

02

Projects

Odoo 19 Enterprise · Project

A project is a container for related tasks – it has its own team, stages, deadlines, and settings.

1 View projects

Project [↗](#) All Projects

The project list shows all projects in Kanban view by default – each card shows the project name, responsible person, task count, and status. Switch to List view for a tabular overview. Use the star to favourite projects you work on frequently – they appear in the sidebar for quick access.

2 Create a project

Project [↗](#) New

Click New to create a project. The quick creation dialog asks for a name and whether to create a private or shared project. Click Edit to access the full project settings.

PROJECT SETTINGS FIELDS

Project Name *	Descriptive name – e.g. "BPC Website Redesign" or "INTRIX ERP Phase 2".
Customer	Link to a customer contact if this is a client project.
Contract / SO	Link to a sales order for project invoicing.
Project Manager *	Person responsible for overall project delivery.
Planned Date	Expected start and end dates for the project.
Timesheets	Enable to allow time logging on tasks in this project.
Bill from Tasks	Enable to mark tasks as billable and generate invoices from timesheet entries.
Visibility *	Everyone: visible to all. Invited Employees: restricted access. Portal: visible to customer on portal.

3 Project stages

Projects themselves have stages – e.g. In Progress, On Hold, Done. These are different from task stages. Configure project stages to reflect your delivery workflow. Move a project to Done when all tasks are complete and the project is closed.

Project tags – Use tags to classify projects by type – e.g. "Internal", "Client", "Billable", "Fixed Price". Tags are searchable and filterable, making it easy to report on all client projects or all billable work.