

# Add Project

Last Modified on 11/29/2022 11:44 pm EST

Project

Details

Description

Create Conference Brochure

Project Managers

James Wilson

Note

Will be printed and distributed in advance

Milestone Increment

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Email task reminders To Project Managers

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Save

Selecting Add Project lets you add a new Project to your Project List. Your options include:

- **Description**
- **Project Managers** - choose one or more managers for this project.
- **Note** - a free-form text field to record any required details about this project.
- **Milestone Increment** - select to display a milestone marker.
- **Email Task Reminders to Project Managers** - automatically generate helpful reminder emails to Project Managers about task due dates in this project.