Project Management vs. Work Management:

How to differentiate between these software solutions?

Project management	Work management
Project management software helps users execute projects—unique initiatives with a set scope, timeline, budget, and/or resources. These tools capture project planning efforts and help monitor and control constraints so projects deliver value and meet success criteria.	Work management software helps users manage workflows/processes, organize tasks and activities, and collaborate in a shared workspace. These tools capture work planning and execution, streamline communication, and provide status updates to relevant stakeholders.

Key features include:

✓ **Task management**
Task creation (description, start/due dates, priority, LoE, assignee, etc.) and task execution (status, attachments, in-task conversations, etc.).

✓ **Project planning**
Define scope, timeline, and budget/resources, identify deliverables, create WBS, outline critical path, identify dependencies, and plan key milestones.

✓ **Reporting & analytics**
Progress/status tracking (pre-built or custom reports and dashboards), performance monitoring (user, task, project, etc.), and predictive analytics.

✓ **Resource management**
Resource database (track employees, skill level, pay rate, role, etc.), demand management, forecasting, and resource capacity planning.

✓ **Budget/cost management**
Budget planning (project and resource costs, misc. expenses, etc.) and budget tracking (set alerts, monitor estimated vs. actual costs accrued, etc.).

Key features include:

✓ **Task management**
Task creation (description, start/due dates, priority, LoE, assignee, etc.) and task execution (status, attachments, in-task conversations, etc.).

✓ **Collaboration**
Shared workspace (task boards, calendars, dashboards, etc.), social features (profiles, @mentions, activity feeds, etc.), and conversations (chat, video conference, etc.).

✓ **Reporting & analytics**
Progress/status tracking (pre-built or custom reports and dashboards), performance monitoring (user, task, project, etc.), and predictive analytics.

✓ **Document/content management**
Content capture/creation, sharing and storage (upload files or create forms in-app, version control, change history, set user access permissions, etc.)

✓ **Workflow management**
Workflow creation and automation (custom or pre-built workflows; trigger notifications, events, or requests for action based on rules, set user access permissions etc.).

Target end user:
Technical business users/project managers.

Target end user:
Non-technical business users

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