

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**.

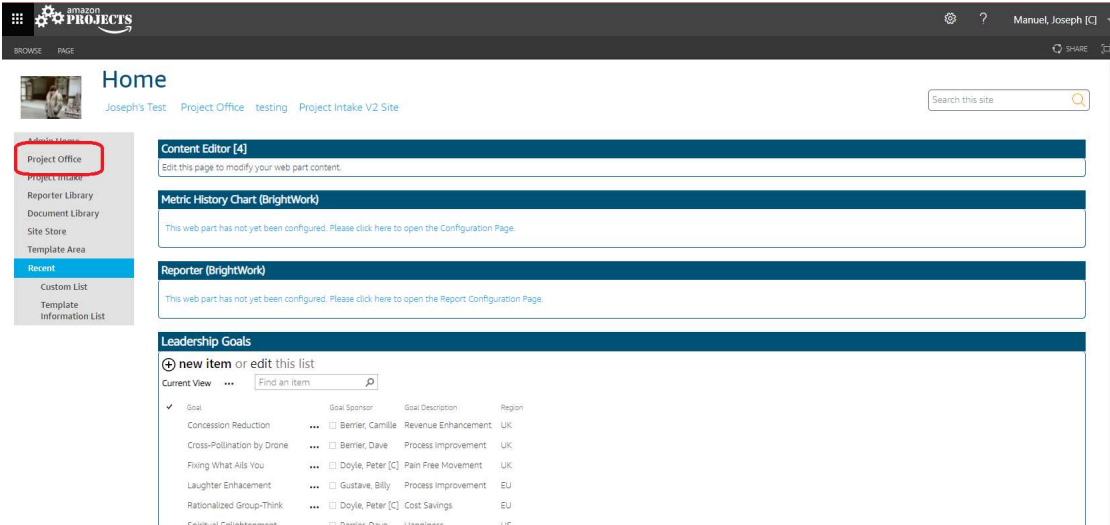
The **Project Team** list can be found in the Site Contents.

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**.

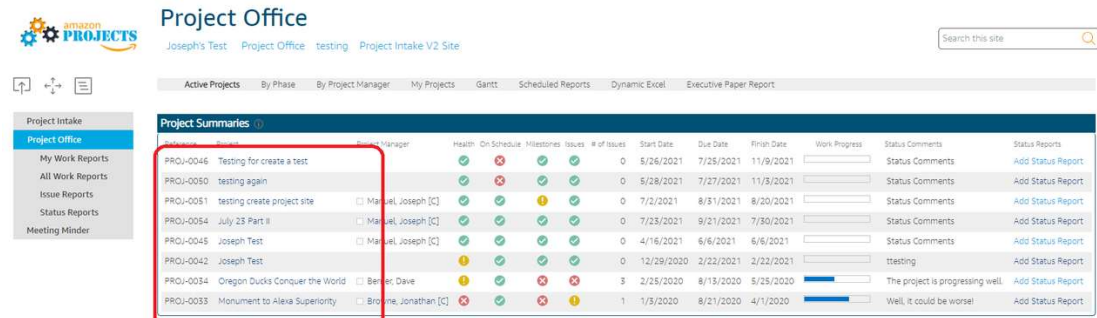
a.



The screenshot shows the Amazon Projects Home page. The left sidebar contains a menu with 'Project Office' highlighted. The main content area shows the 'Home' page with sections for 'Content Editor [4]', 'Metric History Chart (BrightWork)', 'Reporter (BrightWork)', and 'Leadership Goals'. The 'Leadership Goals' section lists various goals with checkboxes for assignment.

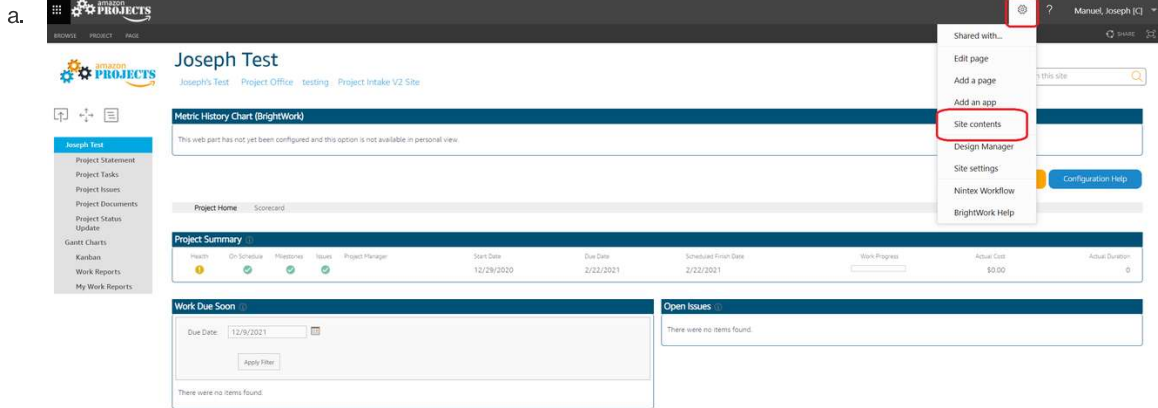
2. Select a **Project Site** with a **Project Team** you would like to edit.

