Project Team

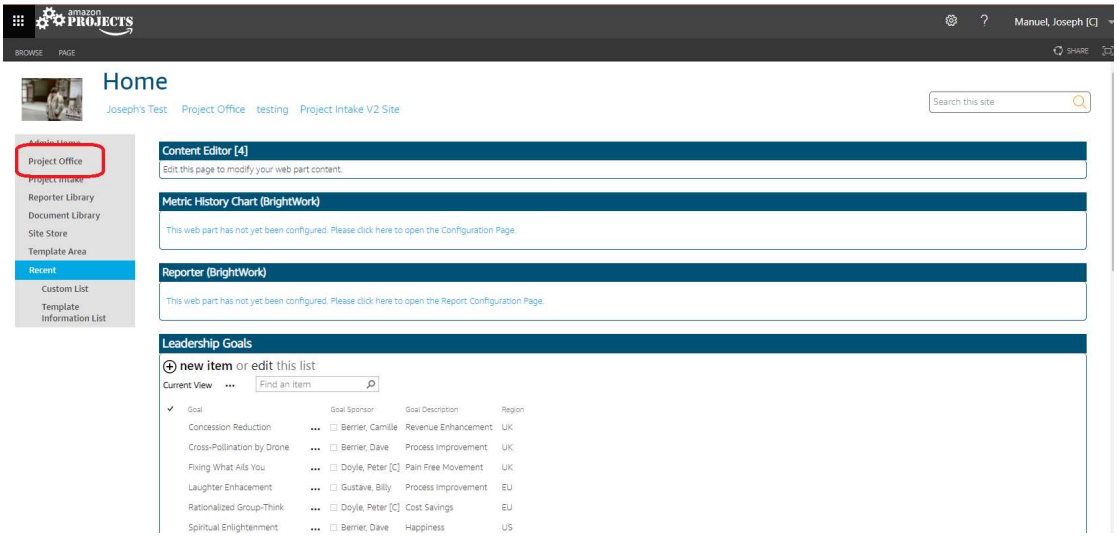
Project Team is an optional list that allows you to set up **Teams** and **Roles** in your Project Template and assign a **Person** to each **Role** on a project-by-project basis. This list can be used as a RACI to give stakeholders a view into key contacts on each project. Like other lists, you can use Project Teams to pull data into or for a look-up from other lists, such as Project Tasks.

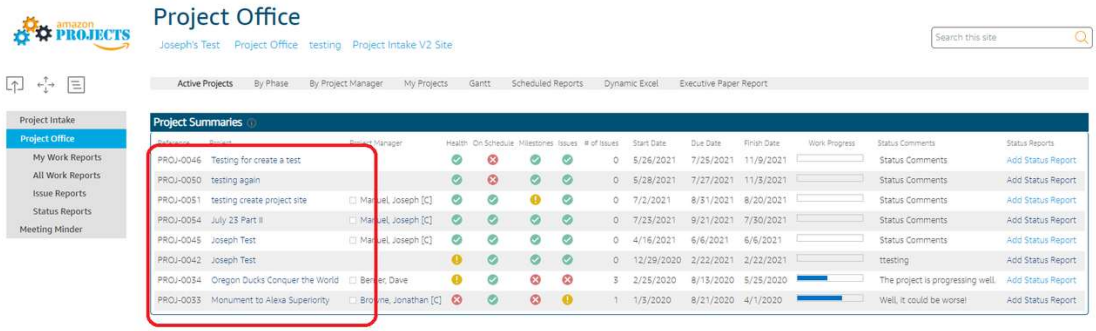
Example: Each project may have a *Tech* **Team** with a *Developer* **Role**. After creating a new Project Site, you assign a **Person** to the **Role**.

The **Project Team** list can be found in the Site Contents.

