

Managing Projects

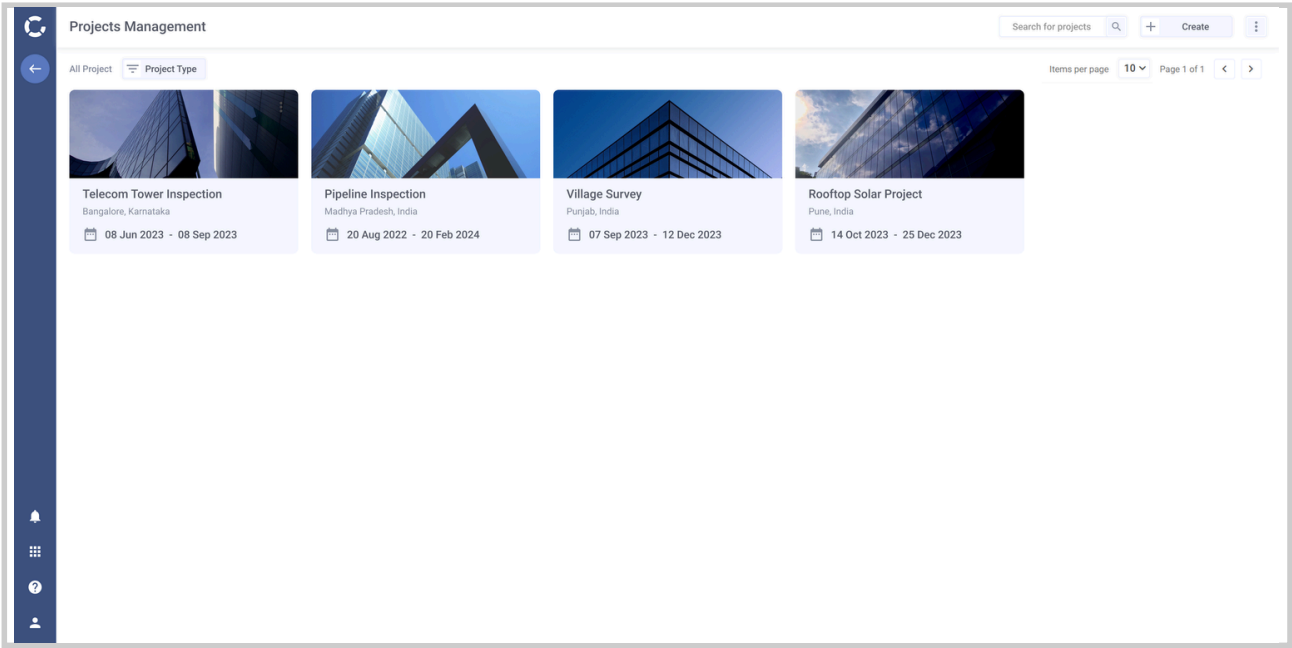
📅 Updated on 19 Apr 2024 · ⌚ 6 Minutes to read · Contributors 🧑

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Understanding the Layout of the Project Management Page

The **Project Management** page displays all the projects that are upcoming, ongoing and completed.



