

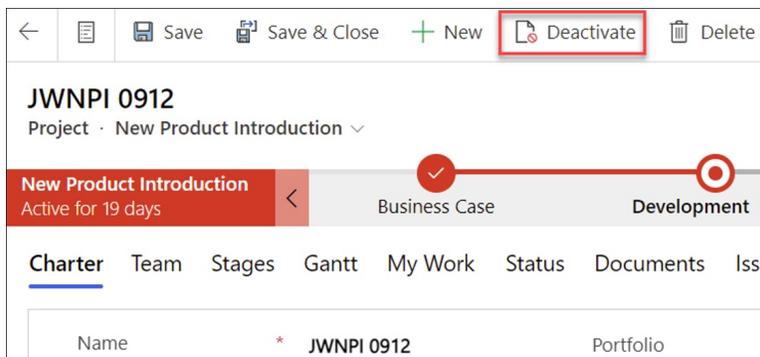
# Archive or Delete a Project

Video has been removed from this PDF. Visit the BrightWork 365 knowledge base to view.

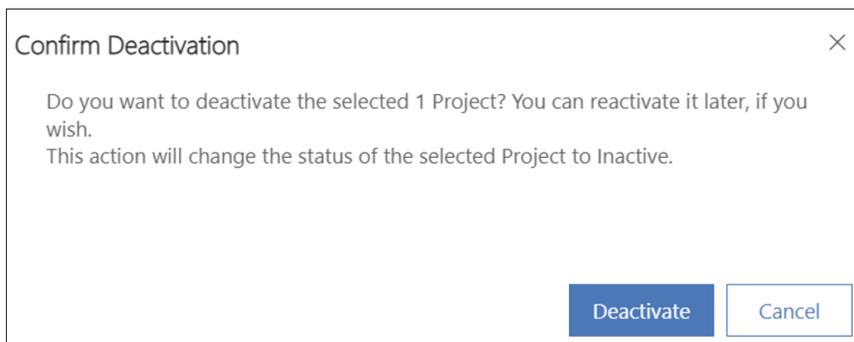
## Archive a Project

When it is no longer necessary for a project to be in **Active** status, for example because it is deferred or closed, it can be archived and put into **Read-only** mode. Archiving is usually preferred over deletion of a project because deleted projects cannot be recovered. Only users with the **BrightWork PMO Manager** security role can delete projects.

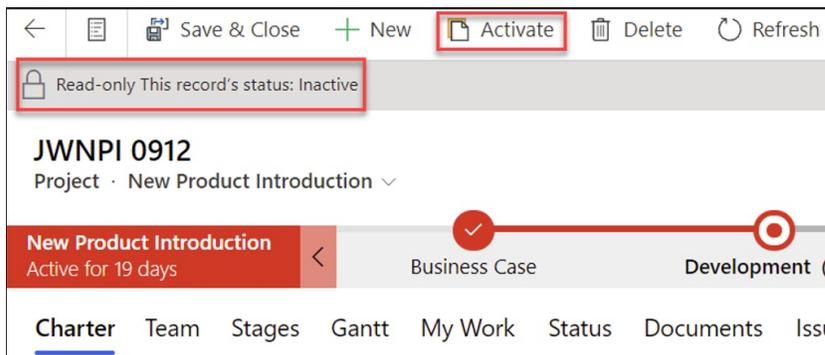
1. While in a project record click **Deactivate**.



2. Click **Deactivate** to confirm the deactivation request.



3. You can re-activate a project by entering the project record and clicking Activate.

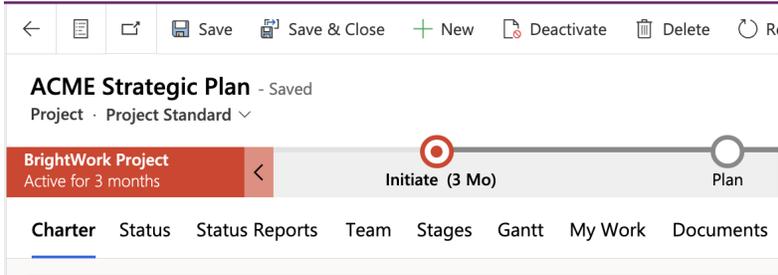


# Delete a Project

**Caution** Deleted projects are permanently removed and cannot be recovered.

To delete a project permanently:

1. Click into the project and click **Delete** at the top of the screen.



**Note** After the project is deleted you may see "Record not found" messages displayed on the screen; these messages can be safely ignored.