Create a project

To start working with GitHub Projects, you first need to create an organization or user project.

To create an **organization project**:

1. On GitHub, navigate to the main page of your organization.
2. Click **Projects**.
3. Select the **New project** drop-down menu and click **New project.**

To create a **user project**:

1. On any GitHub page, click on your avatar, then select **Your projects**.
2. Select the **New project** drop-down menu and click **New project**.

Create a project **description** or a **README** file:

1. Navigate to your project.
2. In the top-right, click to open the menu.
3. In the menu, click **Settings**.
4. Under Add a description, type your description in the text box and click **Save**.
5. To update your project's README, type your content in the text box under README.
6. Click Save.

Adding issues

When your new project initializes, it prompts you to add items.
Click on the plus (+) sign to add more issues.

Project settings and permissions

You can view and make quick changes to your project description and README by navigating to your project and clicking on the top right.
You can create custom fields to add to your project.

Manage work with GitHub Project boards

GitHub Projects allow you to control project deliverables, release dates, and iterations to plan upcoming work.

You can create an iteration to:

- Associate items with specific repeating blocks of time.
- Set to any length of time.
- Include breaks.

It's possible to configure your project to group by iteration to visualize the balance of upcoming work.

When you first create an iteration field, three iterations are automatically created. You can add other iterations if needed.

Iteration field

You can use the command palette or the project's interface to create an iteration field.

Start typing any part of "Create new field". When "Create new field" displays in the command palette, select it.

Or follow the steps using the interface:

1. Navigate to your project.
2. Click in the plus (**+**) sign in the rightmost field header. A drop-down menu with the project fields will appear.
3. Click in the **New field**.
4. Enter a name for the new iteration field.
5. Select the dropdown menu below and click Iteration.
6. (Optional) Change the starting date from the current day, select the calendar dropdown next to Starts on, and click on a new starting date.
7. To change the duration of each iteration, type a new number, then select the dropdown and click either days or weeks.
8. Click Save and create.

# Adding new iterations

1. Navigate to your project.

2. In the top-right, click to open the menu.
3. In the menu, click **Settings** to access the project settings.
4. Click the name of the iteration field you want to adjust.
5. To add a new iteration of the same duration, click **Add iteration**.
6. (Optional) Customize the duration of the new iteration and when it starts.
    1. Click next to Add iteration.
    2. Select a starting date and duration.
    3. Click **Add**.
7. Click Save changes.

Also, you can insert breaks into your iterations to communicate when you're taking time away from scheduled work.

Customize Project views

Using Projects views, you can organize information by changing the layout, grouping, sorting, and filtering your work.

You can create and use different visualizations, for example, Board view:
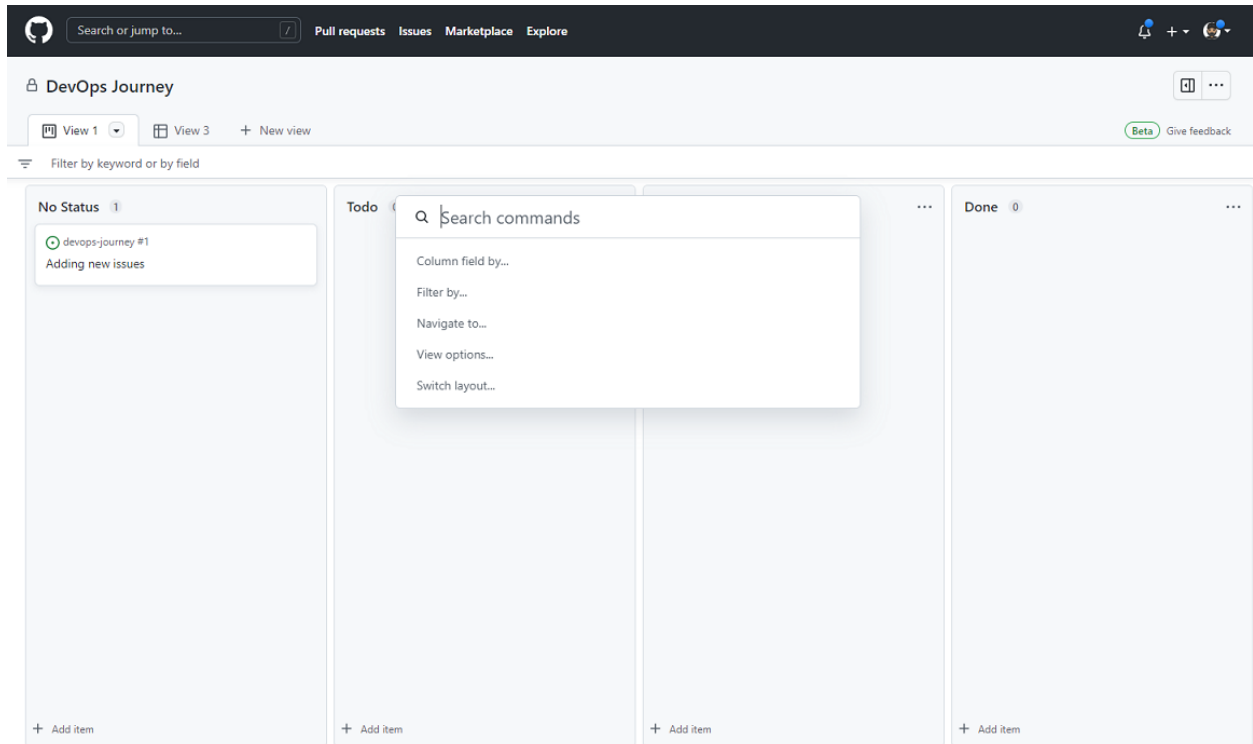
Project command palette

Use the project command palette to change settings and run commands in your project.

