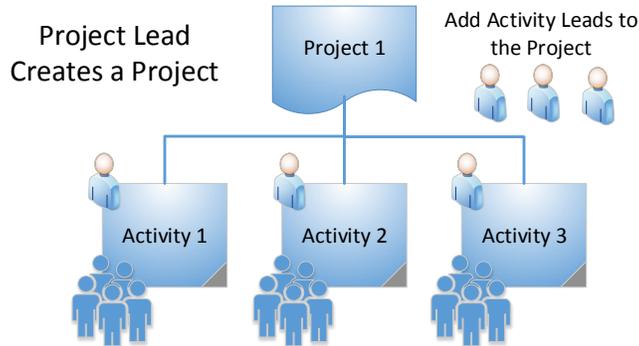
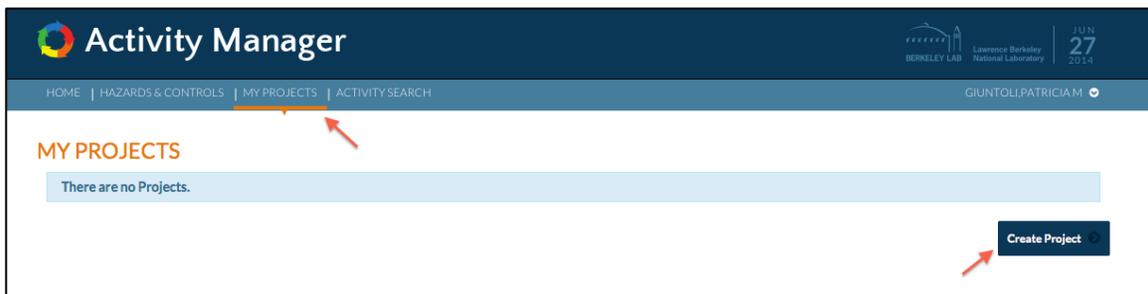
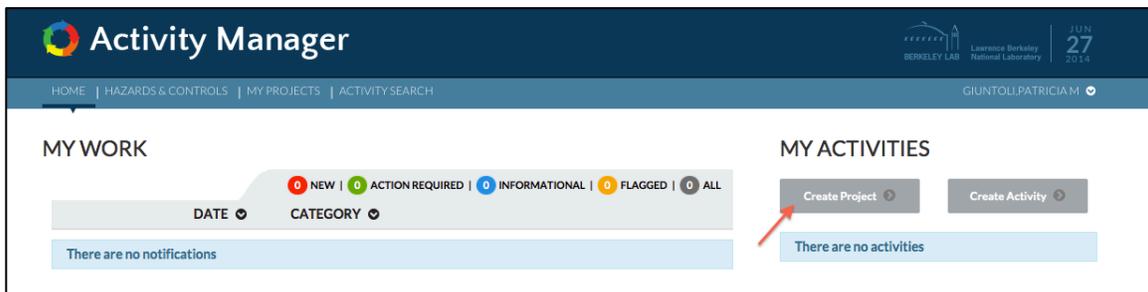


CREATE PROJECT

Project Leads begin the work planning and control process by organizing work into projects and assigning Activity Leads.



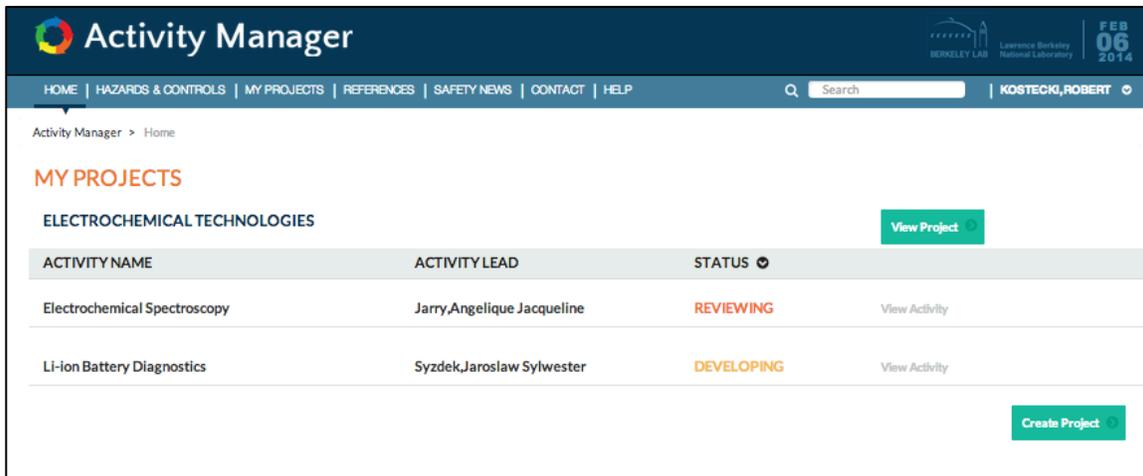
The first step is to create a project. A Project Lead may create a project from their Activity Manager home page or from their **MY PROJECTS** page.



The Project Lead enters the project Name, Brief Description and Activity Lead(s) (add by clicking + **Add Activity Lead**) and **SAVE**.

MY PROJECTS and EDIT PROJECT

The **MY PROJECTS** page provides Project Leads with a summary of all their Projects and Activities. This page organizes Activities by project and provides the status of each Activity, (developing, reviewing, collaboration, or active).



From the **MY PROJECTS** page, the Project Lead can **View Project** information and **CREATE** a **PROJECT**.

The **View Project** selection opens the **PROJECT SUMMARY** page. The **PROJECT SUMMARY** displays all project information, Activity Leads, associated activities and their status. Select **Edit Project** to revise project information, add or delete Activity Leads.

