

Overview

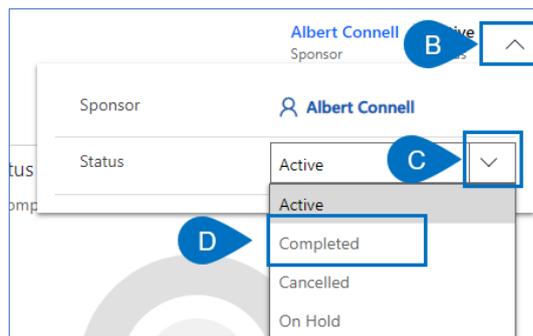
This Job Aid defines the three activities you may need to perform to maintain Projects.

Changing the project status

 **Project Manager**

 **Project IQ**

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

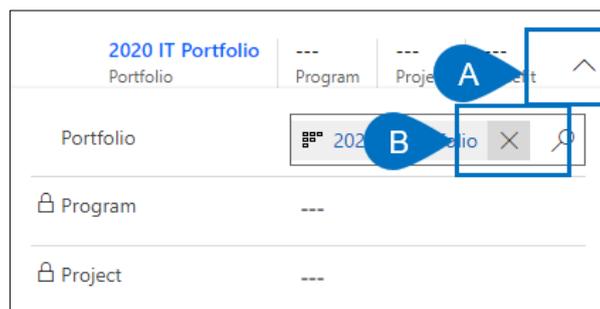


Change project support item associations

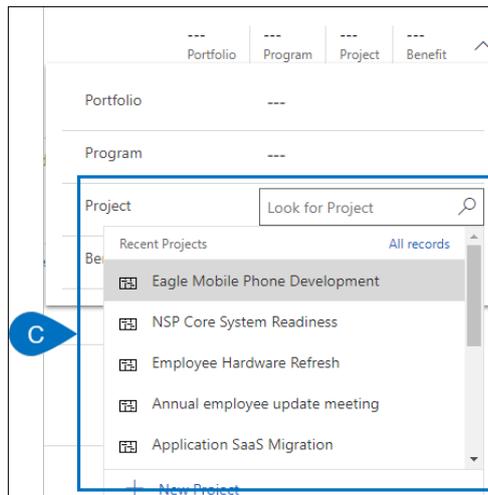
 **Project Manager**

 **Project IQ – All support items**

- For each support item (issue, risk, change request, etc.) you wish to change open the item in Sensei IQ 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.

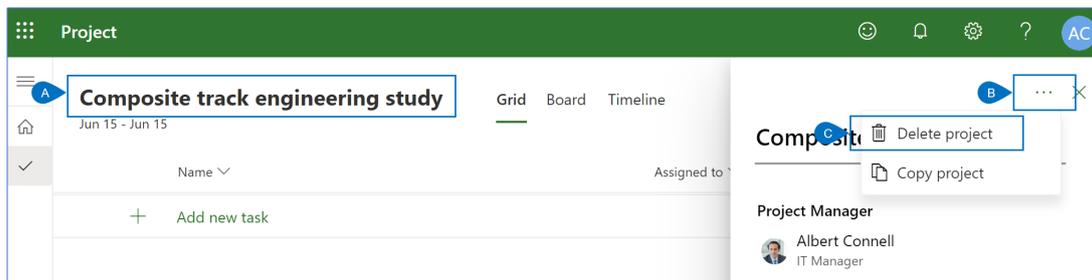


Deleting a project (in Project for the web)

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.).

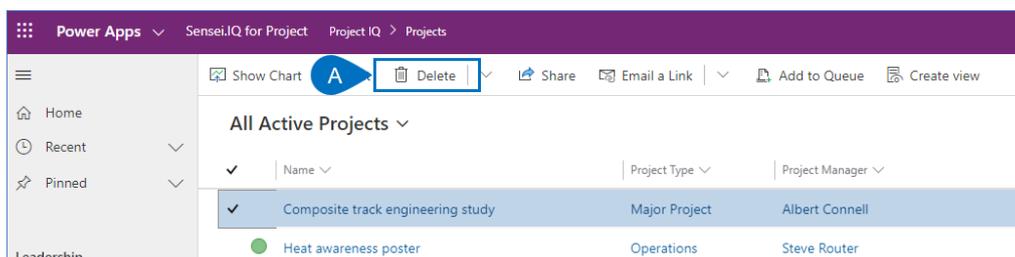


Deleting a project (in Project IQ)

Project Manager

Project IQ

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

