

What Are Internal Projects?

Summary

Internal projects in BuilderPal are private workspaces for your team's internal use, such as company operations, training, or non-client jobs. They allow secure collaboration without external sharing.

Prerequisites

- **Role or permission needed:** Admin (GC), Admin (SUB), Admin (SHORTCUT), Team Project Manager, or Team Business Manager.
- **Any setup required:** Log in to your BuilderPal account.

Steps

1. Open the New Project Form

- From the Projects Menu, click **New** in the top right to start creating a new project. Enter your Project name and description.

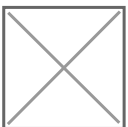
2. Turn Internal Project On

- This toggle will be located underneath the description.



3. Create the Project

- Click **Create** in the top right to finish setting up the internal project.



Tips

- **Pro tip or best practice:** Use internal projects for non-client work to keep internal operations, training, and admin tasks separate from customer jobs.
- **Shortcut:** Duplicate an existing internal project template to avoid re-entering common details.

Related Articles

- [How to Create a New Project](#)
 - [Project Access Explained](#)
 - [Manage Project Participants](#)
 - [Navigate Your Projects](#)
 - [Organize Your Projects](#)
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