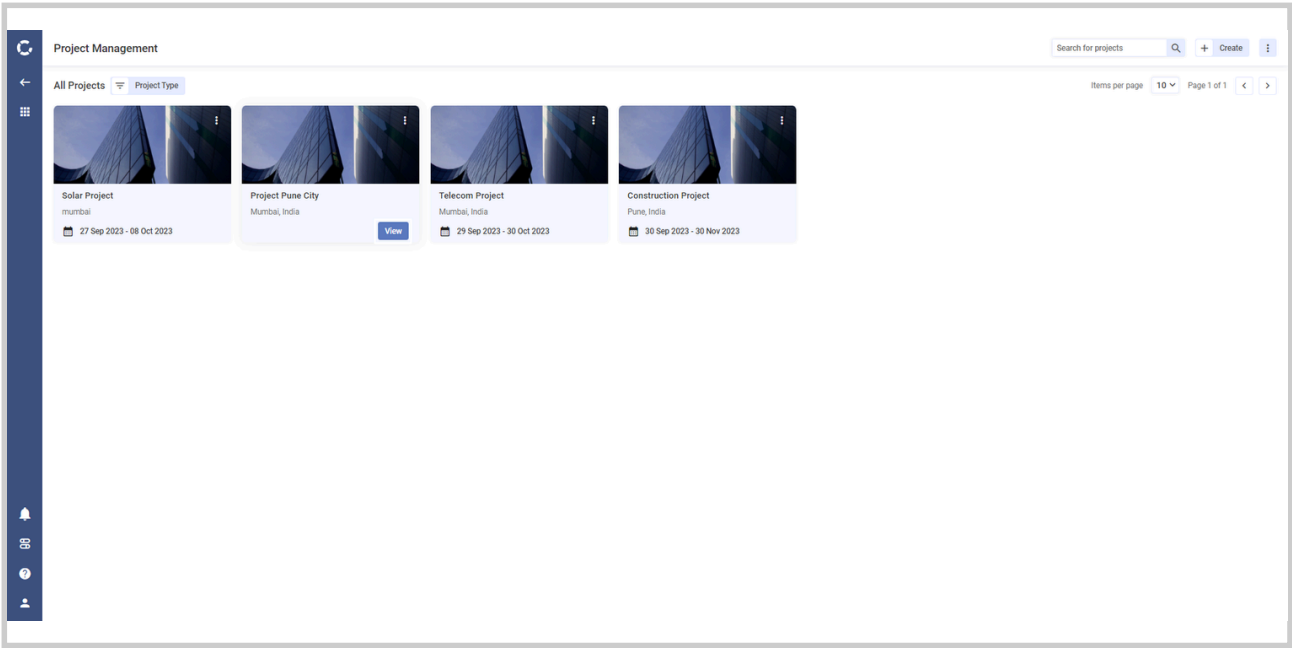
Project Management Page

The following options are available on the project management page:

Option	Description
All Projects	Displays all the projects that are upcoming, underway and completed.
Filter by Project Type option	Allows you to filter the project by their status.
Create	Allows you create a new project.
Items per page	Allows you to select the number of projects to be displayed on a page. Use the arrows next to the page number to navigate between pages.

Understanding the Layout of the Project Page

To view a project, on the **Project Management** page, hover over the project and click **View**.



View Project

The project page opens.



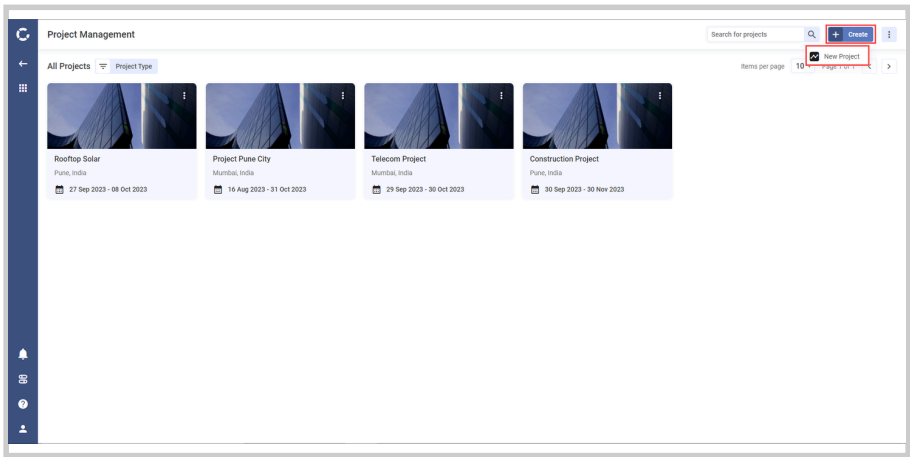
Project Page

The following options are available on this page:

Options	Descriptions
Project Info	Displays the name, location and the duration of the project.
View Project Details	Allows you to view additional details about the project.
Switch to Project Analytics	Allows you to view graphical representation of the missions under the project. To know more, click here .
Create Milestone	Allows you to create a milestone. To know more, click here .
Milestones Timeline	Displays all milestones created under a project in the timeline.

Creating a Project

1. On the **Projects** page, on the top right, click **Create** and then click **New Project**.



Create New Project

The **Create Project** page is displayed.

