How to choose & edit Project KPIs

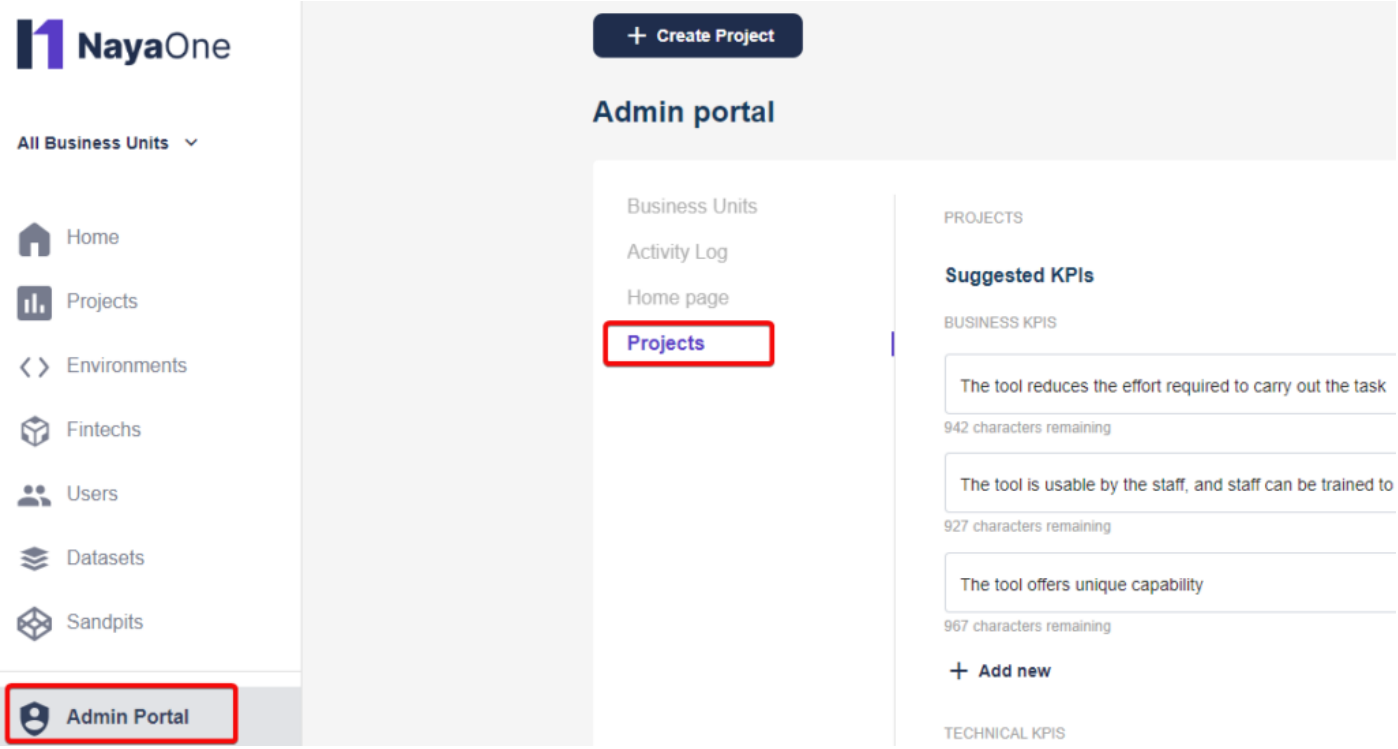
Running your Project · https://nayaone.com/lou0lh9x2qkjngmo3lq4nz09dxorxnzcz51dpqp8/projects-en/how-choose-edit-kpis/

Discover the types of KPIs available and how to change default options.

How to add default Project KPIs

For admins

Click **Admin Portal > Projects** and you'll find a list of **suggested KPIs**:



Two types of KPIs

NayaOne allows you to select and group KPIs into two categories:

- **Business KPIs**

  For example, operational efficiencies, impact on productivity, ROI-related metrics

- **Technical KPIs**

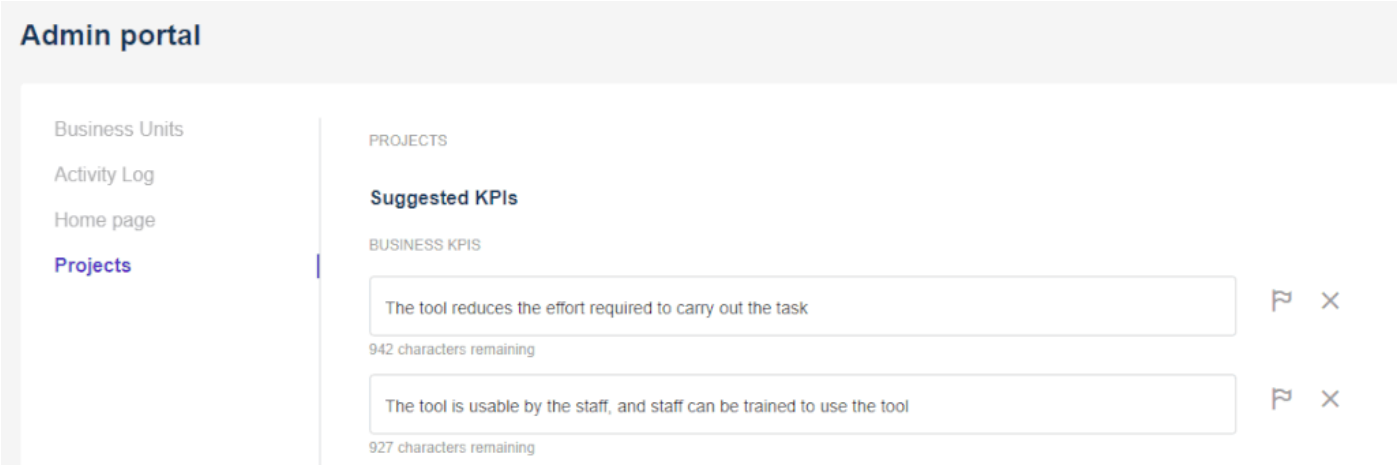
  As the name suggests, these may require input from your technical team. For example, latency levels, availability/uptime, scalability

