

Create a project

Explain when a project is better than a one-off chat and how to create, name, describe, and open it.

A project is a durable workspace for an outcome that will take more than one conversation. It can keep related context, files, knowledge, an agent, and tasks together so the team does not have to reconstruct the work each time.

Use a project when

- The work has a clear outcome, customer, initiative, or operating process.
- Several conversations or deliverables should use the same context.
- More than one person needs to find, continue, or review the work.
- Files, knowledge, an agent, and tasks should stay associated over time.

Create the project

1. Open Projects from the main navigation and choose the option to create a project.
2. Give the project a specific outcome-based name. Prefer a name such as Customer onboarding redesign over a vague label such as New project.
3. Add a short description covering the objective, audience, boundaries, and definition of done.
4. Create the project, then open it to add only the files and knowledge needed for this work.
5. Select an agent when the project benefits from a consistent role or tool set. Leave the default when general Vibey assistance is enough.
6. Add tasks for work that needs an assignee, status, or due date.

Add context safely

Project context affects future work in that project. Check access before adding sensitive material, avoid duplicate or obsolete source files, and include a short note explaining which source is authoritative when versions could conflict.

Share and maintain the project

Grant access only to the people or teams who need it. Review members and source material when ownership changes, a phase ends, or the project contains information that should no longer be used. A project organizes work; it does not override the access rules on every linked resource.

Project or one-time chat?

Use a one-time chat for a disposable question or draft. Move to a project when context must persist, other people need continuity, or the outcome includes several related tasks and deliverables.