1. Open the project command palette by pressing **Command + K (Mac)** or **Ctrl + K (Windows/Linux)**.
2. Type any command part or navigate through the command palette window to find a command.

You have multiple commands to apply, such as:

- Switch layout: Table.
- Show: Milestone.
- Sort by: Assignees, asc.
- Remove sort-by.
- Group by: Status.
- Remove group-by.
- Column field by: Status.

- Filter by Status.
- Delete view.

Creating a project view

Project views allow you to view specific aspects of your project. Each view is displayed on a separate tab in your project.

For example, you can have:

- A view that shows all items not yet started (filter on Status).
- A view that shows the workload for each team (group by a custom Team field).
- A view that shows the items with the earliest target ship date (sort by a date field).

To add a new view:

1. To open the project command palette, press **Command + K (Mac)** or **Ctrl + K (Windows/Linux)**.
2. Start typing **New view** (to create a new view) or **Duplicate view** (to duplicate the current view).
3. Choose the required command.
4. The new view is automatically saved.

Collaborate using team discussions

GitHub discussions can help make your team plan together, update one another, or talk about any topic you'd like in discussion posts on your team's page in an organization.

You can use team discussions for conversations that span across projects or repositories (issues, pull requests, etc.). Instead of opening an issue in a repository to discuss an idea, you can include the entire team by having a conversation in a team discussion.
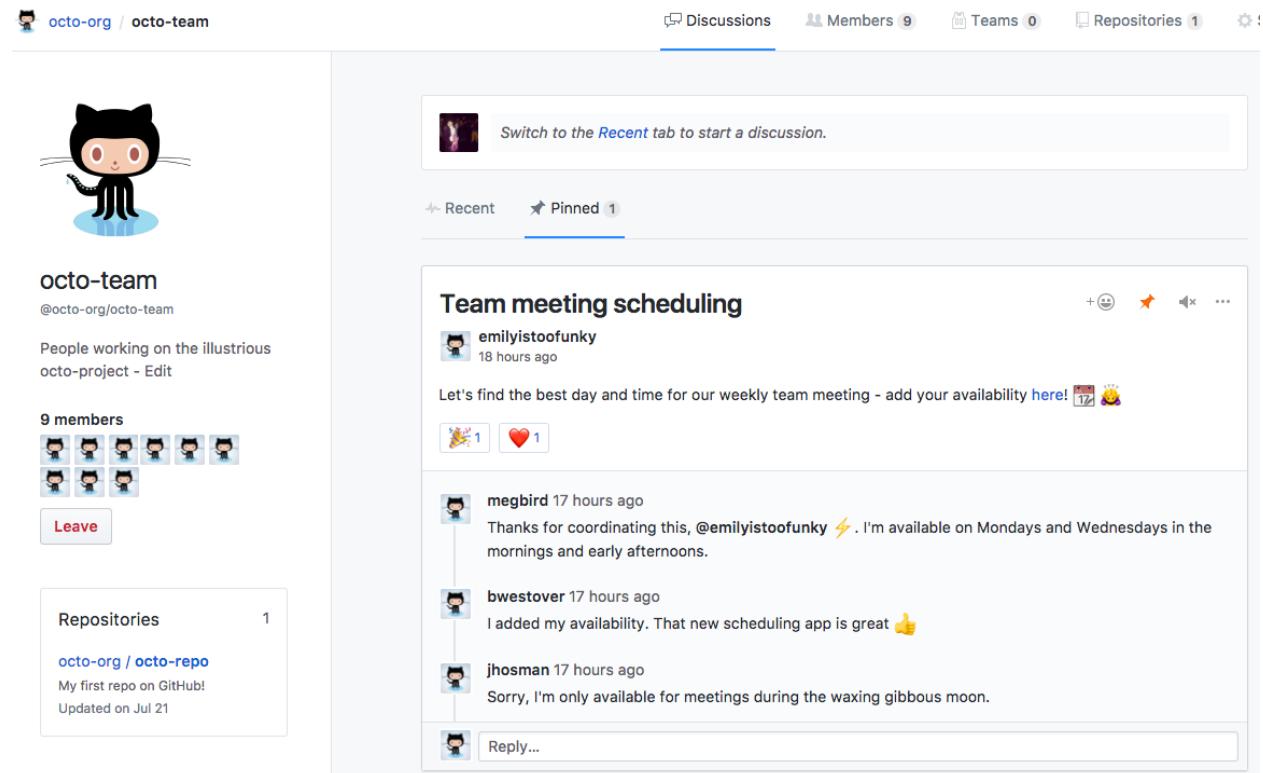
With team discussions, you can:

- Post on your team's page or participate in a public discussion.
- Link to any team discussion to reference it elsewhere.
- Pin important posts to your team's page.
- Receive email or web notifications.

Team discussions are available in organizations by default.

You can also use organization discussions to facilitate conversations across your organization.