. Here are the steps for creating a work package in OpenProject.

1.Login to OpenProject:

Open your web browser and navigate to the OpenProject instance where your project is hosted. Log in with your credentials.

2. Access the Project:

Once logged in, select the project for which you want to create a work package.

3.Navigate to Work Packages:

In the project workspace, look for the "Work Packages" tab or section. Click on it to open the work packages view.

4.Create a New Work Package:

Within the Work Packages view, locate the "New Work Package" button. This is typically situated at the top or side of the page. Click on it.

5.Select Work Package Type:

Choose the type of work package you want to create. Work package types can include tasks, bugs, features, and more. Select the appropriate type based on the nature of the work.

6.Fill in Work Package Details:

A form will appear, prompting you to enter details for the work package. Common fields include:

- Subject/Title
- Description
- Assignee

- Due Date
- Priority
- Status: The current status of the work package (e.g., open, in progress, closed).

7. Save the Work Package:

click the "Save" or "Create" button to save the work package.

Repeat these steps for each work package you need to create in your project. This approach allows you to break down your project into manageable tasks and track their progress within the OpenProject environment.

