Delete Projects

In order to delete a project, you must first delete all assignments associated with the project, and then delete all team members listed in the Team tab.

> **Caution** Deleted items, i.e., projects, assignments, etc., are permanently removed and cannot be restored unless the environment Recycle Bin has been enabled.

First, delete all assignments associated with the project:

1. In the main nav, select **My Work**.
2. Change the table view to **All Work**.
3. Filter the **Project** column to the name of the relevant project.
4. Select all assignments to be deleted and click **Delete** in the top toolbar.

Second, delete all team members from the project's Team tab:

1. In the main nav, select **Projects**.
2. Enter the relevant project.
3. Select the **Team** tab in the project.
4. Select all users to be deleted from the Team tab.
5. Select **Delete Project Team Member** (it might be in the overflow menu).
6. Select **Delete**.

You can now delete the project:

1. In the main nav, select **Projects**.
2. Enter the project to be deleted.
3. In the top ribbon select **Delete Project**.
4. Select **OK**.