Create a **Team**, **Role**, or **Person** for the **Project Team**

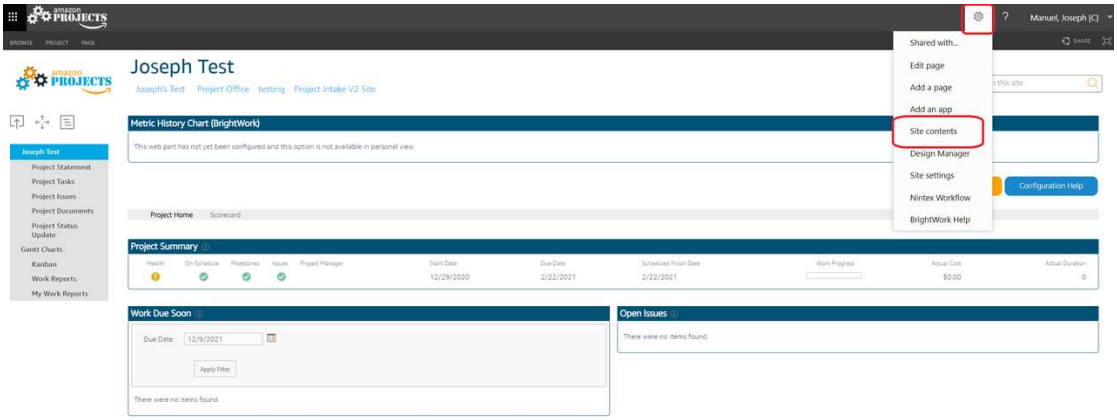
To add a **Team**, **Role**, or **Person** to the **Project Team**:

1. From your **Project Home** page, click **Project Office**.
   a. 

2. Select a **Project Site** with a **Project Team** you would like to edit.
   a. 

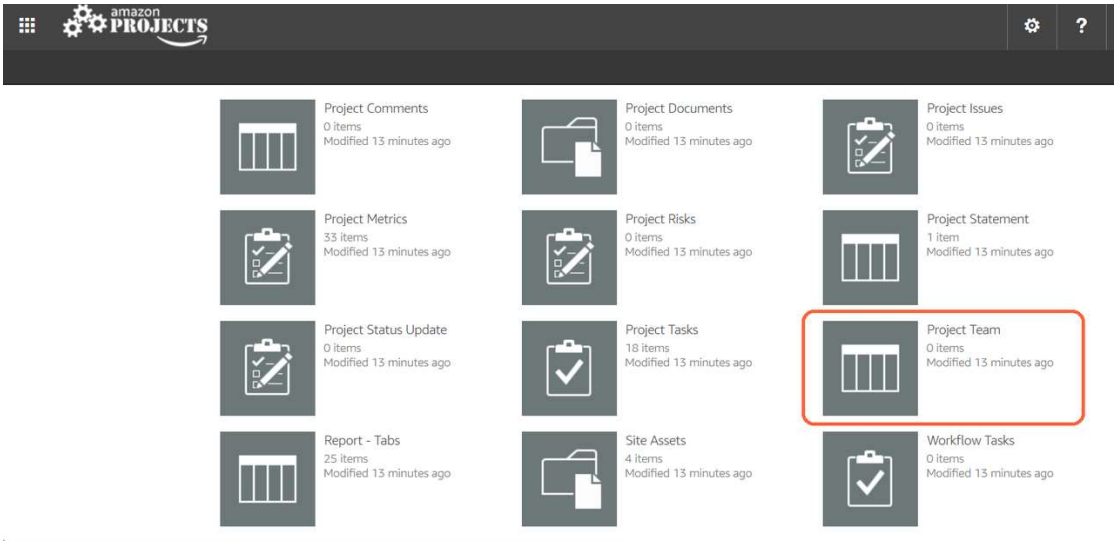
3. Click the **Gear Icon** and then select **Site Contents**.

a.



