Create a project from scratch

When you create a blank project, you create each task and fill in the project details.

1. Click the Main Menu icon and select Projects.

2. Click the New Project button and choose New Project from the drop-down menu.

3. An Untitled project opens. Rename the project by clicking into the name field in the header.

4. Click the More menu next to the project name and select Edit. This opens the project details. Set information such as:
   - Description
   - Planned Start/Completion Date
   - Project Owner

5. Start building the project plan by creating tasks, using the Add More Tasks link at the bottom-left of the window or the New Task button at the top of the window. Give each task a descriptive name. Use a parent-child task relationship, if desired.

6. Add a Duration to each task, indicating the timeframe during which the work should be done.

7. Assign Planned Hours to each task. This is the project manager’s best estimate of how much time, or effort, it will take to complete the work.

8. Set Predecessors to establish the order the tasks should be completed in. Predecessors, in conjunction with Durations, establish the project timeline.

9. Assign each task to an individual or team, making sure someone is available during the Duration of the task to do the work.
   - If you need to do some additional resource planning, you can assign the tasks to job roles as a temporary placeholder. You’ll need to eventually assign each task to someone so the work gets done.

MORE INFORMATION

Learn more about creating projects online. And download The most important project details to learn which fields Workfront recommends always be filled out on projects.