



Project Portfolio

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Blue Creek Digital Solutions


Workflow
and
Automation
Expert

Agile
Project
Management

Monday
Slack
Google


Scrum +
Kanban

High level overview ☆

Last seen 

 Invite / 1

 Activity











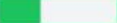

 + Add to board

The one place to see an overview of where all of our projects are standing!

 Main Table  Files  Kanban  Chart  Timeline | + Add View


 Integrate  Automate

 New Item  Search  Person  Filter  Sort     

Q1	Stakeholders	In budget?	Due date	Time est.	Low level project ...	Overall Timeline	Progress summary	Outlines
Project 1		✓	Feb 10	40 Hours	Task 1 	Jan 1 - Feb 10	 75%	
Project 2		✓	Mar 8	35 Hours	Task 1 	Feb 3 - Mar 8	 42%	
Project 3		✓	Mar 30	32 Hours	Task 1 	Feb 2 - Mar 10	 33%	
+ Add		3/3	35.667 Ho... avg					

Q2	Stakeholders	In budget?	Due date	Time est.	Low level project ...	Overall Timeline	Progress summary	Outlines
Project 4		✓	Apr 14	45 Hours	Task 1 	Mar 10 - Apr 14	 50%	
Project 5		✓	May 20	30 Hours	Task 1 	Apr 1 - May 20	 19%	
Project 6		✓	Jun 16	48 Hours	Task 1 	Feb 3 - Mar 8	 42%	

PR Rebranding low-level

Last seen 

 Invite / 1

 Activity

 Add to board

Add board description


 Main Table

 Timeline

+ Add View

 Integrate

 Automate

New Item 

 Search













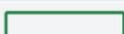





 Person

 Filter 



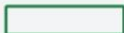



 Sort



Milestone 1: Announcement & Messaging Strategy

	In charge	Content Status	Timeline	Approval Status	Progress
Prepare presentation for board members and stockholders 		Done	Dec 16 - 20	Waiting on last details	 50%
Create messaging copy for social platforms 		Not started yet	Dec 19 - 23	Stuck	 0%
Create messaging copy for website landing page 	 	Done	Dec 23 - 26	Not started yet	 50%
Create press release 		In process	Dec 25 - Jan 7	Working on it	 0%
Finalize message rollout strategy 		Done	Dec 26 - Jan 10	Approved!	 100%
+ Add	 +4				 40%

Milestone 2: Stakeholder Announcement

	In charge	Content Status	Timeline	Approval Status	Progress
Present to board members 		Not started yet	Jan 1 - 4	Not started yet	 0%
Send meeting follow up and documentation 		Not started yet	Jan 6 - 10	Not started yet	 0%

Rebranding Project High Level

Last seen  Invite / 7 Activity + Add to board ⋮

Add board description

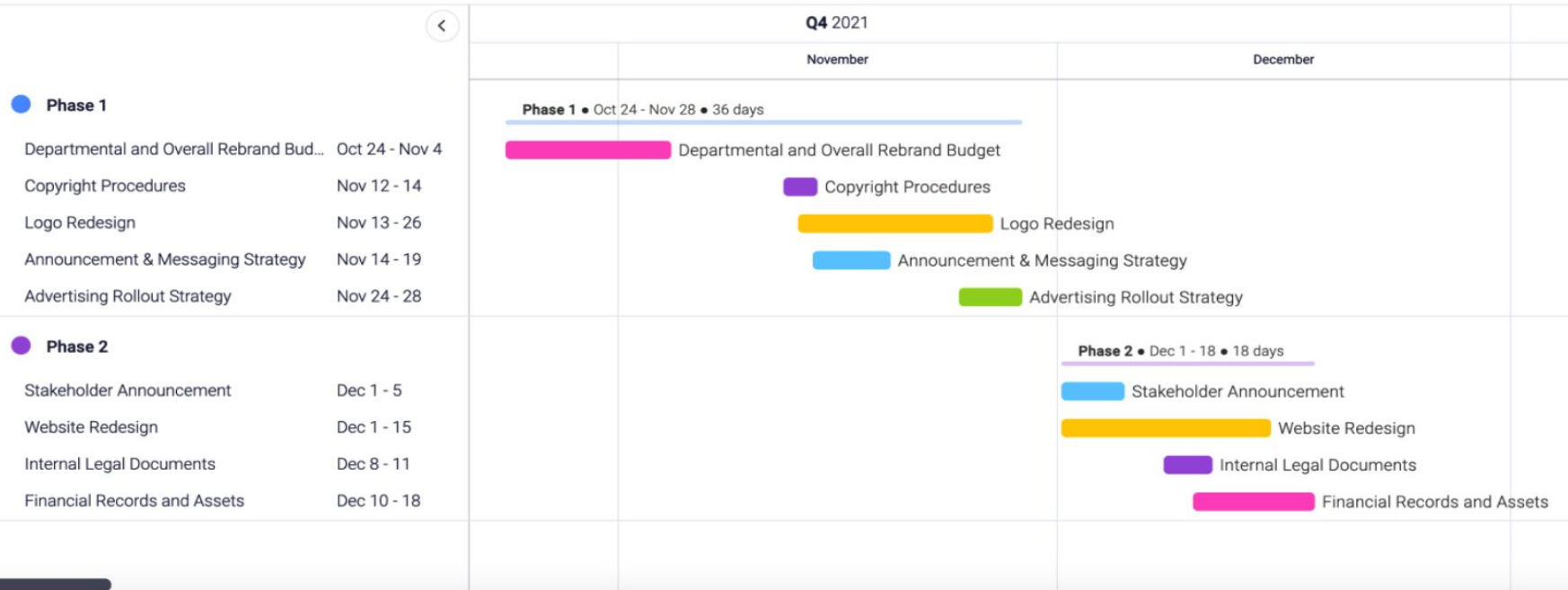
Main Table Timeline Chart Gantt + Add View

