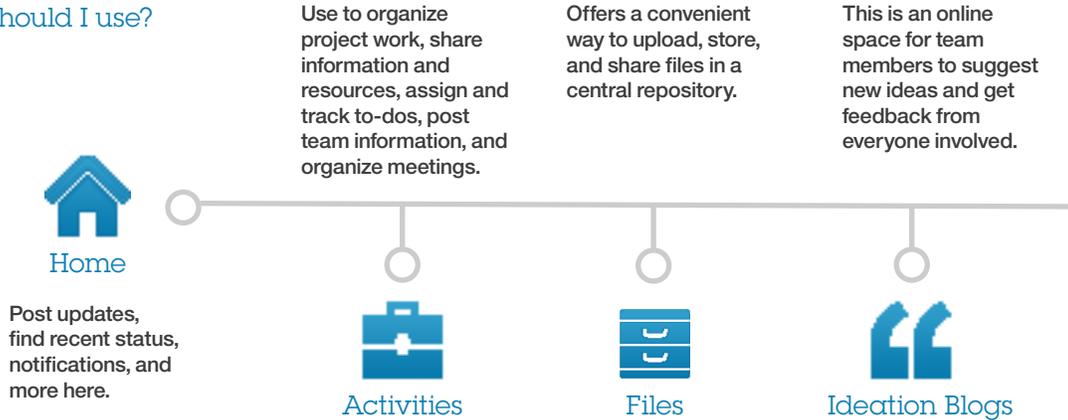# Manage projects
IBM Connections 4.0

Start projects off right. Bring together information and people to share ideas, discuss solutions, and identify actions.

What tool should I use?

Use to organize project work, share information and resources, assign and track to-dos, post team information, and organize meetings.

Offers a convenient way to upload, store, and share files in a central repository.

This is an online space for team members to suggest new ideas and get feedback from everyone involved.

Home

Post updates, find recent status, notifications, and more here.

Activities

Files

Ideation Blogs

Best Practices

I want to break this complicated project into smaller, workable pieces.

Create one or more activities to target key aspects of a large project. Add members and create sections to organize the information. Create to-do items to distribute the work and keep track of who is doing what.

Apps > Activities > Start an Activity

My Activities

Activities that are active and that I belong to, which means act activities that I tuned out, nor activities that have been complet

Start an Activity

1-2 of 2

Sort by: Last Updated ∨ | Due Date | Name

Manage a project Community Activity
Updated by Samantha Daryne | Aug 20

I am managing multiple projects, and I want to see all recent updates in one place.

View a list of recent updates from across all the activities you are a member of. Go in to a specific activity to only see updates for that activity.
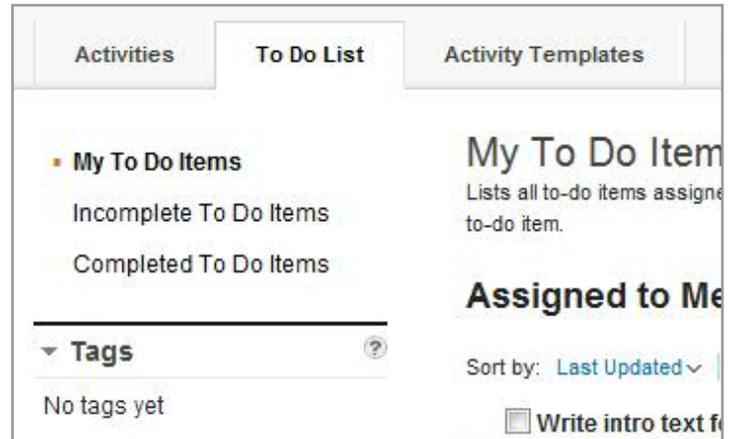
Apps > Activities > Recent Updates

Activities | To Do List | Activity Templates | Recent Updates

Recent Updates

Aug 20

Samantha Daryne marked entry "Get help with illustrations" in "Manage a proje
Gardner Raynes updated entry "Write intro text for Manage a project" in "Manage
Samantha Daryne created entry "Write need / motivation blurbs for ref card" in "

Best Practices

I wish I could see my to-do items and ones I assigned to others all in one place.

View a complete list of all your to-do items from across all the activities you participate in. The My To Do Items view also shows you to-do items that you assigned to others. Go in to a specific activity to only see to-do items for that activity.
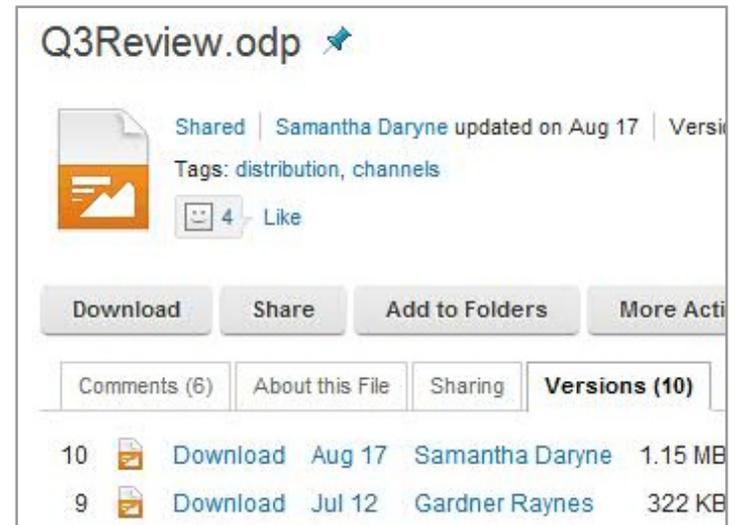
Apps > Activities > To Do List

I need my team to review a presentation and provide updates to it.

Upload a file for review and give team members edit access. Team members can download a copy and upload a new version with their changes in it.

When you are ready for final review, share the presentation by giving stakeholders read access and ask them to leave comments.

Apps > Files

I want everyone on the team to share new ideas and vote for their favorites.

Use your community ideation blog. All members can create new ideas, vote on their favorites, and leave comments. When the votes are in, specific ideas can be graduated, marking them as ready for the next phase of the project.

From a community > Ideation Blog > New Idea

This assumes you have created a community. Create a community and an ideation blog is automatically created for you.