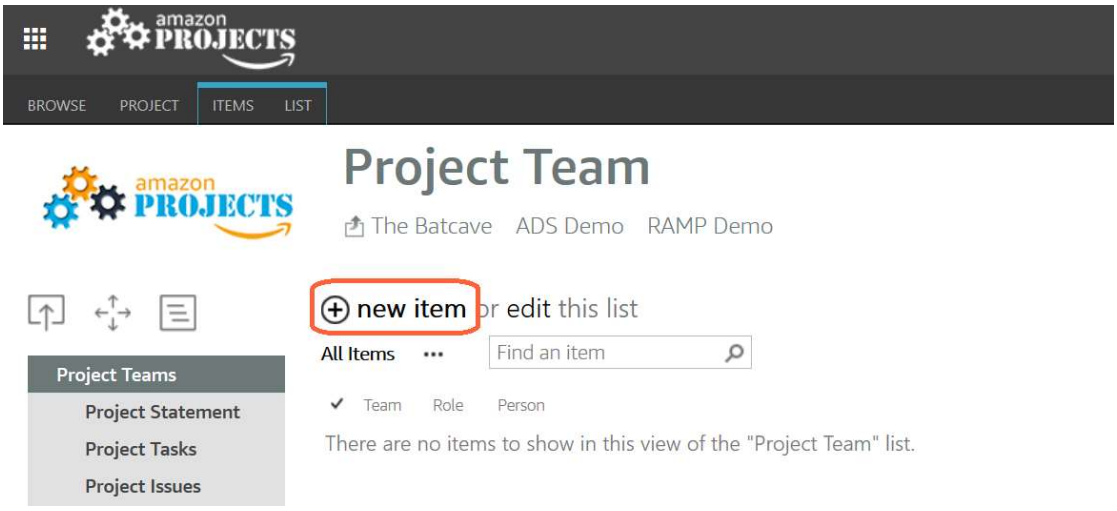
4. Find the **Project Team** list in the Site Contents of the Project Site.

a.



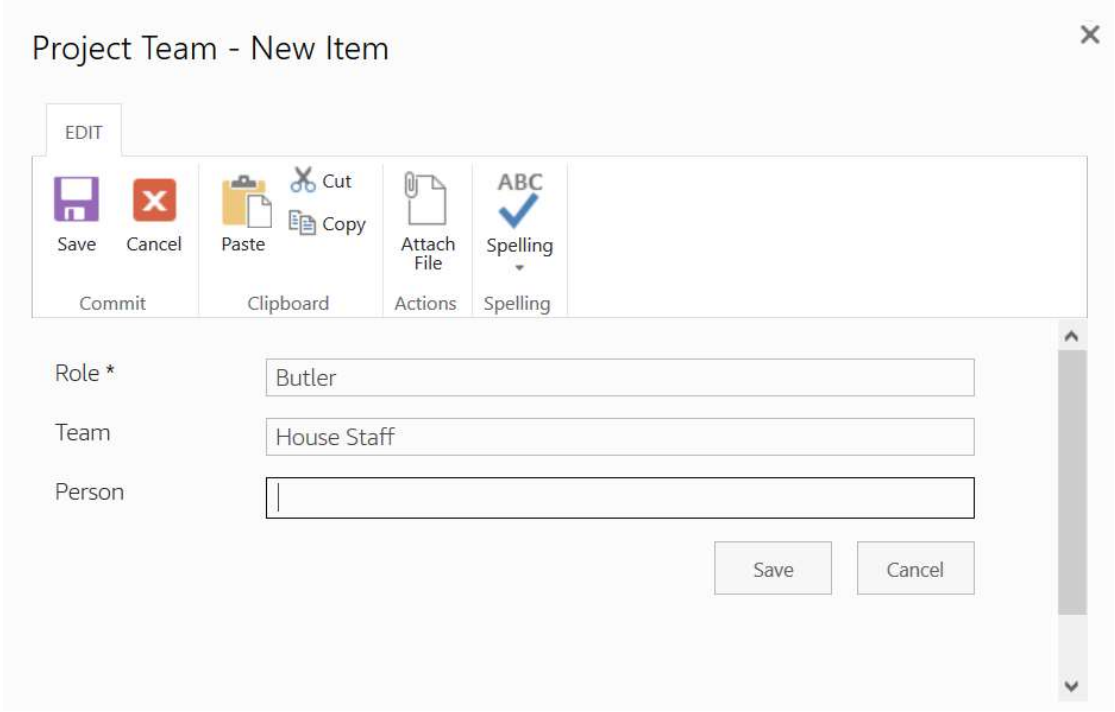
5. Click **new item**.

