

Quickstart for Projects

In this article

Introduction

Prerequisites

Creating a project

Setting your project description and README

Adding issues to your project

Adding draft issues to your project

Adding an iteration field

Creating a field to track priority

Grouping issues by priority

Saving the priority view

Adding a board layout

Configure built-in automation

Further reading

Experience the speed, flexibility, and customization of Projects by creating a project in this interactive guide.

Introduction

This guide demonstrates how to use Projects to plan and track work. In this guide, you will create a new project and add a custom field to track priorities for your tasks. You'll learn how to create saved views that help you communicate priorities and progress with your collaborators. You'll also set up built-in workflows to manage the items in your project.

Prerequisites


You can either create an organization project or a user project. To create an organization project, you need a GitHub organization. For more information about creating an organization, see "[Creating a new organization from scratch](#)."

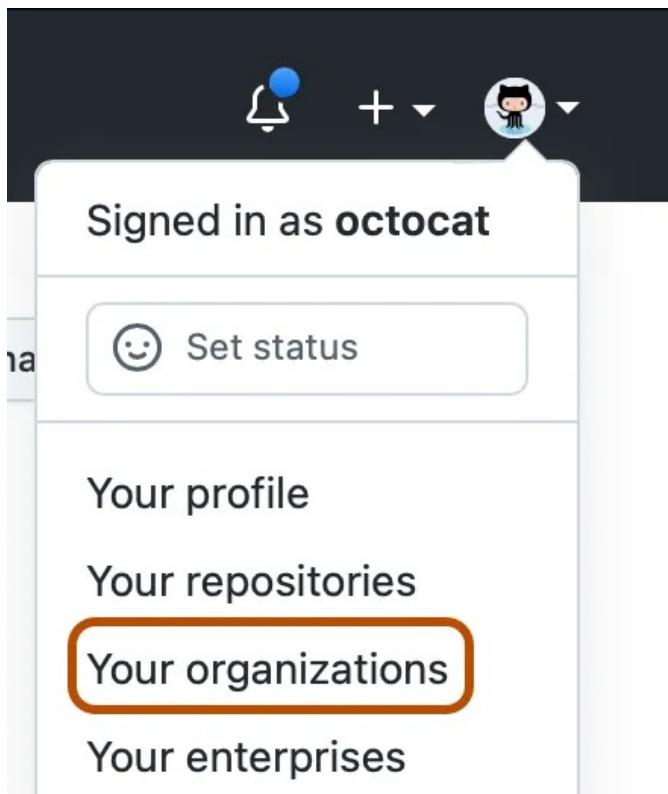
In this guide, you will add existing issues from repositories owned by your organization (for organization projects) or by you (for user projects) to your new project. For more information about creating issues, see "[Creating an issue](#)."


Creating a project

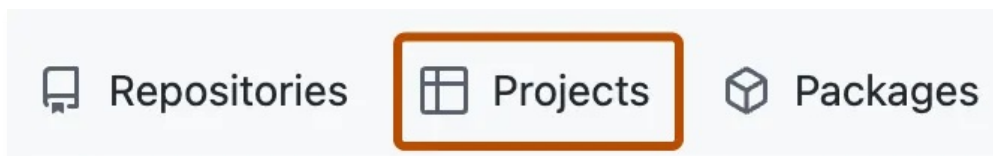
First, create an organization project or a user project.

Creating an organization project

- 1 In the top right corner of GitHub.com, click your profile photo, then click  **Your organizations**.





- 2 Click the name of your organization.
- 3 Under your organization name, click  **Projects**.





- 4 Click **New project**.
- 5 Optionally, in the text box under "Project name", type a name for your new project.