a.

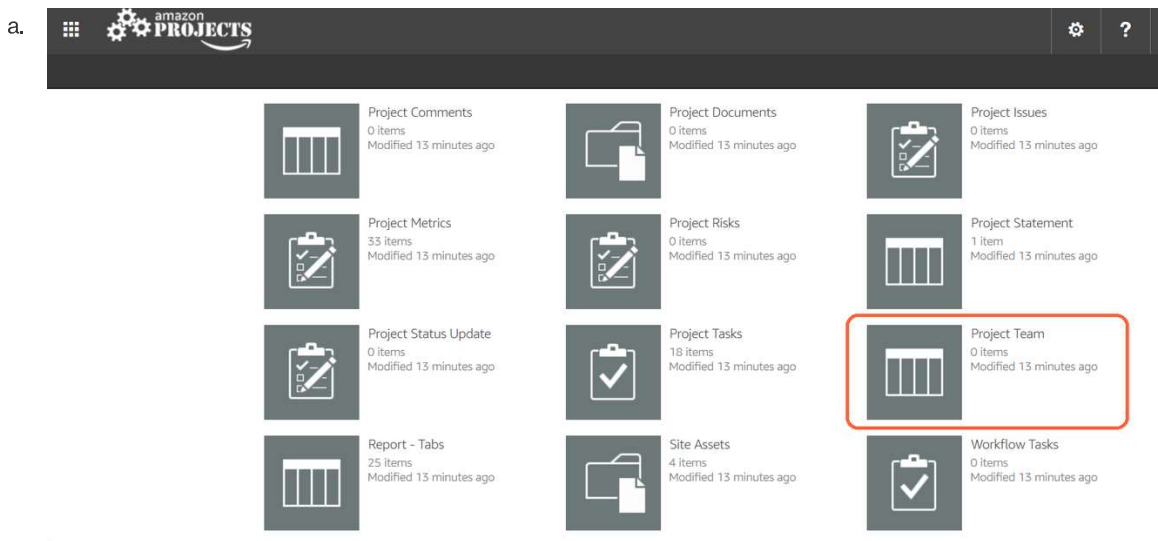


The screenshot shows the Amazon Projects Project Office page. The left sidebar contains a menu with 'Project Office' highlighted. The main content area shows the 'Project Office' page with a table of project summaries. The table has columns for Project ID, Name, Manager, Health, On Schedule, Milestones, Issues, # of Issues, Start Date, Due Date, Finish Date, Work Progress, Status Comments, and Status Reports. The 'Project Office' link in the left sidebar is highlighted with a red box.

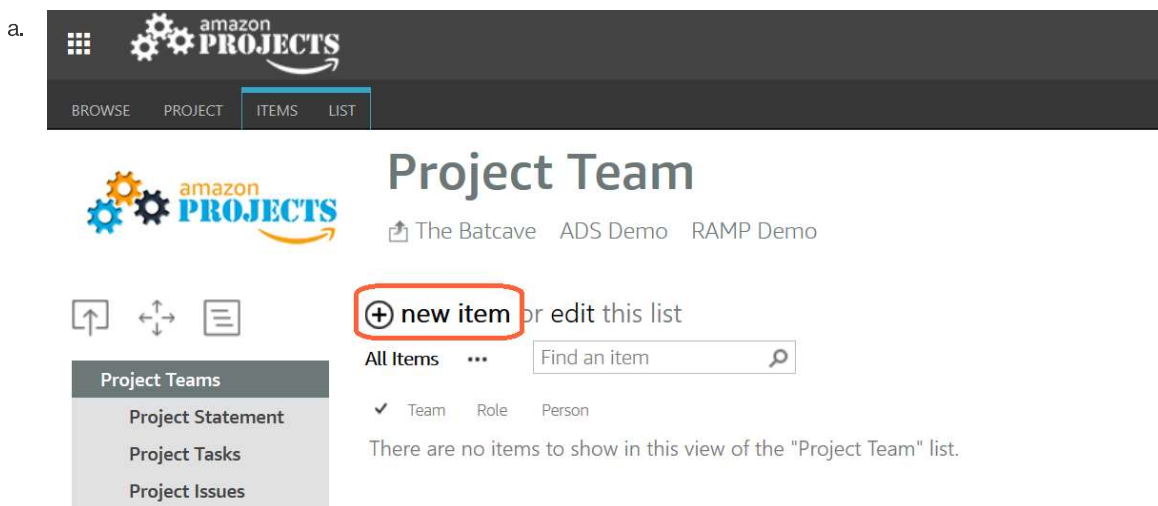
3. Click the **Gear Icon** and then select **Site Contents**.