a.



6. Fill out the form. ***Role*** *is the only required field for adding items to* ***Project Team****.*

a.



7. Click **Save**.

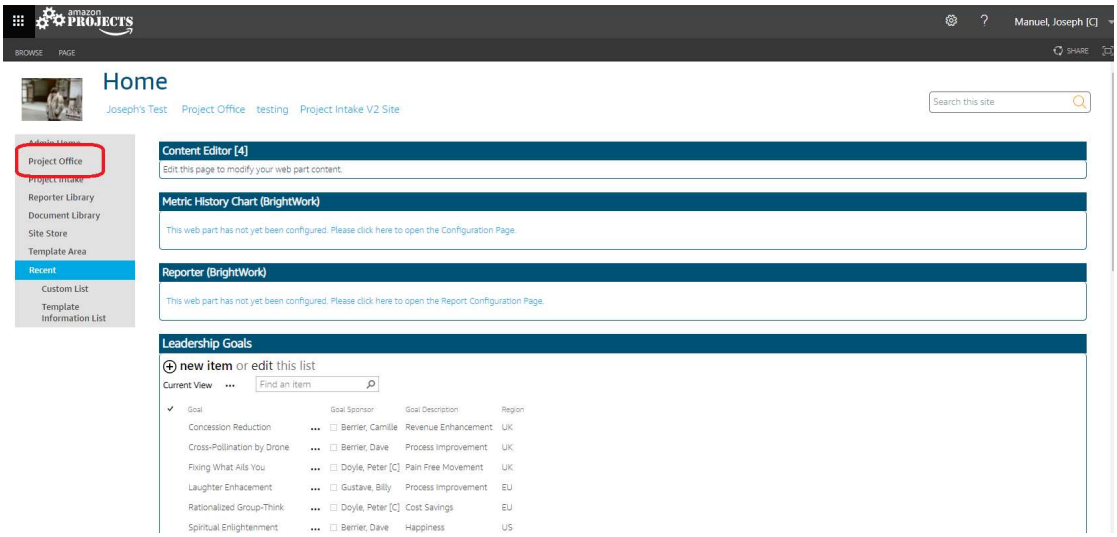
Tip: Set up all your **Teams** and **Roles** in your Project Template. Update the **Person** assigned to each **Role** on a project-by-project basis.

Add a **Person** to a **Role**

To add a person to an already-created **Role** in **Project Team**:

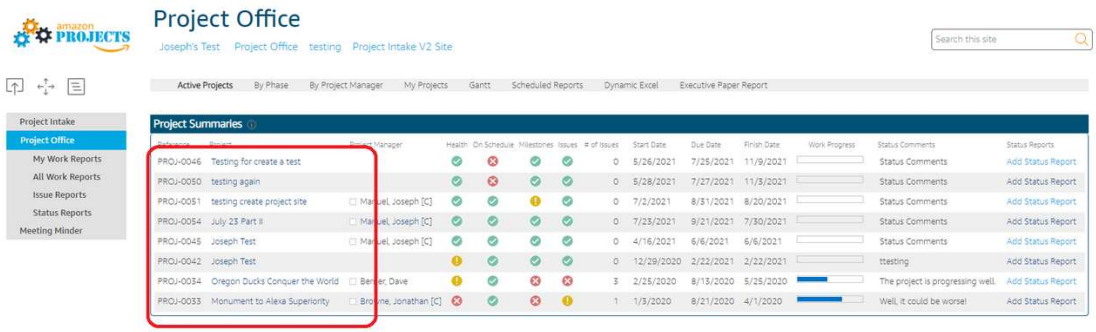
1. From your **Project Home** page, click **Project Office**.

a.