Select a template

Start from scratch

-  Table
-  Board

Project templates

-  Team backlog
-  Feature

New table

Project name

Mona's project

untitled project

View 1 + New view

Title	Assignees
1 Add an easter egg which accepts the Konami Code and shows Octocat fireworks	jsleepy and omer
2 Allow users to perform a manual resetting	2percentalk and
3 Hero site - Development	azenMatt
4 Integrate with Leaderboard Service	dusave and jdem
5 Upsell / Growth experience	marlorod
6 Updates and bug fixes	azenMatt and jos
7 Poly Fiber Finish Tapes	azenMatt
8 Updates and bug fixes to engine from Beta	keisaacson
+ You can use <code>Ctrl + Space</code> to add an item	

+ New field

Visible fields

- ☒ Title
- ☒ Assignees
- ☒ Status

Hidden fields

- ☐ Labels
- ☐ Linked Pull Requests
- ☐ Tracks
- ☐ Reviewers
- ☐ Repository
- ☐ Milestone

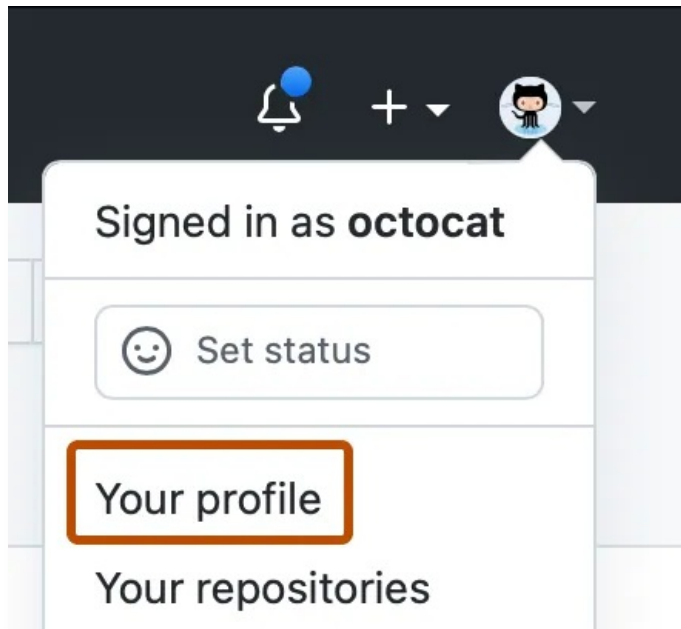
Start with a powerful spreadsheet style table to filter, sort and group your issues and pull requests. Easily switch to a task board layout at any time.


Create

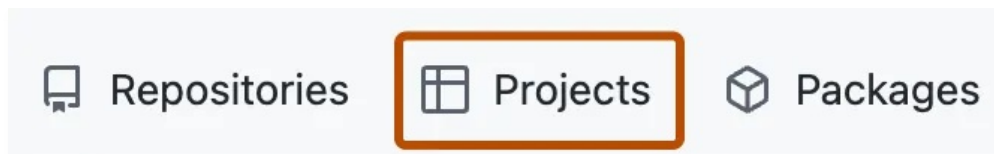
- 6 Click a built-in template, a template from your organization or, to start with an empty project, click **Table** or **Board**.
- 7 Click **Create**.

Creating a user project [🔗](#)

- 1 In the top right corner of GitHub.com, click your profile photo, then click **Your profile**.



- 2 On your profile, click  **Projects**.



- 3 Click **New project**.
- 4 Optionally, in the text box under "Project name", type a name for your new project.

Select a template

Start from scratch

- Table
- Board

Project templates

- Team backlog
- Feature

New table

Project name

Mona's project

untitled project

View 1 + New view

Title	Assignees
1 Add an easter egg which accepts the Konami Code and shows Octocat fireworks	jslepy and omer
2 Allow users to perform a manual resetting	2percentalk and
3 Hero site - Development	azenMatt
4 Integrate with Leaderboard Service	dusave and jclm
5 Upsell / Growth experience	marlorod
6 Updates and bug fixes	azenMatt and js
7 Poly Fiber Finish Tapes	azenMatt
8 Updates and bug fixes to engine from Beta	keisaacson

+ You can use **Ctrl** + **Space** to add an item

+ New field

Visible fields

- Title
- Assignees
- Status

Hidden fields

- Labels
- Linked Pull Requests
- Tracks
- Reviewers
- Repository
- Milestone

Start with a powerful spreadsheet style table to filter, sort and group your issues and pull requests. Easily switch to a task board layout at any time.

