**[](https://www.smartsheet.com/try-it?trp=11400&utm_source=integrated+content&utm_campaign=/content/project-management-software&utm_medium=Project+Management+Software+Features+Checklist+doc+11400&lpa=Project+Management+Software+Features+Checklist+doc+11400&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT MANAGEMENT**

**SOFTWARE FEATURES**

**CHECKLIST**

Use this comprehensive list of project management software features to identify the needs of your organization. Add or remove features to create a checklist of the features you need.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Project Planning and Management |  |  | Project Visibility and Reporting |
|  | Gantt charts |  |  | Dashboards |
|  | Calendars |  |  | Reporting |
|  | Kanban boards |  |  | Charts and graphs |
|  | Spreadsheets |  |  | Drag-and-drop widgets |
|  | Critical path |  |  | Change log |
|  | Customizable interface |  |  |  |
|  | Role-based access and control permissions |  |  |  |
|  | Forms for data and information collection |  |  |  |
|  | Past project information storage and retrieval |  |  |  |
|  | Dependencies |  |  |  |
|  | Task tracking and hierarchy |  |  | Sharing and Collaboration |
|  | Conditional formatting and formulas |  |  | App integrations (communication, file storage) |
|  |  |  |  | Real-time chat and updates |
|  |  |  |  | Document creation |
|  |  |  |  | Calendar and contact sharing |
|  |  |  |  | Role-based access to information |
|  | Resource Management |  |  | Mobile access |
|  | Resource allocation |  |  | Cloud storage and access |
|  | Employee time tracking |  |  | File and asset storage and sharing |
|  | Capacity planning |  |  |  |
|  | Role-based permissions |  |  |  |
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| --- | --- | --- | --- | --- |
|  | Automation |  |  | Security and Support |
|  | Reminders |  |  | Low or no code |
|  | Alerts and notifications |  |  | Onboarding and ongoing support |
|  | Approval workflows |  |  | Instructor-led training and certifications |
|  | Update requests |  |  | Live phone or chat support |
|  | Automatic task assignment |  |  | Online FAQs and video support |
|  | Information sharing between project plans |  |  | Localization and multi-language support |
|  | Rules-based workflows |  |  | Pre-built templates |
|  | Automatic task assignment |  |  | Data importing and exporting, email, and print |
|  |  |  |  | Security features for enterprise |
|  |  |  |  |  |
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