The Projects feature

What are Projects?

Workspaces have now been renamed Projects. The Projects functionality is the same as the previously known Workspaces but with a new look and feel.

The Projects feature has primarily been designed for planning staff that head or manage project teams.

The shared Projects allows users to invite internal and external specialists to join their Workspace to contribute to planning applications.

The owner of the Project can manage the make-up of the project team by adding or deactivating Project members at any time. The owner can transfer applications from their profile to the shared project, view all applications created by the team, retain the authority to submit the resulting applications themselves or authorise another member of the Project team to do so.

Creating a Project

To start a shared Project, please click on 'Projects' in the menu at the top of the screen

1. Give the shared Project a name and brief description
2. You will then be able to add team members to the project but please ensure that they are already registered on the Planning Portal
3. When adding members, you will also be able to set their Permission Level from one of the following option
    - Edit
    - Create & Edit
    - Create, Edit & Submit
4. Click 'Create Project'

All invited members will then be able to access the shared Project and carry out their permitted actions

Accessing existing Projects

To access your Projects (Workspaces), click Projects from the menu at the top of page when signed in.

You will see 2 buttons to the right:

- **View Project details** – Here the Project/Workspace owner can add or remove members
- **View Project applications** – Here the Project/Workspace owner and application owner/creator can view all applications created in this workspace