Create

5 Click a template or, to start with an empty project, click **Table** or **Board**.

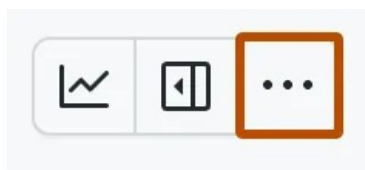
6 Click **Create**.

Setting your project description and README [🔗](#)

You can set your project's description and README to share the purpose of your project, provide instructions on how to use the project, and include any relevant links.

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 To add a short description to your project, under "Add a description", type your description in the text box and click **Save**.

5 To update your project's README, under "README", type your content in the text box.

- You can format your README using Markdown. For more information, see "[Basic writing and formatting syntax](#)."
- To toggle between the text box and a preview of your changes, click or .

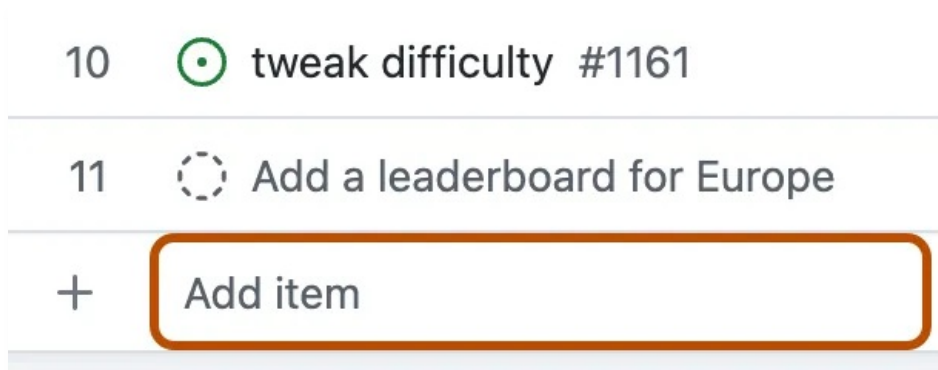
6 To save changes to your README, click **Save**.

You can view and make quick changes to your project description and README by navigating to your project and clicking in the top right.

Adding issues to your project [↗](#)

Next, add a few issues to your project.

- 1 Place your cursor in the bottom row of the project, next to the +.



The screenshot shows a list of project items. The first item is '10 tweak difficulty #1161' with a green circle icon. The second item is '11 Add a leaderboard for Europe' with a dashed circle icon. The third row starts with a plus sign (+) and followed by a text input field containing the placeholder text 'Add item'. The input field is highlighted with a thick orange border.

- 2 Paste the URL of the issue or pull request.
- 3 To add the issue or pull request, press `Return`.

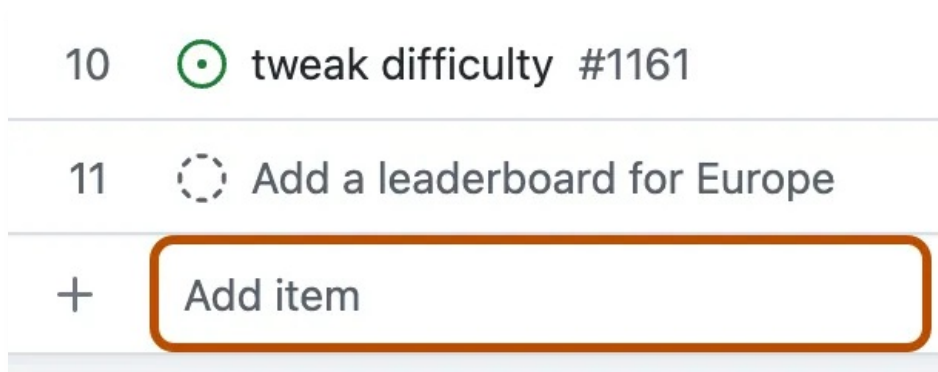
Repeat the above steps a few times to add multiple issues to your project.

For more information and other ways to add issues to your project, or about other items you can add to your project, see "[Adding items to your project](#)."

Adding draft issues to your project [↗](#)

Next, add a draft issue to your project.

- 1 Place your cursor in the bottom row of the project, next to the +.



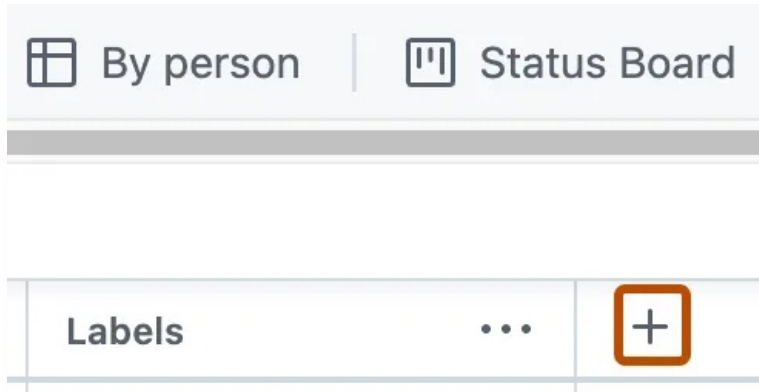
This screenshot is identical to the one above, showing a project list with two items and a third row with a plus sign and an 'Add item' input field highlighted with a thick orange border.

- 2 Type your idea, then press **Enter**.
- 3 To add body text, click on the title of the draft issue. In the markdown input box that appears, enter the text for the draft issue body, then click **Save**.

Adding an iteration field [↗](#)

Next, create an iteration field so you can plan and track your work over repeating blocks of time. Iterations can be configured to suit how you and your team works, with customizable lengths and the ability to insert breaks.

- 1 In table view, in the rightmost field header, click +.

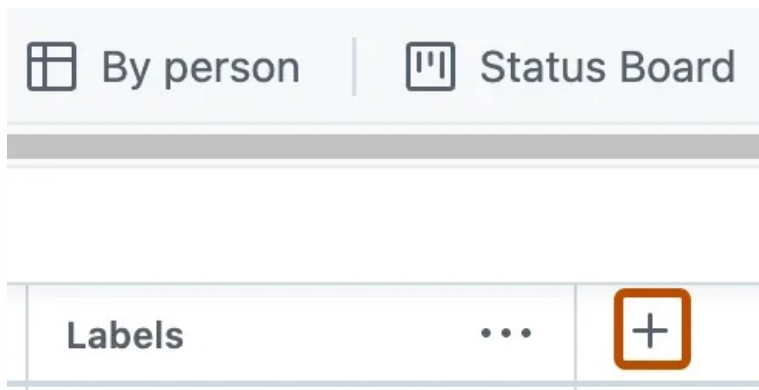


- 2 Click **New field**.
- 3 At the top of the dropdown, type the name of your new field.
- 4 Select **Iteration**
- 5 To change the duration of each iteration, type a new number, then select the dropdown and click either **days** or **weeks**.
- 6 Click **Save**.

Creating a field to track priority [🔗](#)








Now, create a custom field named **Priority** and containing the values: **High**, **Medium**, or **Low**.

- 1 In table view, in the rightmost field header, click +.



- 2 Click **New field**.
- 3 At the top of the dropdown, type the name of your new field.
- 4 Select **Single select**
- 5 Below "Options", type the first option, "High".
- 6 To add additional fields, for "Medium" and "Low", click **Add option**.
- 7 Click **Save**.