2. Enter or select the following details:

Field	Description
Project Name*	<p>Enter a name for the Project.</p> <p>The name of the project should be between 5 and 50 characters long.</p>
Primary project contact	<p>Enter the phone number of the project manager.</p> <p>The primary contact should be a 10-digit phone number.</p>
Project start date*	Select start date of the project from the dropdown.
Project end date*	Select end date of the project from the dropdown.
Primary project contact Email*	Enter the email id of the project manager.
Project Partners	<p>Select the partners from the dropdown.</p> <p>This option is enabled for the projects with multiple collaborators.</p>
Organisation Name	This is a read-only field and displays the name of your organization.
Project Description	Describe the purpose of the project you are creating.
Primary Project Location*	<ol style="list-style-type: none"> 1. In the search bar, type the location to be associated with the project. 2. Select the location from the dropdown.

3. Click **Reserve A Fleet**. The **Reserve Fleets** page opens.

It is not mandatory to assign a fleet to a new project at the time of project creation.

4. Select the fleet to be assigned to this project and then click **Create Project**. The newly created project is displayed on the **Project Management** page.

Modifying a Project

You can edit/update the following details for an existing project:

- Project Name

- Primary project contact
- Primary project contact Email
- Project Description

1. On the **Project Management** page, under **All Projects**, click the **three dot** icon against the project you want to edit/update.
2. From the options displayed, select **Edit**. The **Edit Project** page is displayed.
3. Update the required details and then click **Reserve A Fleet**.
4. Select a different fleet if required and then click **Save Project**.

You can modify only the projects that are underway or upcoming. Completed projects are displayed on the Project Management page but cannot be edited.

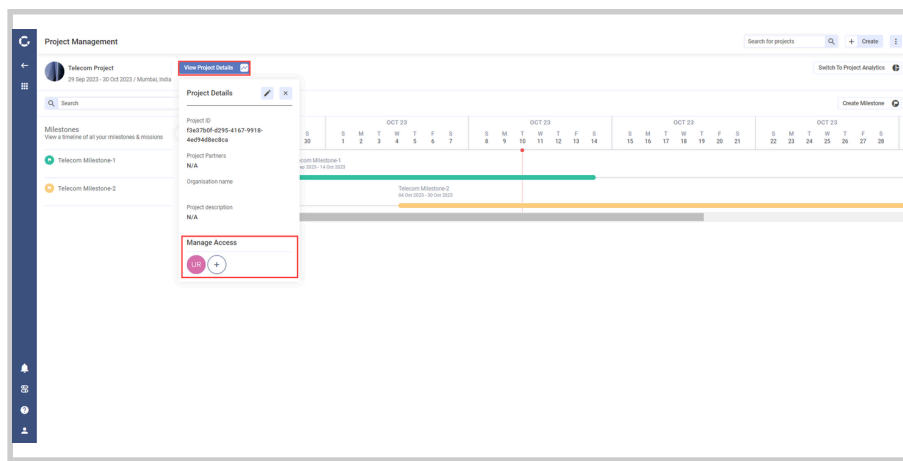
Managing Access for Projects

By default, only the Admin has access to all projects created on Skydeck. A Project Manager will have access to only the projects created by them or the ones they are invited to.

The level of access available to each user is decided by the role assigned to that user.

For more information on the roles and accesses, click [**here**](#).

1. On the **Project Management** page, under **All Projects**, hover over the project you want to manage access for and click **View**. The selected project page is displayed.
2. Click **View Project Details**.



Manage Access - Projects

3. In the pop-up that is displayed, under **Manage Access**, click the **add** icon. The **Manage Access** dialogue box opens on the screen displaying the users who have access to the project.
4. To remove access, hover over the username and then click **Remove**.
5. To give users access to this project, in the search box under **Invite users to Project**, enter the name or email address of the user, and select the user from the displayed list. Repeat this process to add multiple users.

When you enter the name or email in the search box, only the users with the project manager role will be displayed in the search results. The search result does not display users with admin role as they have access to all the modules by default.

6. Click **Invite Users**. The selected user(s) are given access to:
 - This project
 - All the missions and milestones created under this project
 - Site group assigned to the milestones created under this project
 - Sites linked to the site group assigned to the milestones under this project



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