**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.

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| --- | --- | --- | --- | --- |
|  | 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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