Working with Teams

Teams in Projectplace are groups of people that have a shared goal or objective. Teams can be competency-based (such as IT, marketing, sales, or design) or cross-functional groups of people who don’t necessarily work in the same department or organization, but need to work together to complete a project.

Team members can use the Team overview page to see a variety of details about their teams, including what other team members are working on, the number of assignments in progress, and the workspaces connected to the team. You can also use the Team overview to conduct conversations within other team members.

One important attribute of teams is the ability to invite an entire team into a workspace, simplifying the invitation process. This feature is useful in a scenario where a project manager needs to add a resource from another team to a project. Instead of searching for an individual contributor on another team, they can simply invite the team and then that team can choose the best resource for the project.
You can also work with Teams directly from the **Boards** tool by requesting a card assignment to a team.

There are no limits as to how many teams can be created within an account, and account members can be part of any number of teams.

**Account Administrators Working with Teams**

Account administrators can manage all teams in the account from the **Teams** tab of the **Account administration** tool. Managing team memberships and creating, editing, and deleting teams can all be managed from this tool.

**Team Members Working with Teams**

All account members can view and interact with their teams, as well as create new teams from the **My teams** tab.

To view your teams and create new teams:

1. Click the **My teams** tab.
2. Select one of your teams from the list that appears to view the Team overview page for the selected team, or select **Create team** to create a new team.
Other items on the **Team Overview** include:

1. The **My teams** tab.
2. Each team includes a name, a description, and an optional avatar.
3. The **Dashboard** includes the team's active/overdue assignments and the workload status of the team members.
4. The **Members** section includes a list of team members.
5. The **Workspaces connected to the team** section includes a list of workspaces connected to the team. **Note:** only the workspaces the team is invited to will be included in the list. Learn more by visiting [Work with members and groups](#).
6. The **Requests** section lists active requests that have been sent to the team.
7. The **Team Assignments** tab includes a list of the work team members are assigned to.
8. The **Conversations** tab is a communications tool allowing team members to communicate with one another.
Working with Requests in Teams

Learn more about sending team requests here.

To accept or deny requests that have been sent to the team, a team member may click any of the requests included in Requests section of the Team Overview (Item #6 above).

1. Click the desired active request.
2. A detail pane appears, click the Pending request section to see the available options.
3. Click the Accept button. A new window opens. Assign the card to a team member from the available list. You can include a message detailing the request. When you are ready, click Send.
4. Click the Deny button to open a dialog where you can send a message to the request initiator to explain why the team will not work on the card.

Accepting a Request

To accept a request, click Accept and the following new window appears.
1. Select the desired team member from the available list.
2. Type a message in the available text box. The message you type is added as a comment on the card.
3. Click Send.

Once the request is accepted, the assigned team member will be invited to the workspace. Both the team and workspace will be connected (if they were not already). The connected workspace appears in the **Workspaces connected to the team** section of the **Team Overview**. (Item #5 in the Team Overview image above).

**Denying a Request**

To deny a request, click **Deny** and a new window appears.

1. Type a message in the available text box. The message you type is added as a comment on the card (this step is optional).
2. Click Send.
Workspace Administrators working with Teams

Teams can be invited to workspaces from the Members tab in a workspace.