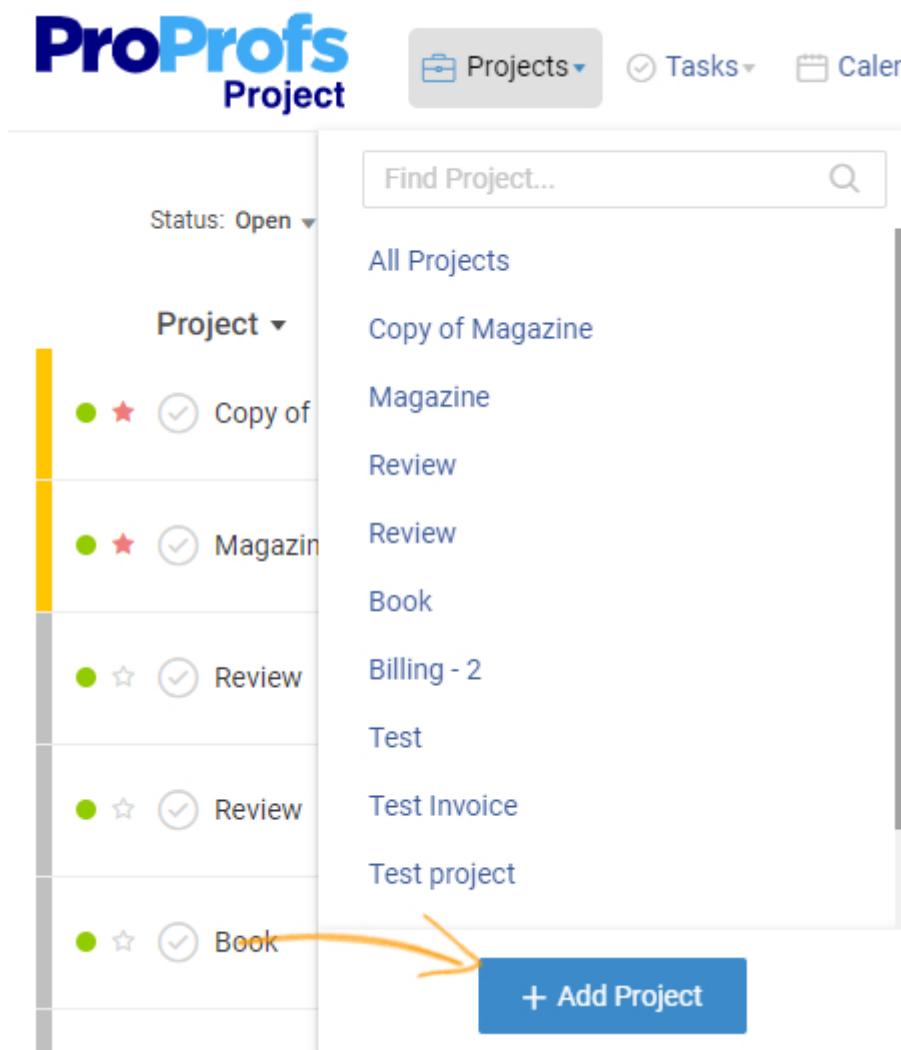


How to Add a Project in ProProfs Project

A [project management tool](#) is a tool which is designed for handling large projects by dividing it into small, achievable tasks. ProProfs Project is an extremely proficient project management tool. It is very easy to learn. Use ProProfs Project to share ideas, create plans, track and deploy plans perfectly without hassle.

This guide will show you how to add a Project in ProProfs Project.

Step 1: Click the **+ Add Project** in the **Project** drop-down menu or in the top-right corner of the dashboard.




Step 2: Enter **Project Name**, **Description**, **Due Date**, and the **Users** that will work on the project. Also, edit the **Advanced** settings as per requirement.

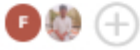
Step 3: Once done, click on **Save**.

✓ Web Content Q'1

All targets for this quarterly

 Add tag and hit enter

 Due Date
Ongoing



Progress  0%

Advanced >

 Task

 Add Task

Suggested Reading: [Add a Task](#)