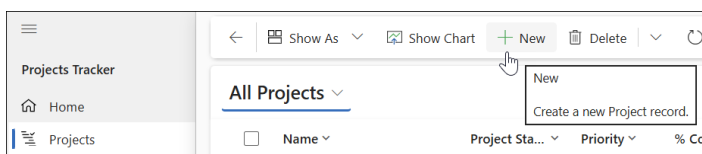


Create & Delete Projects

Tip The content in this article is limited to the features of BrightWork 365 Free. To access the Knowledge Base for the full BrightWork 365 paid product, click **Home** at the top of the screen. Click [HERE](#) to return to the BrightWork 365 Free - Knowledge Base home page.

Create a Project

1. Click the **Projects** link on the main navigation.
2. Click **+New** on the toolbar.



3. In the **Charter** tab that automatically displays, add a name for the project and fill in other project details such as Project Type, Project Manager, Project Sponsor, Objectives, etc.
4. In the **Status** tab, enter status related information as needed.
5. Click **Save** or **Save & Close**.

Delete a Project

Caution Deleted items, i.e., projects, are permanently removed and cannot be [restored](#) unless the Power Platform BrightWork 365 Free environment Recycle Bin has been [enabled](#).

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