4. Find the **Project Team** list in the [Site Contents](#) of the [Project Site](#).



5. Click **new item**.



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

a.

Project Team - New Item

EDIT

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Role * Butler

Team House Staff

Person

Save Cancel

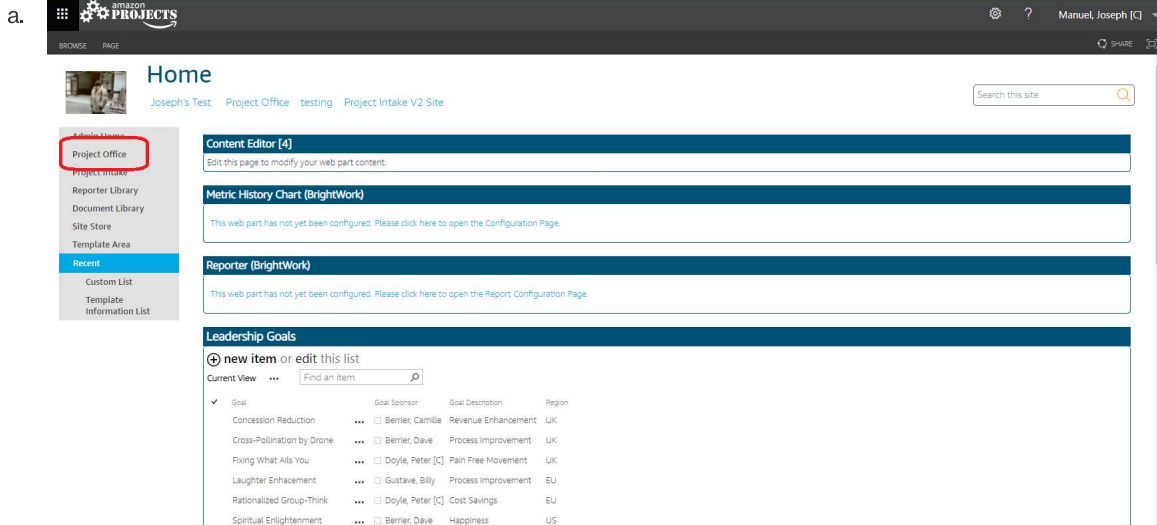
7. Click **Save**.

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**

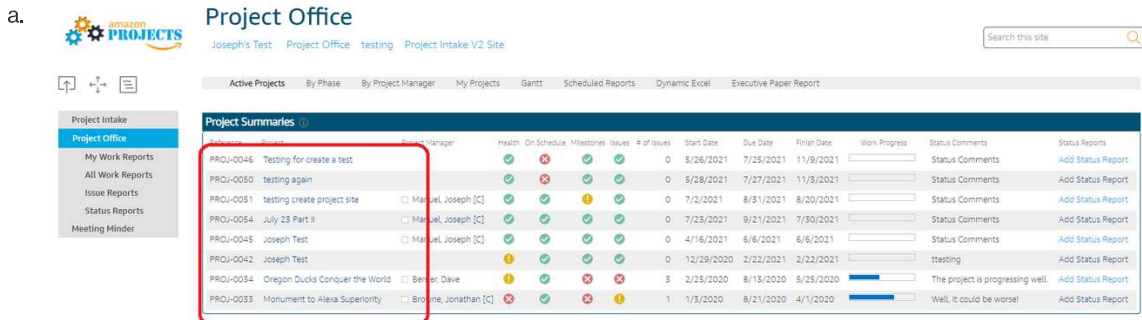
To add a person to an already-created **Role** in **Project Team**:

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

a. 

