

# Project has changed stage



When a project moves between stages, Projector optionally sends a notification email to the PM Team and a subset of users determined by cost center. This is useful for tracking the progress of projects as they move through the project life cycle. You manage these notifications and whether they should be sent via the [Stage Editor](#). Each email lists the affected project, its engagement, the original stage and the new stage.

Emails are only sent when an existing project is updated. Not when a new project is created.

## Example Email

This is the body of a typical email you will see from Projector

*From: "Projector PSA" <noreplies@projectorpsa.com>*

*Sent: Friday, Feb 19, 2014 5:18 AM*

*To: John Doe*

*Subject: Project Coyote Launcher 3000 (P001055-001) has changed to stage Delivery*

*Bettina Borces has changed a project stage in Projector as follows:*

*\* Client: Acme Corporation*

*\* Engagement name: Coyote Launcher 3000*

*\* Engagement code: P001055*

*\* Project name: Field Testing*

*\* Project code: P001055-001*

*\* Project stage changed from "Open" to "Delivery"*

*at 19-Feb-2014 11:54:07*

*Projector account: revcorp-bb (revcorp-bb)*

*All times reported in (UTC-05:00) Eastern Time (US & Canada)*

*This email was automatically generated. Please do not reply directly to this message.*

## Email Senders

Emails are sent automatically by Projector

## Email Recipients

There are three sets of possible recipients

Group	Description	Sent If...
<b>PM Team</b>	The PM team consists of the Engagement Manager, Project Manager, and anyone marked Can Act as PM	The <a href="#">project stage</a> permission <b>Notify PM team when moving from/to stage</b> is enabled
<b>Cost Center Notification Watchers</b>	Users who have stage notifications turned on for the project's cost center.	The <a href="#">project stage</a> <b>Notify cost center list users when moving from/to stage</b> is enabled and the user has the setting "Projects are moved to/from a stage" on their user profile on the Notifications tab.
<b>Person who made the change</b>	The person who changed the stage and saved the project.	This email is always sent so the email sender so the sender can be certain it went out to its intended recipients.



### Projector-Generated Email Limit

Projector-generated emails are limited to ten recipients to prevent mail servers marking them as spam. If more than ten recipients are included then only ten recipients will be emailed.

## Email Send Time

An email is sent once the project is saved and should be received within a few minutes.