Integrate Automate / 1 ^

New Item ▾



Search Person Filter ▾

Baseline Auto Fit Months ▾ - + ↔ ⚙ 👁 ⋮



● Design ● Finance ● Legal ● Marketing ● Public Relations

Rebranding Project High Level ☆

Last seen  Invite / 1  Activity + Add to board 

Add board description

 Main Table  Timeline  Chart + Add View

 Integrate  Automate / 1 

New Item   Search  Person  Filter  Sort     

Phase 1

		Team Lead	Timeline	Department	Tags	 Progress	Link to PR Rebranding Low Level
	Departmental and Overall Rebrand Budget		Oct 25 - Nov 5	Finance	#finance #internal	<div><div style="width: 50%;"></div></div> 50%	Prepare presentation for board me...
	Logo Redesign		Nov 14 - 27	Design	#designx #external	<div><div style="width: 0%;"></div></div> 0%	Create press release
	Copyright Procedures		Nov 13 - 15	Legal	#Legal #internal	<div><div style="width: 0%;"></div></div> 0%	Create messaging copy for social ...
	Announcement & Messaging Strategy		Nov 15 - 20	Public Relations	#PR #external	<div><div style="width: 100%;"></div></div> 100%	Finalize message rollout strategy
	Advertising Rollout Strategy		Nov 25 - 29	Marketing	#marketing #external	<div><div style="width: 50%;"></div></div> 50%	Create messaging copy for websit...
+ Add							

Phase 2

		Team Lead	Timeline	Department	Tags	 Progress	Link to PR Rebranding Low Level
	Stakeholder Announcement		Dec 2 - 6	Public Relations	#PR #marketing	<div><div style="width: 0%;"></div></div> 0%	Send meeting follow up and docu...
	Website Redesign		Dec 2 - 16	Design	#external #designx	<div><div style="width: 0%;"></div></div> 0%	-
	Internal Legal Documents		Dec 9 - 12	Legal	#Legal #internal	<div><div style="width: 0%;"></div></div> 0%	-
	Financial Records and Assets		Dec 11 - 19	Finance	#internal #finance	<div><div style="width: 0%;"></div></div> 0%	Update website landing page

Sprint planning ★



🔍 / 0

📁 / 3

👤 / 1

Activities / 15



Manage your scrum iterations efficiently and transparently, and make cross-functional work easy. You can add items connected to your roadmap, new ideas from brainstorming, or a backlog.