How to edit default KPIs

1. Click the KPI field you want to edit
2. Make your changes
3. Click **Save**

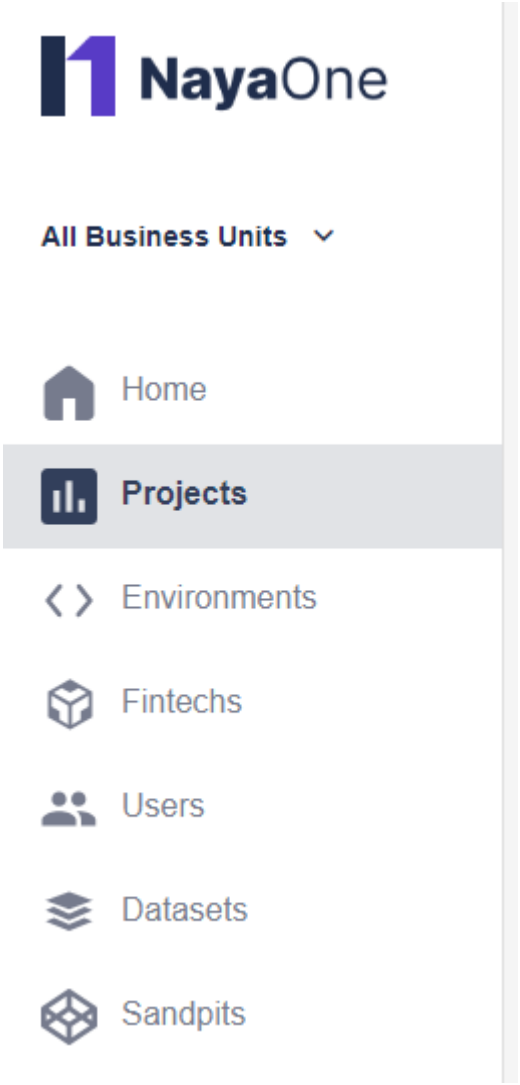
How to make KPIs required

Click the **flag icon** and click **Save**:



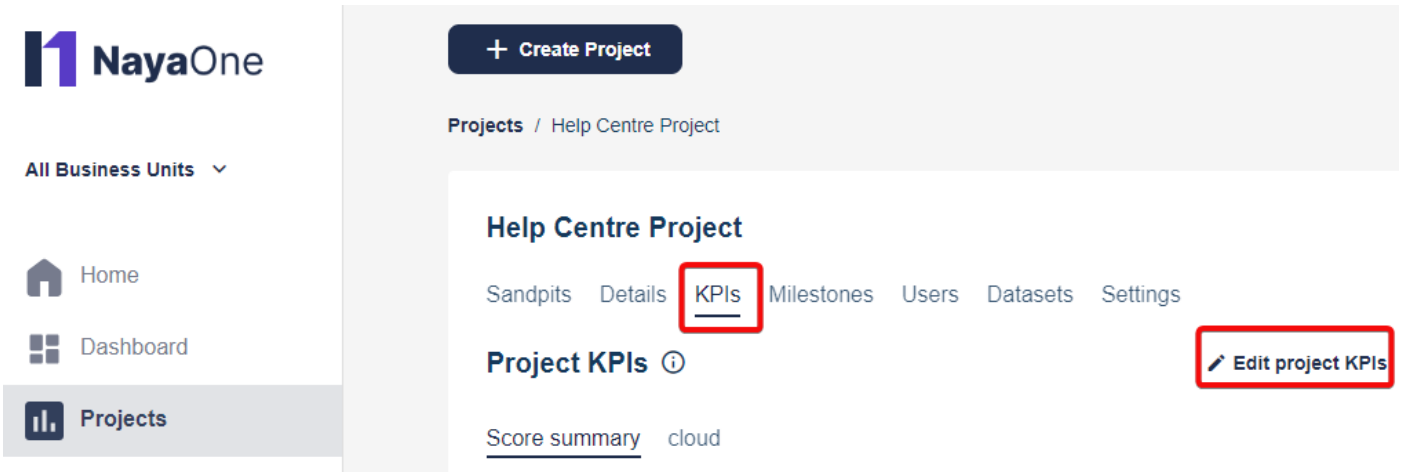
How to edit KPIs when a Project is in progress

Click **Projects**:



Click the Project where you want to edit KPIs

Click the **KPIs tab > Edit project KPIs**:



Make your changes and click **Save**