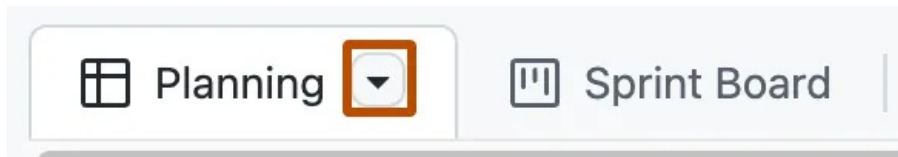
Specify a priority for all issues in your project.


Q	Title	Assignees	Status	Priority	+
1	🟢 Add functionality to hide images	 monalisa ▾	▾	🟢 Low ▾	
2	🟢 Using a package without installing package	 octocat ▾	▾	😬 Medium ▾	
3	🟢 Fix markdown tables in translated content	 monalisa ▾	▾	🔥 High ▾	
4	🟢 GPC creation on linux	 octocat ▾	▾	🟢 Low ▾	
5	🟢 add copy button to examples	 monalisa ▾	▾	🟢 Low ▾	
6	🟢 Add domains for self-hosted runners	 monalisa ▾	▾	😬 Medium ▾	
7	🟢 Validate Java Gradle wrapper	 octocat ▾	▾	🔥 High ▾	

Grouping issues by priority [🔗](#)

Next, group all of the items in your project by priority to make it easier to focus on the high priority items.

- 1 Click ▾ next to the name of the currently open view.



- 2 Click  **Group**.
- 3 Click **Priority**.

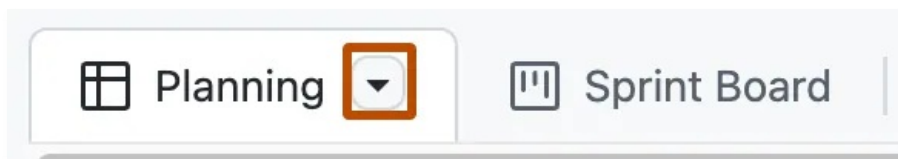
Now, move issues between groups to change their priority.

- 1 Choose an issue.
- 2 Drag and drop the issue into a different priority group. When you do this, the priority of the issue will change to be the priority of its new group.

Saving the priority view [🔗](#)

When you grouped your issues by priority in the previous step, your project displayed an indicator to show that the view was modified. Save these changes so that your collaborators will also see the tasks grouped by priority.

- 1 Click ▾ next to the name of the currently open view.



- 2 Click **Save changes**.

You can share the URL with your team to keep everyone aligned on the project priorities.

When a view is saved, anyone who opens the project will see the saved view. Here, you grouped by priority, but you can also add other modifiers such as sort, filter, or layout.

Next, you will create a new view with the layout modified.

Adding a board layout [↗](#)

To view the progress of your project's issues, you can switch to board layout.

The board layout is based on the status field, so specify a status for each issue in your project.

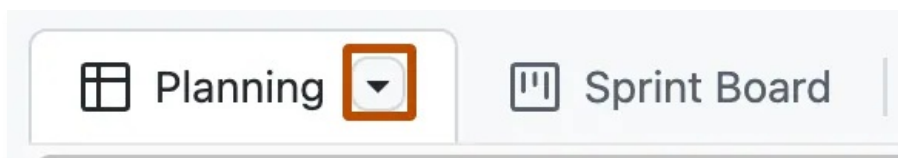
Then, create a new view.

- 1 To the right of your existing views, click **New view**



Next, switch to board layout.

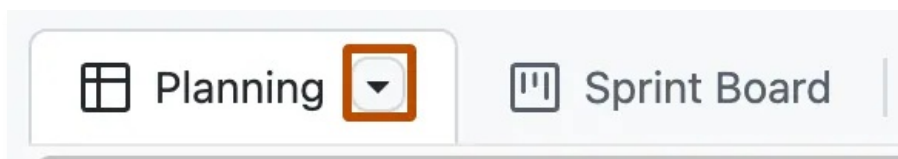
- 1 Click ▾ next to the name of the currently open view.



