### Project Management vs. Work Management: How to Differentiate between these Software Solutions?

**Project 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.

**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.).

**Target end user:**

Technical business users/project managers.

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**Work Management**

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.).

- **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:**

Non-technical business users

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