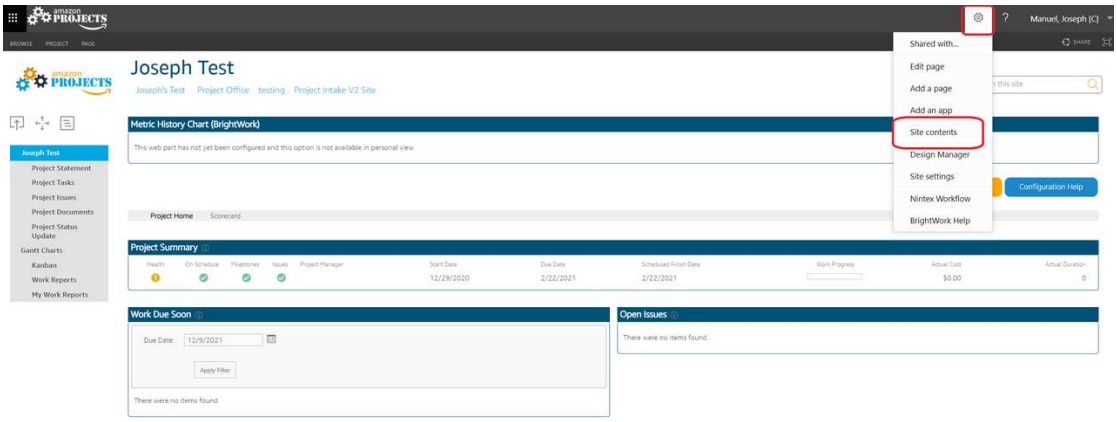
2. Select a **Project Site** with a **Project Team** you would like to edit.

a.



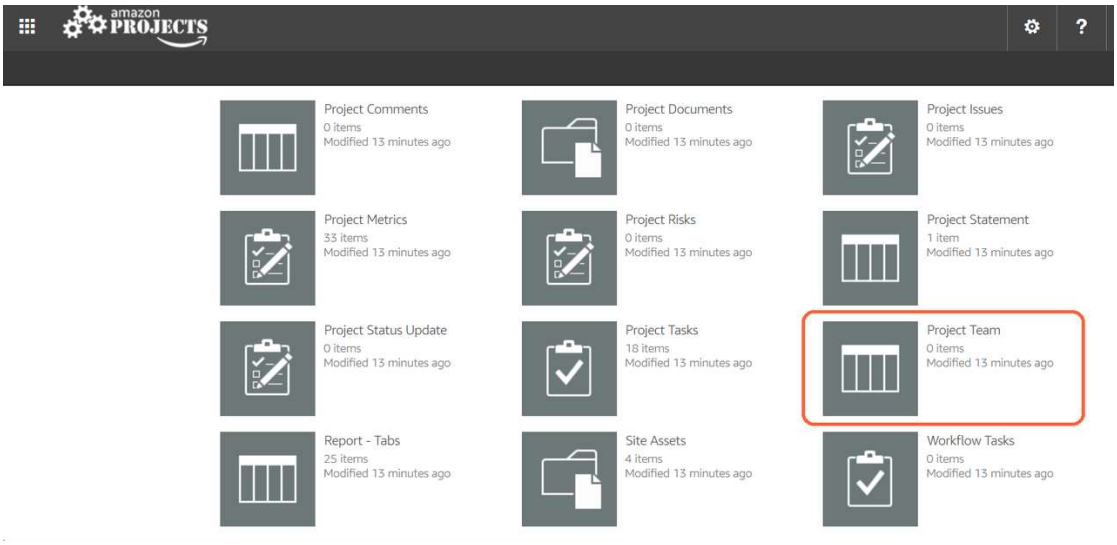
3. Click the **Gear Icon** and then select **Site Contents**.

a.



