

## Key parts of the project page

The project page is filled with many features to help you manage your work. Work with your system administrator if there is an option you need but don't see in your instance of Workfront. Here are a few of the main project page features to make note of.

The screenshot shows the Workfront project page for 'Fall Catalog'. The breadcrumb trail at the top is 'More > PORTFOLIO Marketing Portfoli... | PROGRAM Creative and Desig... | PROJECT Fall Catalog'. The project name 'Fall Catalog' is highlighted with a red box and a '2' callout. A 'Share' button is next to it. The 'Percent Complete' is 0%, highlighted with a red box and a '5' callout. The 'Project Owner' is Roy Campbell, highlighted with a '6' callout. The 'Planned Completion Date' is Jul 3, 2024, highlighted with a '7' callout. The 'Condition' is 'On Target', highlighted with a '8' callout. The 'Status' is 'Planning', highlighted with a '9' callout. The 'Tasks' list is on the left, with a '12' callout. The task table has columns for '#', 'Task Name', 'Assignments', 'Duration', and 'Pln Hrs'. The task 'Create Layout' is selected, highlighted with a '13' callout. The 'Updates' panel on the right shows a comment from Joan Harris on behalf of Duck Phillips, highlighted with a '14' callout. A '15' callout points to the '+ Add More Tasks' button at the bottom left.

#	Task Name	Assignments	Duration	Pln Hrs
1	Create Copy & Layout		31 Days	204 Hours
2	Create Layout	Designer	5 Days	40 Hours
3	Final Layout	Copywriter, Designer	12 Days	80 Hours
4	Review Stock Images	Copywriter, Designer	2 Days	20 Hours
5	Initial Copy	Copywriter	5 Days	40 Hours
6	Final Copy	Copywriter	3 Days	16 Hours
7	Proofread Copy	Editor	2 Days	8 Hours
8	Photoshoot		10 Days	120 Hours
9	Schedule Location/Models/Stylist/Photographer	Media Buyer	5 Days	20 Hours
10	Photoshoot	Art Director, Photographer, Stylist, Videographer	1 Day	32 Hours
11	Photo Review	Art Director	2 Days	64 Hours

1. **Breadcrumb trail:** Navigate through the program and portfolio hierarchy behind the project.
2. **Object type:** Showing the object type on the landing page helps you identify what you're looking at in Workfront. The "project" term is customizable by your Workfront system administrator.
3. **Project name:** The name of the project that you're viewing. Click the name to edit it.
4. **Project header:** Standard information that's available on all project pages.
5. **Percent complete:** This updates automatically, based on the tasks completed in the project.
6. **Project Owner:** At most organizations, this is the project manager. This is the person responsible for managing the project in Workfront and ensuring that it's completed.
7. **Planned Completion Date:** The planned completion date of the project is set by the project manager through the project timeline.
8. **Condition:** The Condition is a visual representation of how the project is progressing. Workfront can automatically configure the Condition based on the progress status of the tasks in the project. Or Condition can be set manually through the project details.

9. **Status:** The Status indicates where the project stands in the process: is the project still being planned, is the project in progress, or is the project complete.
10. **New Task:** Click to create a task in the project. The task generates at the bottom of the list.
11. **Export:** Export the task list or selected tasks to a PDF, spreadsheet, or tab delimited file.
12. **Left panel menu:** Navigate to different information about the project with the left panel. Click the Task icon at the top to collapse the panel if you need a bit more space on your screen. Drag and drop the icons so the order helps you work efficiently. The options you see are set by your Workfront system administrator.
13. **Task list:** The task list shows all the tasks that make up your project plan. The information visible about each task is determined by the view selected.
14. **Summary panel:** The summary panel provides a quick look into information about the selected task. Click the summary panel icon to open or close.
15. **Add More Tasks** Click here to add another task to the bottom of the task list using inline edit.