

## Project Workspace release notes

The ServiceNow® Project Workspace application provides an intuitive user experience with interactive UI elements that enables project managers to plan and manage their projects. Project Workspace was enhanced and updated in the Washington DC release.

### Project Workspace highlights for the Washington DC release

- View financial details such as allocated budget, Estimate at Completion (EAC), Variance, and breakdowns of planned costs and actuals through customizable widgets.
- Share financial costs or baseline comparison information with your business stakeholders by exporting it as an Excel or CSV file.
- Prepare to meet unplanned expenses that aren't related to any projected planned costs by creating expense lines.
- Capture financial information by linking your purchase request expenses with projects using an integrated solution between Financials and Advanced Work Assignment for Source-to-Pay Operations.

See [Project Workspace](#) for more information.

**Important:** Project Workspace is available in the ServiceNow Store. For details, see the "Activation information" section of these release notes.

### New in the Washington DC release

#### Update the project details from Project Workspace

- Access and modify project details directly from the Details page without having to navigate through multiple views.
- View all the details related to a project in the Next Experience by enhancing the Details page.

### **Update a resource assignment from Project Workspace**

Optimize your resource assignments workflow by aligning state changes between group and child resource assignments using the roll-up and roll-down process.

### **Optimize navigation experience**

Access and manage Planning, Details, Financials, RIDAC, Analytics, and Docs using the list that appears when you select the Home icon in a single location. This list is also called as Level two (L2) menu.

### **Analyze project analytics from Project Workspace**

Monitor project metrics, tasks and milestones by viewing the project summary on the Analytics page.

### **Collaborative project planning with Docs**

Collaborate with team members, add notes, generate project charters, and create project briefs using the Docs feature.

### **Financial planning for projects**

- View financial details such as allocated budget, total latest costs (EAC), Variance (the difference between budget and EAC), breakdown of planned costs, and actuals to-date by cost type through customizable widgets.
- Share the financial performance of projects with relevant business stakeholders who might not have access to your ServiceNow instance by exporting project cost or baseline comparison information as Excel or CSV formats.
- Capture unplanned expenses that aren't related to any projected planned costs by creating expense lines.
- Efficiently manage your financials by deleting any de-scoped cost plans.
- View, track, and link the purchase requests and their expenses for your projects with an integration solution of Financials with Advanced Work Assignment for Source-to-Pay Operations.
- Save user preferences to retain the customizations made to view or hide columns, time scope viewing, and so on.

## UI changes


### Project Workspace UI changes

The following items were added to the Project Workspace:

- List or Level two (L2) menu to provide access to Planning, Details, Financials, RIDAC, Analytics, and Docs.
- Details page to manage project details in a single view.
- An Analytics page to view and track the progress of your projects.
- **Create Purchase Requests** option for Project Managers to directly navigate to the shopping hub.
- Purchase Line related list to view and track purchase requests.
- Purchase Order Line related list to view the purchase orders of requests.
- Docs page to manage documentation of the projects.

### Financial planning for projects

The following items have been added to the Financials view of Project Workspace:

- Widgets to display financial information such as costs and variance.
- **Export** button (  ) to access the export options for financials.
- **New expense line** button to record unplanned expenses.

## Changed in this release

The Cost duration option in the New cost plan form has been renamed Cost distribution.

## Activation information

Install Project Workspace by requesting it from the ServiceNow Store. Visit the [ServiceNow Store](#) website to view all the available apps and for information about submitting requests to the store. For cumulative release notes information for all released apps, see the [ServiceNow Store version history release notes](#).

## **Related ServiceNow applications and features**

### **Portfolio Management**

Portfolio Management provides a simplified, team-oriented approach to Project Portfolio Management and IT development by combining several individual applications.