ATLORIA

Managing Project Portfolio and Operational Oversight

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Finding the right project from the project list

In Atloria, the **Projects** list is the fastest place to review many projects at once before you open any individual project. If you already know how project navigation is organized, use the patterns from Understanding Project Navigation and Linked Workspaces and focus here on scanning the portfolio for the next item that needs attention.

Look across each project row for the details that help you judge priority quickly. Documentation managers usually start with the **project name**, current **status**, assigned **owner**, and the **last updated** information. Those row details tell you whether a project is active, who is responsible for it, and whether work has moved recently. When several projects are in progress at the same time, this row-level information is often enough to decide which project needs a closer review.

Use the search box when you want to find a project by name. If the list is crowded, apply the available filters to narrow what you see to the projects that matter for the current review. For example, you might focus on active work, projects that look at risk because they have not been updated recently, or items that changed most recently and may need follow-up. Sorting the list helps you bring the most relevant rows to the top, especially when you are checking ownership or recent updates.

Visual status markers and row metadata are useful because they let you scan for changes without opening every record. A project with a clear status indicator and a recent update may only need a quick check, while a project with older activity may need deeper review.

When you find the project you want, open it directly from the row to move from portfolio monitoring into project-level oversight.

[SCREENSHOT: Projects list showing project rows with status, owner, and last updated details]

Reviewing project status from the project home page

The **Project Home** page is the main dashboard for one project. After opening a project from the **Projects** list, use this page to understand the project's current state before jumping into a workspace. This saves time and helps you avoid opening the wrong area first.

Start with the summary information shown near the top of the page. Documentation managers typically use this area to confirm the project identity, review ownership details, and check the current operational state. Project administrators often use the same page to confirm whether the right people, linked resources, and work areas are already attached to the project. If something looks incomplete here, that is often the first sign that follow-up is needed.

The most useful parts of **Project Home** are the summary panels and linked sections that show what is connected to the project and what has happened recently. Look for high-level progress signals, ownership information, and any linked resources that point to where the work is actually happening. If you are deciding whether to review documentation progress, investigate a setup issue, or check recent changes, this page gives you the context to choose the right next step.

Different users will focus on different parts of the page:

- **Documentation managers** usually look for progress clues, recent work, and the linked workspace where documentation activity is happening.
- **Project administrators** usually check ownership, project setup completeness, and whether the correct linked work areas are available.

Once you have enough context, use the navigation on **Project Home** to open the linked workspace or supporting view that matches the task. If you need more detail on project-level controls, see Managing Project Operations Across Project Home Tabs.

[SCREENSHOT: Project Home page with summary panels, ownership details, and linked sections highlighted]

Opening the correct linked workspace for the task at hand

From **Project Home**, use the **linked workspaces** area to move into the part of Atloria where the actual follow-up work happens. This section is especially important when one project connects to more than one work area and you need to choose carefully instead of opening the first link you see.

Review each workspace entry before clicking it. The most helpful clues are the workspace name and any nearby details that explain its purpose or ownership. Those labels help you tell whether a workspace is intended for documentation work, project operations, or another related activity. If several workspaces are attached to the same project, pause long enough to confirm which one matches the task you are handling.

1. Open the project and go to **Project Home**.
2. Find the **linked workspaces** section.
3. Read the workspace names and any visible purpose or ownership details.
4. Click the workspace that best matches the work you need to do.
5. After the workspace opens, confirm you are in the correct project context before making changes.

That last check matters. Make sure the workspace you opened clearly belongs to the project you intended to review. If the page content does not match your task, do not continue working there. Return to **Project Home** and choose a different linked workspace instead. This lets you switch paths without losing the project context you already gathered.

If you need a refresher on how linked workspaces fit into the broader project structure, go back to Understanding Project Navigation and Linked Workspaces. For daily oversight, the goal is simple: use **Project Home** as your decision point, then open the exact workspace that supports the next action.

[SCREENSHOT: Linked workspaces section on Project Home with multiple workspace entries]

Using recent activity to monitor day-to-day project operations

The **Recent Activity** view helps you monitor what changed, when it changed, and who made the update. Use it when you want to check movement across projects or confirm whether work inside one project is still active. This view is especially useful after you review the **Projects** list and **Project Home**, because it adds a timeline to the status signals you already saw.

Open **Recent Activity** from the project area and review the entries in order. Each activity item is most useful when you read it as a combination of three things:

- **Timestamp** — when the change happened
- **Actor** — who made the update

- **Action type** — what changed

Together, these details help you understand whether work is progressing, repeating, or stalling. For example, a cluster of recent updates may show active coordination, while a long gap in activity may suggest that a project needs follow-up. Repeated edits in the same area can also signal that a page, version, or workspace item still needs review.

1. Open **Recent Activity** from the project area.
2. Check whether you are viewing activity across projects or within the selected project.
3. Read the newest entries first, paying attention to the timestamp, actor, and action.
4. Look for patterns such as no recent updates, repeated changes, or newly completed work.
5. Open the related project or item from the activity entry when you need to investigate further.

This view is not only for spotting problems. It is also a quick way to confirm that a handoff happened, that a workspace update was completed, or that a project has moved forward since your last review. When an entry looks important, use it as a shortcut back into the related project or workspace item so you can continue the investigation without starting over.

