

Project Management Software

WorkZone is the most mature, battle-tested project management tool on the market, up and running continuously for more than a decade. More robust than low-end project management tools, like Basecamp, and less complicated than high-end tools, like Microsoft Project, WorkZone is the “just right” solution for most teams.

Gain Visibility to All of Your Team's Projects

A single dashboard view makes it easy to know what's going on with your projects across departments, clients, or campaigns. Status alerts and project notes keep everyone up to date. Automatically email this view to use as weekly project status report for senior management or the entire team.

WORKSPACE / PROJECT	RESPONSIBLE	START	END	STATUS % COMPLETE	NOTES
CLIENT ABC					
▪ Miscellaneous tasks	Rick Mosenkis	Aug 10, 2012	Aug 18, 2012	81%	
▪ MAD project	John Adams	Oct 25, 2012	May 21, 2013	75%	
▪ GLOBAL MARKETING					
▪ Capabilities brochure	Pet Kelly	Feb 10, 2013	May 15, 2013	68%	waiting on image rights
▪ Strategic Plan	Cortney Culver	Nov 25, 2012	Jun 4, 2013	94%	
▪ Direct mail campaign	John Lee	Jan 4, 2013	Jul 11, 2013	69%	
▪ Product Website	Arville Burns	Nov 21, 2012	Aug 5, 2013	5%	Client still reviewing...
▪ HEALTHCARE CLIENT					
▪ Product X Bundling	Rick Mosenkis	Oct 4, 2012	May 17, 2013	99%	
▪ TECH+IT					
▪ ERP System Migration	Howard Hulser	Nov 14, 2011	Apr 9, 2012	72%	delayed by vacations
▪ Upgrade wireless network	John Lee	Oct 8, 2012	Aug 2, 2013	65%	Floor 2 implementation planned back at request of management

A Single View Captures All Projects

Save Time by Sharing and Reviewing Documents Online

Share files securely with the entire team, giving each person access to the appropriate information. Everyone stays on the same page as WorkZone sends email alerts of updated files, comments, or approvals. The team reviews latest versions in a centralized location, linked to its associated project.



Centralized Document Review

Give Users a Simple To-Do List of their Tasks

What should I be working on? The To-Do List is created and emailed automatically for each user, giving a focused task list grouped by due date. Each user updates his/her own to-do list so the project manager doesn't need to.

To-Do List: Rick Mosenkis					
<i>NOV 4, 2014</i>					
1	Marketing	Marketing	Marketing	Marketing	Marketing
2	Product Marketing	Marketing	Marketing	Marketing	Marketing
3	Global Marketing	Marketing	Marketing	Marketing	Marketing
4	Product Marketing	Marketing	Marketing	Marketing	Marketing
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WorkZone is particularly valuable in these situations:



Organizations who support multiple clients or departments:

Create distinct, secure workspaces for each group, setting access by user to appropriate projects and files.



Projects that follow similar processes:

Create templates for projects that you do regularly, saving time and improving consistency across projects.



Staying on top of a large number of projects:

WorkZone's cross-project views and dashboards help you focus on the specific projects and tasks that need your immediate attention.



Project Management Features

- Projects Dashboard
- To-Do-Lists
- Project Templates
- Gantt Chart
- Task Dependencies
- Custom Project Request Forms
- Workload Reports
- Time and Expense Tracking
- Group Calendar



Document Management Features

- Secure File Sharing
- Flexible Permissions
- Image Markup
- Email Alerts
- Discussions
- Approvals Workflow
- File Versioning
- Check-in/Check-out
- Custom Metadata (lightweight DAM)

[Learn More About WorkZone Features ▶](#)

WorkZone's World-Class Customer Support Team Focuses on Helping Your Team Succeed

It's a bit of a paradox. WorkZone is far easier to use than most tools. Yet we offer much more support than other companies, both in getting your team up and running and in ensuring your ongoing success with WorkZone.

Whether it's help using an advanced feature, best practices advice, or troubleshooting your web browser's settings, we're here for you (at no charge). Our focus is on helping you use WorkZone to make your teams more effective and profitable.

WorkZone is Trusted by:

