Claude Projects: Setup, Knowledge Bases & Custom Prompts

Edition of November 13, 2026 — facts verified November 13, 2026. Current edition always at https://tygartmedia.com/claude-projects/.

Direct Answer (November 13, 2026): Claude Projects lets you create dedicated workspaces with custom instructions and persistent knowledge-base files up to the model's **1M-token context window** (claude.com/pricing). **Free ($0/month) includes up to 5 Projects**; upgrading to **Pro ($20/month or $17/month billed annually)**, **Max ($100/month)**, **Ultra ($200/month)**, **Team**, or **Enterprise** unlocks **unlimited Projects** (with shared Team/Enterprise workspaces).

Last refreshed: August 30, 2026

Claude AI · Fitted Claude

Last verified: November 13, 2026 against claude.com/pricing and Anthropic model specifications.

Claude Projects are one of the highest-leverage features across all Claude plans. Without Projects, every new conversation starts from scratch. With Projects, you create persistent knowledge bases that Claude draws on automatically. This guide shows you how to set up Projects that actually improve your work.

Claude Projects Features by Plan (November 2026)

Feature	Free ($0)	Pro ($20/mo · $17 annual)	Max ($100) / Ultra ($200)	Team ($20/$25 Std · $100/$125 Prem)	Enterprise
Projects available	Yes	Yes	Yes	Yes	Yes
Number of Projects	Up to 5	Unlimited	Unlimited	Unlimited	Unlimited
Context window per Project	Standard / up to 1M (current models)	Up to 1M tokens	Up to 1M tokens	Up to 1M tokens	Up to 1M tokens
Custom instructions	Yes	Yes	Yes	Yes	Yes
Shared Projects (team)	No	No	No	Yes	Yes
Persistent context	Yes (within Project)	Yes	Yes	Yes	Yes

What Claude Projects Do

What Claude Projects do.

- **Persistent system prompts:** Instructions Claude follows in every Project conversation
- **Knowledge base files:** Documents, PDFs, and data Claude references without re-uploading
- **Conversation history:** All Project conversations are grouped and accessible
- **Separate memory spaces:** Each Project has isolated memory

Setting Up a Project

Setting up a project.

1. In Claude.ai, click "New Project" in the left sidebar
2. Name your Project specifically ("Content Writing" not "Work")
3. Write your system prompt in Project Instructions
4. Upload knowledge base files
5. Start a conversation within the Project

Writing an Effective System Prompt

Writing an effective system prompt.

A strong system prompt tells Claude: who you are and what you do, primary tasks for this Project, tone and style preferences, output format requirements, domain-specific knowledge to assume, and anything Claude should never do in this Project. A weak system prompt ("You are a helpful assistant") gives Claude nothing useful.

Project Ideas by Role

- **Writers:** Upload brand voice guide, audience personas, and style examples
- **Developers:** Upload architecture docs, API documentation, and coding standards
- **Legal:** Upload relevant statutes, prior contracts, and compliance frameworks
- **Researchers:** Upload literature review, key papers, and research notes

Frequently Asked Questions

Are Claude Projects available on the free plan?

Yes. The **Free plan ($0/month) includes up to 5 Projects** (claude.com/pricing). **Pro ($20/month or $17/month billed annually)**, **Max ($100/month)**, **Ultra ($200/month)**, **Team**, and **Enterprise** plans include **unlimited Projects**.

Does Claude remember everything across Project conversations?

Claude has access to Project knowledge base files and system prompt in every conversation. Specific conversation memory depends on whether Claude's memory feature is enabled.

Need this set up for your team?

Talk to Will →

What is Claude Projects?

Claude Projects is a feature in claude.ai (Free includes up to 5 Projects; unlimited on Pro, Max, Ultra, Team, and Enterprise plans — see claude.com/pricing) that lets you create persistent workspaces. Each Project has its own custom instructions, uploaded knowledge files, and conversation history that carries across sessions. Claude remembers everything in the Project — unlike regular conversations that start fresh each time.

How do I create a Claude Project?

In claude.ai, click 'New Project' in the left sidebar. Give it a name, write custom instructions (what Claude should know about you and the work), and upload any relevant files — PDFs, text documents, code files, CSVs. Then start a conversation. Everything in the Project persists — new conversations in the same Project share the same context.

What files can I upload to a Claude Project?

Claude Projects support text files (.txt,.md), PDFs, code files (.py,.js,.ts, etc.), CSV files, and images. Maximum file size is 30MB per file, up to 20 files per Project on Pro/Max/Team plans. For best results, upload reference documents, style guides, company knowledge, and anything Claude should know consistently across conversations.

Can my team share a Claude Project?

Yes, on Claude Team and Enterprise plans, Projects can be shared across team members. Shared Projects give everyone the same custom instructions and knowledge base, so the whole team benefits from the same context setup. Individual conversations within a shared Project remain private unless explicitly shared.

Primary & Reference Links Cited on This Page

- claude.com/pricing — `https://claude.com/pricing`
- Anthropic model specifications — `https://platform.claude.com/docs/en/about-claude/models/overview`

- Tygart Media: all Claude plans
- Tygart Media: memory
- Tygart Media: Talk to Will →