

Overview

This Job Aid defines the three activities you may need to perform to maintain Projects.

Changing the project status

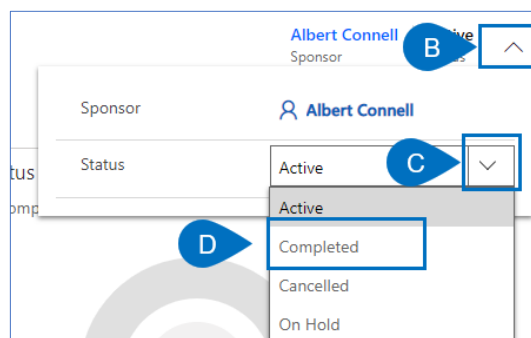


Project Manager



Projects

- Open the Project.
- Select the **drop-down arrow** to open the Header.
- Select the drop-down for the status and select the **new status**.



Change project support item associations

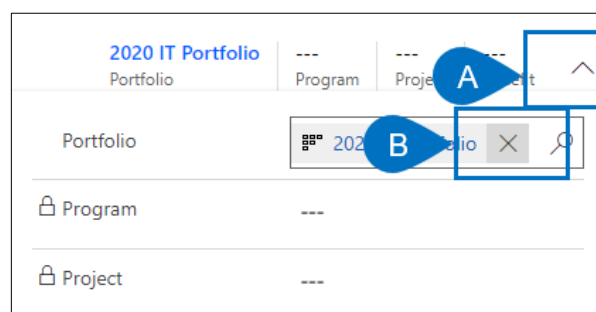


Project Manager

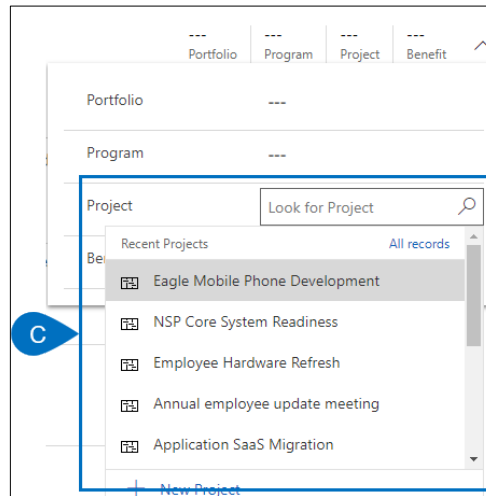


Projects – All support items

- For each support item (issue, risk, change request, etc.) you wish to change open the item in the platform and then click the **Header drop down** to open the **header**.
- A support item can be associated with at most a single project, program, or portfolio. Click X to remove the current association.



- c. Click the search icon to find the new project, program, or portfolio for the current item. Type the new portfolio, program, or project name and select the new association from the list.



Deleting a project (in Project for the web)

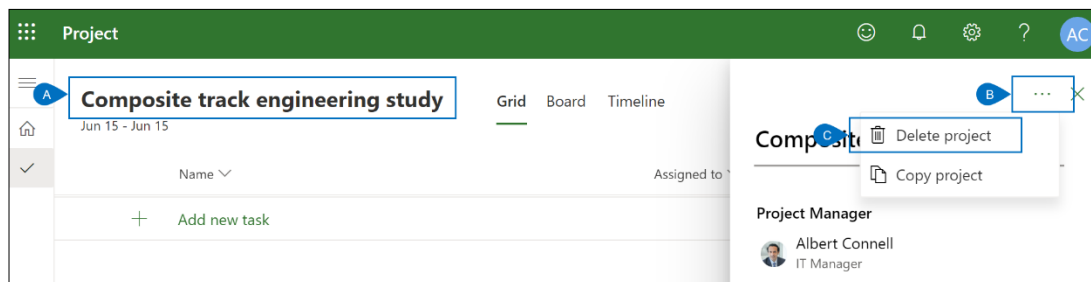


Project Manager



Project for the web – Project header

- a. Open the project in Project for the web and click on the **project name** to open the project header pane on the right.
- b. Click the ellipsis (...).
- c. Click **Delete project**. This will delete the project and all associated support items (issues, risks, change requests, etc.).



Deleting a project (in the platform)

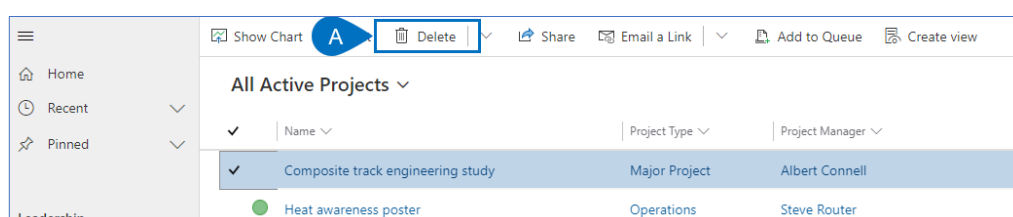


Project Manager



Projects

- a. Select the project from the Project list and click **Delete** from the ribbon. This will delete the project and all associated support items (issues, risks, change requests, etc.).



- b. Or open the project in Projects and select Delete Project from the ribbon. This will delete the project and all associated support items (issues, risks, change requests, etc.).

