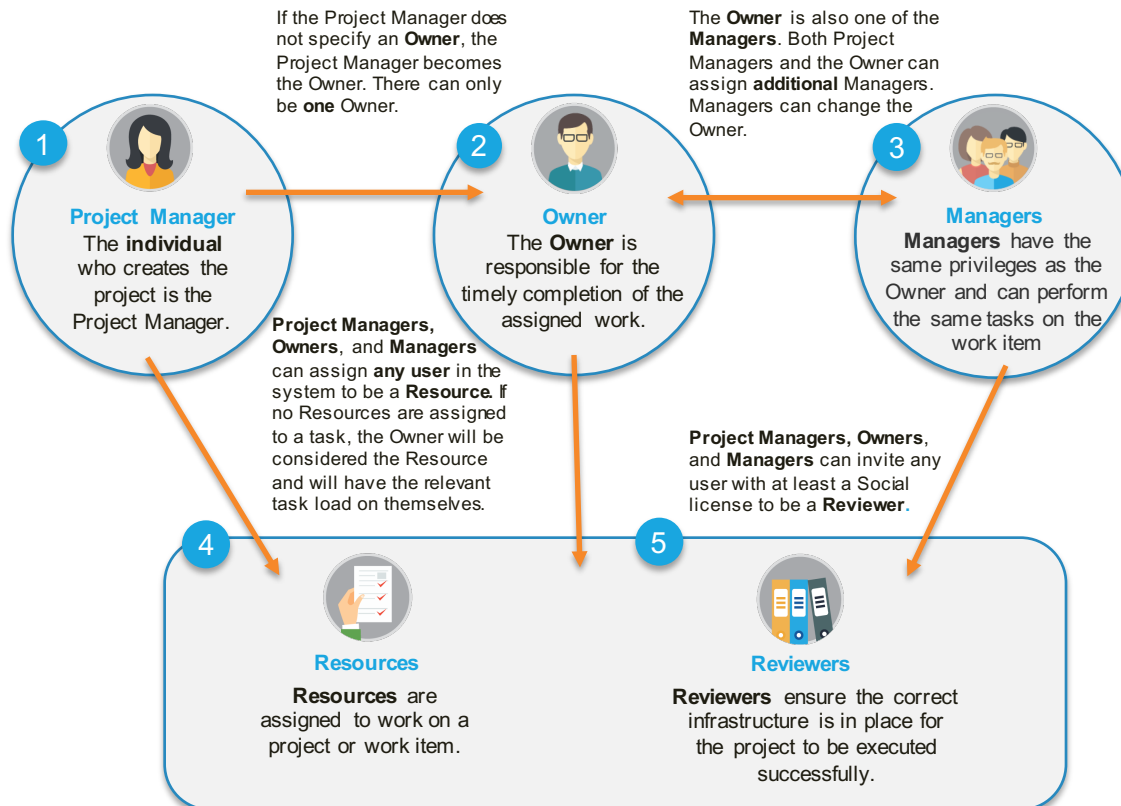**1**

Project-Level Roles with Basic Permissions

Project Managers, Owners, and Managers. What's the difference?

A person's role depends on their assignment for the specific project or work item, and defines their permissions level for that project or work item.

Defining Project Roles

If the Project Manager does not specify an **Owner**, the Project Manager becomes the Owner. There can only be **one** Owner.

The **Owner** is also one of the **Managers**. Both Project Managers and the Owner can assign **additional** Managers. Managers can change the Owner.

1 **Project Manager**
The **individual** who creates the project is the Project Manager.

2 **Owner**
The **Owner** is responsible for the timely completion of the assigned work.

3 **Managers**
Managers have the same privileges as the Owner and can perform the same tasks on the work item

Project Managers, Owners, and **Managers** can assign **any user** in the system to be a **Resource**. If no Resources are assigned to a task, the Owner will be considered the Resource and will have the relevant task load on themselves.

Project Managers, Owners, and **Managers** can invite any user with at least a Social license to be a **Reviewer**.

4 **Resources**
Resources are assigned to work on a project or work item.

5 **Reviewers**
Reviewers ensure the correct infrastructure is in place for the project to be executed successfully.

Role Access

1 **Project Managers** can access all of the project's **scheduling** and **resourcing** aspects, including the project calendar, settings, baseline, and resource assignment. Project Managers can view and modify all work items within the assigned project, including completion percentage and any public collaboration items. Only Project and, or Direct Managers can approve **timesheets** (assuming the **Allow direct/project manager to approve timesheets** system setting is enabled).

2 **The Owner** has the same privileges as a manager – access to the project **scheduling** aspects, including assignment settings and resource management for the specifically assigned work item.

3 **Managers** have access to the **scheduling** aspects, including assignment settings and resource management for the specifically assigned work item.

4 **Resources** have access to **collaboration items** and files for the assigned work item. They can update task progress, timesheets, and expenses for the work items they have been assigned.

5 **Reviewers** can include external customers, stakeholders, or internal employees, who are invited to a **view-only** access of the project or work item. Reviewers require at least a Social license to be able to review files or the project workflow.

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