[SCREENSHOT: Recent Activity view showing timestamps, user names, and action entries]

Coordinating oversight across projects, homes, workspaces, and activity feeds

Strong operational oversight in Atloria comes from using several screens together, not from relying on only one view. The most practical routine is to start broad, narrow your focus, take action in the correct workspace, and then confirm the result in **Recent Activity**.

1. Start in the **Projects** list to scan the portfolio.
2. Open a project that shows a status, ownership, or update signal worth reviewing.
3. Use **Project Home** to understand the project’s current context.
4. Open the linked workspace that matches the task.
5. Return to **Recent Activity** to verify that work is moving or to confirm the latest change.

Documentation managers and project administrators often follow the same path but for different reasons. Documentation managers usually use this flow to track content progress, confirm where documentation work is happening, and decide which project needs editorial attention. Project administrators usually use it to check ownership, confirm operational follow-up, and make sure the right work areas are connected to the project.

A repeatable review routine helps. Many teams begin with a quick portfolio scan in the **Projects** list, then open only the projects with meaningful signals such as older updates, unclear ownership, or recent activity that needs interpretation. If the list already answers your question, stay at the portfolio level. If the row signals are unclear, drill into **Project Home**. If the issue requires action, move into the linked workspace. If you need proof that something changed, check **Recent Activity**.

This approach keeps you from opening too many screens too early. It also helps you separate monitoring from action: the **Projects** list shows where attention may be needed, **Project Home** explains the project context, linked workspaces are where updates happen, and **Recent Activity** confirms movement afterward.

Resolving common issues when monitoring and opening project work areas

When portfolio monitoring does not behave as expected, the problem is often caused by the current view rather than the project itself. Start by checking what is visible on the screen before assuming something is missing.

If a project does not appear in the **Projects** list, review the search box first. A leftover search term can hide valid results. Then check any active filters and sorting choices. A project may be outside the current status view, assigned to a different owner than expected, or pushed lower in the list because of the selected sort order. Clear or adjust those controls and search again.

If a linked workspace is missing or opens the wrong area, go back to **Project Home** and review the **linked workspaces** section carefully. Some projects may have more than one workspace attached, and similar names can make it easy to choose the wrong one. Read the visible labels before reopening the link. If the workspace does not match the task after it opens, return to **Project Home** and select a different entry.

If **Recent Activity** does not show the update you expected, refresh the view and confirm that you are looking at the correct context. You may be viewing activity for a different project or a broader feed than intended. Also consider whether the action happened in a workspace that appears in tracked activity. If not, you may need to return to the related project or workspace and confirm the change there directly.

If **Project Home** does not provide enough detail for oversight, review whether the project record appears complete. Missing ownership details, unclear status, or incomplete workspace links can make monitoring harder. In that case, compare what you see on **Project Home** with the project's visible ownership, status, and linked work areas, then follow up in the appropriate workspace or admin area.

Overview

This guide focuses on the day-to-day oversight workflow used by documentation managers and project administrators in Atloria. Instead of concentrating on one project screen in isolation, it shows how four areas work together: the **Projects** list, **Project Home**, **linked workspaces**, and **Recent Activity**.

Use the **Projects** list when you need a portfolio view across many projects. This is where you scan project rows, compare status and ownership, and decide which projects need attention. After that, open **Project Home** for a single project to review summary details, ownership information, linked resources, and the project's current operating context. From there, move into the correct linked workspace to do the actual follow-up work. Finally, use **Recent Activity** to confirm changes, understand who updated what, and spot stalled or repeated work.

This document builds on Understanding Project Navigation and Linked Workspaces, so it does not repeat the basic navigation model. Instead, it shows how to use that navigation for oversight and coordination across a portfolio.

You will learn how to:

- Find the right project quickly from the **Projects** list
- Review project status from **Project Home**
- Choose the correct linked workspace for the task
- Use **Recent Activity** to monitor daily operations
- Follow a repeatable oversight routine across multiple projects
- Resolve common issues when projects, workspaces, or activity updates do not appear as expected

If your goal is to keep projects moving without opening every workspace manually, this workflow gives you a practical way to monitor progress and intervene only where needed.

Prerequisites

Before using the oversight workflow in this guide, make sure you can access the core project areas in Atloria and that you are already comfortable moving between project-level screens.

You should be able to:

- Sign in to Atloria and open the main authenticated workspace
- Access the **Projects** list
- Open an individual project and view **Project Home**
- Recognize the **linked workspaces** area on a project
- Open **Recent Activity** from the project area

This guide assumes you already understand how project navigation is structured. If you need help with that first, read Understanding Project Navigation and Linked Workspaces.

It also helps if your role includes regular monitoring responsibilities, such as:

- Reviewing project ownership and status
- Checking whether documentation work is progressing
- Following up on recent changes
- Opening the correct workspace for project or documentation tasks

You do not need advanced setup knowledge to follow this guide. However, the workflow is most useful when the projects you monitor already have clear ownership, visible status information, and at least one linked workspace available from **Project Home**. If those details are incomplete, you can still use the guide, but some monitoring steps may require extra checking.

For the next step in this learning path, continue with Using Project Home to Coordinate Documentation Work.