Main Table ▼

New Item ▼

Search / Filter Board



Feb 2nd - Feb 16th iteration

	Progress	Type	Domain	Timeline	Priority	Product	Product Status
Hi there! 📖 Read this 📄	<input type="text"/> 0%			-			
Building the app store infrastructure	<input type="text"/> 0%	Infra changes	#developers...	Feb 7 - 13	High		Stuck
+ Add Item							

January 19th - Feb 2nd iteration

	Progress	Type	Domain	Timeline	Priority	Product	Product Status
AB test templates	<input type="text"/> 100%			Jan 19 - 26	Medium		Done
Create wizard after user sign up linking directly to the template store	<input type="text"/> 100%			Jan 25 - 31	Medium		Done
+ Add Item							

January 5th-19th iteration

	Progress	Type	Domain	Timeline	Priority	Product	Product Status
Work on template store infrastructure	<input type="text"/> 100%	Infra changes	#setup	Jan 8 - 15	High		Done
+ Add Item							

Infra changes Innovation

Test

Release test

Dashboard

[Add/Edit Labels](#)

Project Management

Add board description

Main Table | Workload & Gantt | +

Integrate | Automate / 1

New Item | Search

Initiation

	Description	Priority	Assign...	Timeline	Status	Durati...	Deadline	Budget	Deliverables
BCA board	Add details	High		Jan 12 - 19	Working on it	8	Mar 31	\$50	
Project Charter	Add details	Low		Jan 19 - Feb 16	Working on it	29	Mar 4	\$0	
Appoint project team	Add details	High		Jan 19 - Feb 11	Not started	24	Mar 10	\$1,500	
Stakeholder analysis	Add details	Medium		Jan 7 - 19	Complete	13	Mar 11	\$0	
+ Add Item									
						74 sum	Mar 4 - 31	\$1,550 sum	

Planning / Execution

	Description	Priority	Assign...	Timeline	Status	Durati...	Deadline	Budget	Deliverables
Pre kickoff meeting	Add details	Medium		Jan 20 - 28	Not started	9	Feb 25	\$0	
Define - WBS/ Gantt chart / RACI /	Add details	Medium		Jan 23 - Feb 5	Not started	14	Feb 24	\$0	
Project communication plan	Add details	High		Feb 2 - 11	Working on it	10	Feb 23	\$0	
Project risk plan	Add details	Low		Feb 1 - 9	Working on it	9	Feb 26	\$0	

Onboarding Plan

Last seen

Invite / 1

Activity

+ Add to board



Main Table

Timeline

+ Add View

Integrate



Automate



New Item

Search

Person

Filter

Sort



PHASE 1: Content calendar workflow set-up

	Owner	Status	Timeline	Health	Priority	Notes	Planning ho
Intro to the tool		Done	Oct 4 - 8	Done	★★★	Basic tools functionality	
general monday.com training board		Done	Oct 4 - 8	Done	★★★	status updates owner - john doe	
+ Add							
			Oct 4 - 8		2.5 / 3		0 sum

PHASE 2.0: (Builders training)

	Owner	Status	Timeline	Health	Priority	Notes	Planning ho
finalize access admin		Working on it	Oct 18 - 22	Almost there	★★★	agree and update the access levels across...	
team admin structure		Working on it	Oct 18 - 21	Needs MP	★★★	use planning for technical questions	
+ Add							
			Oct 18 - 22		3 / 3		0 sum

PHASE 2.1 (Setting up teams boards with team's...

	Owner	Status	Timeline	Health	Priority	Notes	Planning ho
Book session with Senior management to explain the tool		Booked	Oct 25 - 28	Done	★★★	define roles and who will be responsible	
Align all templates needed to build		Needs Rebook	Oct 25 - 28	At risk	★★★	build templates for easy use	

IT Requests

Last seen NZ Invite / 1 Activity + Add to board ...

Add board description

Main Table Act 1 Act 2 Act 3 Intake Form My Tasks + Add View

Integrate Automate / 11

New Item Search Person Filter Sort ...

Incoming

	Subite...	Owner	Overall Status	Request Departm...	Request Type	Priority	Files	Due Date	Approver	Ap
Laptop kernel panics at night	+ 3		Ready for Approval	Marketing	Bug	Expedited				Re
Email signature no longer loads	+ 3		Ready to Start	Operations	Bug	Take your time				Re
+ Add										

In Progress

	Subite...	Owner	Overall Status	Request Departm...	Request Type	Priority	Files	Due Date	Approver	Ap
Slack keeps telling me i'm offline	+ 00		Ready for Approval	Sales	Bug	ASAP				
I need an Adobe all apps license	+ 00		Working on it	Marketing	License Request	ASAP				
+ Add										

Complete

	Subite...	Owner	Overall Status	Request Departm...	Request Type	Priority	Files	Due Date	Approver	Ap
Q2 Wrap-up	+ 00		Done	Operations	Internal	Take your time				
+ Add										

We look forward to
working with you.