The screenshot shows the Amazon Projects Home page. The left sidebar contains a menu with 'Project Office' highlighted. The main content area shows a 'Content Editor' for 'Project Office' and a 'Metric History Chart'.

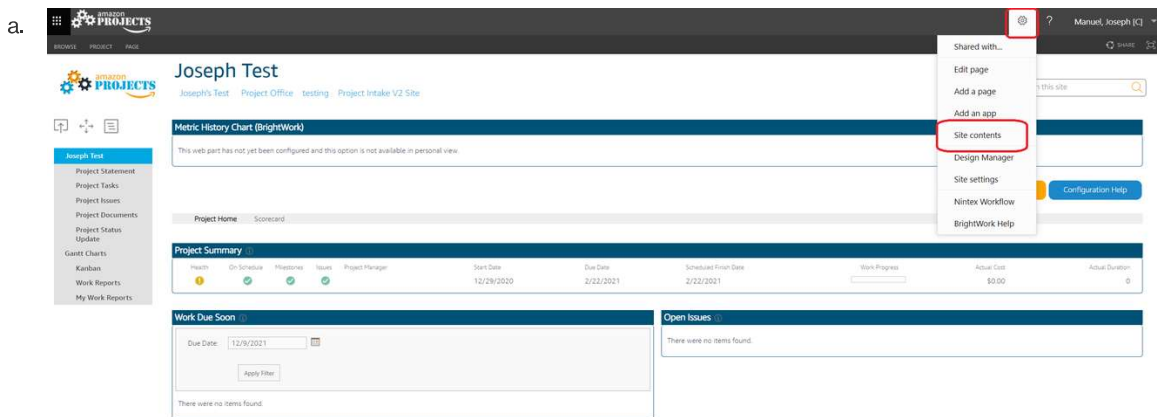
2. Select a **Project Site** with a **Project Team** you would like to edit.

a. 

The screenshot shows the Amazon Projects Project Office page. The 'Project Summaries' table is visible, listing various projects. The project 'PRQJ-0042' is highlighted with a red box.

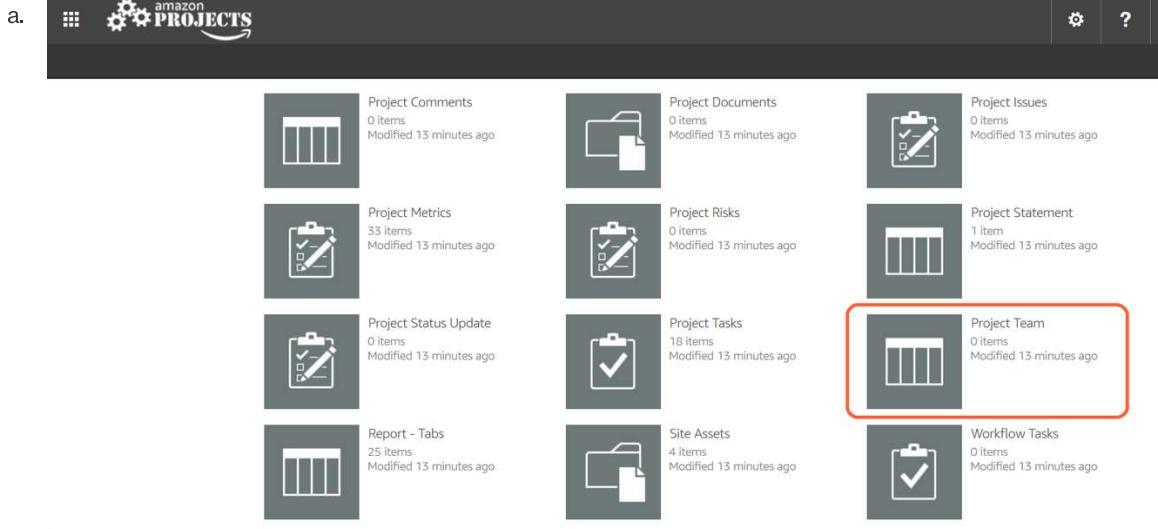
Project ID	Project Name	Project Manager	Health	On Schedule	Milestones	Issues	# of Issues	Start Date	Due Date	Finish Date	Work Progress	Status Comments	Status Reports
PRQJ-0046	Testing for create a test		Green	Red X	Green	Green	0	5/26/2021	7/25/2021	11/9/2021		Status Comments	Add Status Report
PRQJ-0050	testing again		Green	Green	Green	Green	0	5/28/2021	7/27/2021	11/3/2021		Status Comments	Add Status Report
PRQJ-0051	testing create project site	Manuel, Joseph [C]	Green	Green	Green	Green	0	7/2/2021	8/31/2021	8/20/2021		Status Comments	Add Status Report
PRQJ-0054	July 23 Part II	Manuel, Joseph [C]	Green	Green	Green	Green	0	7/23/2021	9/21/2021	7/30/2021		Status Comments	Add Status Report
PRQJ-0045	Joseph Test	Manuel, Joseph [C]	Green	Green	Green	Green	0	4/16/2021	6/6/2021	6/6/2021		Status Comments	Add Status Report
PRQJ-0042	Joseph Test		Yellow	Green	Green	Green	0	12/29/2020	2/22/2021	2/22/2021		testing	Add Status Report
PRQJ-0054	Oregon Ducks Conquer the World	Berrier, Dave	Yellow	Green	Green	Green	3	2/25/2020	8/13/2020	5/25/2020		The project is progressing well.	Add Status Report
PRQJ-0033	Monument to Alexa Superiority	Berrier, Jonathan [C]	Red X	Green	Green	Yellow	1	1/3/2020	8/21/2020	4/1/2020		Well, it could be worse!	Add Status Report