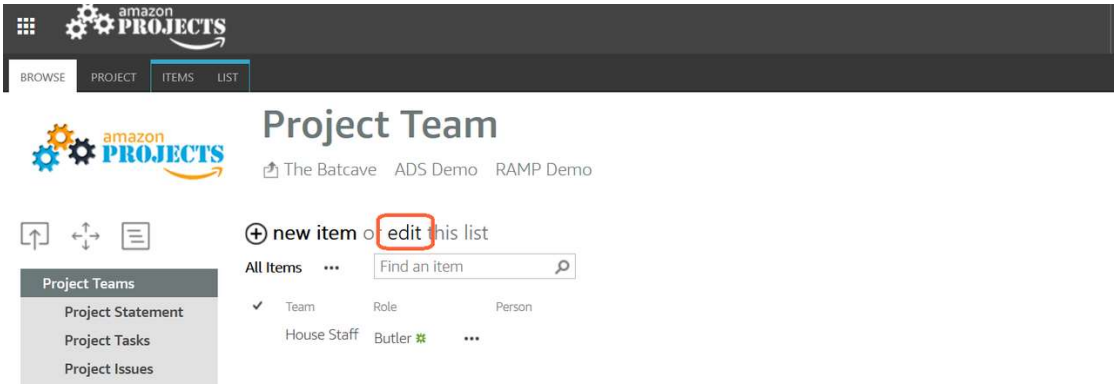
4. Find the **Project Team** list in the Site Contents of the Project Site.

a.



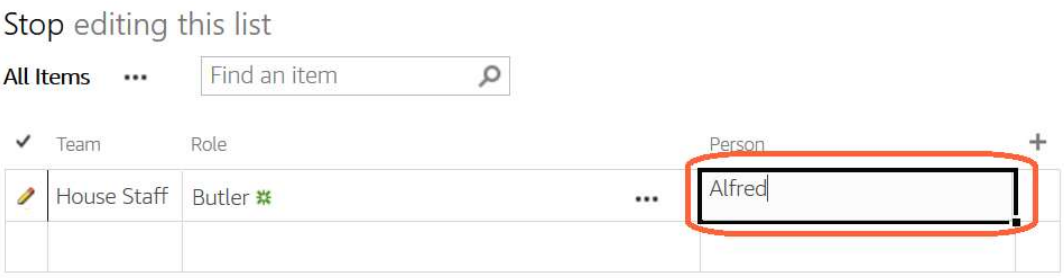
5. Click **edit this list**.

a.



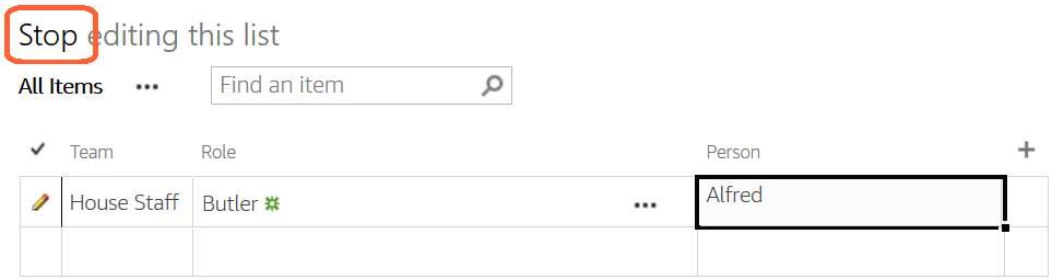
6. Fill in the **Person** field for the **Role**.

a.



7. Click **Stop editing this list** to save your work.

a.


Stop editing this list
All Items
Find an item
Team
Role
Person
House Staff
Butler
Alfred