- 2 Under "Layout", click **Board**.

When you changed the layout, your project displayed an indicator to show that the view was modified. Save this view so that you and your collaborators can easily access it in the future.

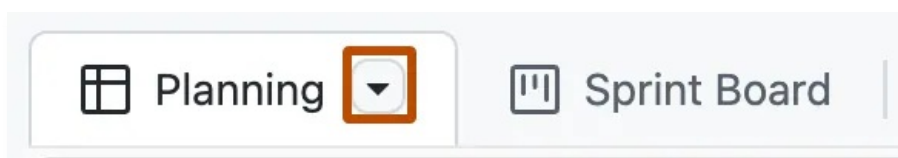
- 1 Click ▾ next to the name of the currently open view.



- 2 Click **Save changes**.

To indicate the purpose of the view, give it a descriptive name.

- 1 Click ▾ next to the name of the currently open view.



- 2 Click [✎](#) **Rename view**.

3 Type the new name for your view.

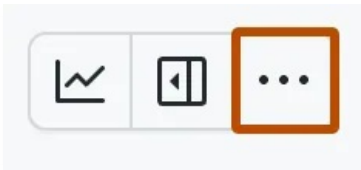
4 To save changes, press `Return`.

Configure built-in automation [↗](#)

Next, configure the auto-add workflow to automatically add issues opened in a repository with a specific label to your project.

1 Navigate to your project.

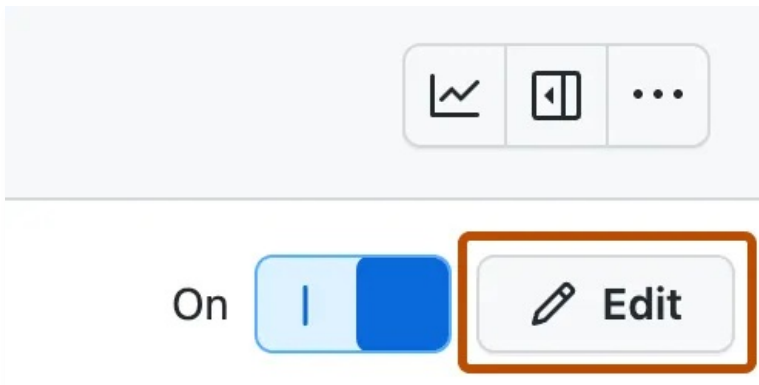
2 In the top-right, click `...` to open the menu.



3 In the menu, click `Workflows`.

4 In the "Default workflows" list, click **Auto-add to project**.

5 To start editing the workflow, in the top right, click **Edit**.



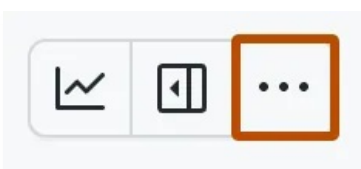
6 Under "Filters", select the repository you want to add items from.


7 Next to the repository selection, type the filter criteria you want items to match before they are automatically added to your project. For example, to catch all issues and PRs opened with the label "bug", use `is:issue,pr label:bug`.

8 To enable the new workflow, click **Save and turn on workflow**.

Finally, add a built in workflow to set the status to **Todo** when an item is added to your project.

1 In the top-right, click `...` to open the menu.



- 2 In the menu, click  **Workflows**.
- 3 Under **Default workflows**, click **Item added to project**.
- 4 Next to **When**, ensure that both `issues` and `pull requests` are selected.
- 5 Next to **Set**, select **Status:Todo**.
- 6 Click the **Disabled** toggle to enable the workflow.

Further reading

- "[Adding items to your project](#)"
- "[Changing the layout of a view](#)"

Legal

© 2023 GitHub, Inc. [Terms](#) [Privacy](#) [Status](#) [Pricing](#) [Expert services](#) [Blog](#)