Analyze project analytics from Project Workspace

View the summary of a project in Analytics tab of Project Workspace.

Before you begin

Note: The Project Summary Waterfall, Hybrid, and Scrum dashboards are available in the Next experience UI framework.
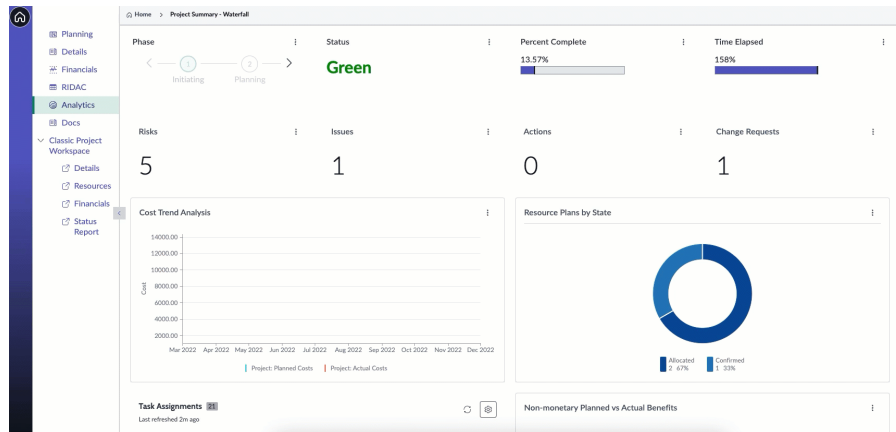
Role required: it_project_user

About this task

The Analytics tab is a dashboard that showcases preconfigured widgets and reports to monitor the progress of a project, including aspects like open risks, actual costs, and delayed milestones. The reports aggregate data from the fields in the project form. For details on the various widgets and reports available for different project types, see the Project analytics widgets and reports.

Procedure

1. Open a project from the planning page of Project Workspace. For information on how to navigate to the planning page, see Access the new Project Workspace.

2. Open the analytics page of the project by selecting **Analytics** from the list.

3. Review the displayed reports and take necessary actions, if required.

- **Widgets and reports for project analytics**

  Widgets and reports that provide information for the project summary in the Analytics page of the project workspace for Agile, Waterfall, and Hybrid projects.