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

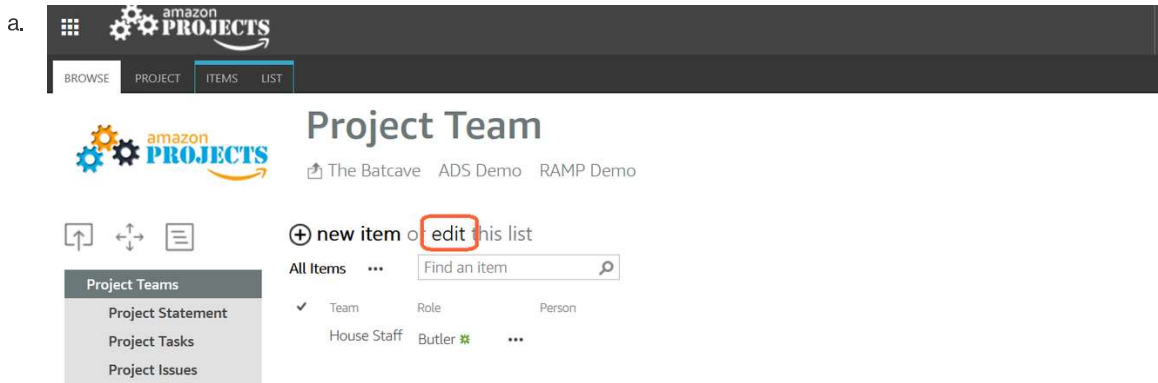
a. 

The screenshot shows the Amazon Projects Project Office page. The 'Gear Icon' is highlighted with a red box, and the 'Site Contents' option in the dropdown menu is also highlighted with a red box.

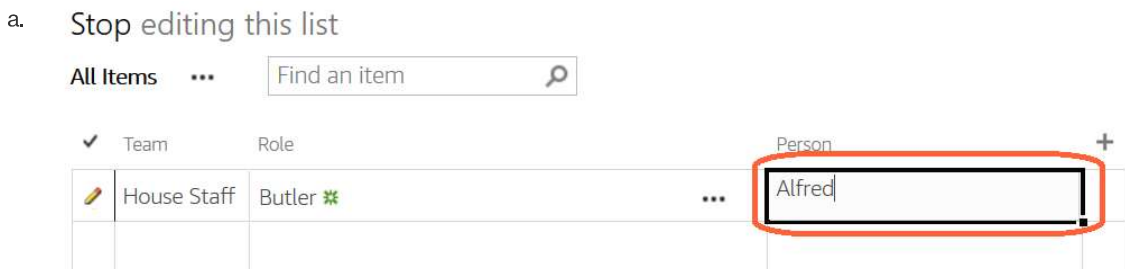
4. Find the **Project Team** list in the **Site Contents** of the **Project Site**.



5. Click **edit this list**.



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



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

a.

Stop editing this list

All Items

...

Find an item

✓

Team

Role

Person

+

<div></div>	<div>House Staff</div>	<div>Butler</div> <div></div>	<div>...</div>	<div>Alfred</div>	<div></div>