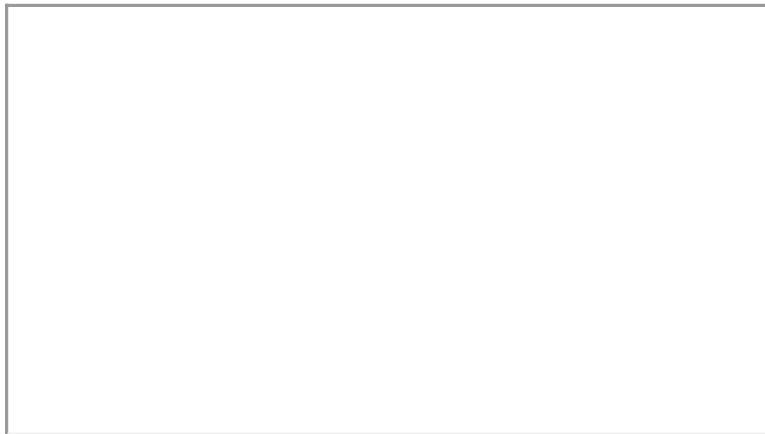


Close a Project

Project Central Options to Help You Close a Project:

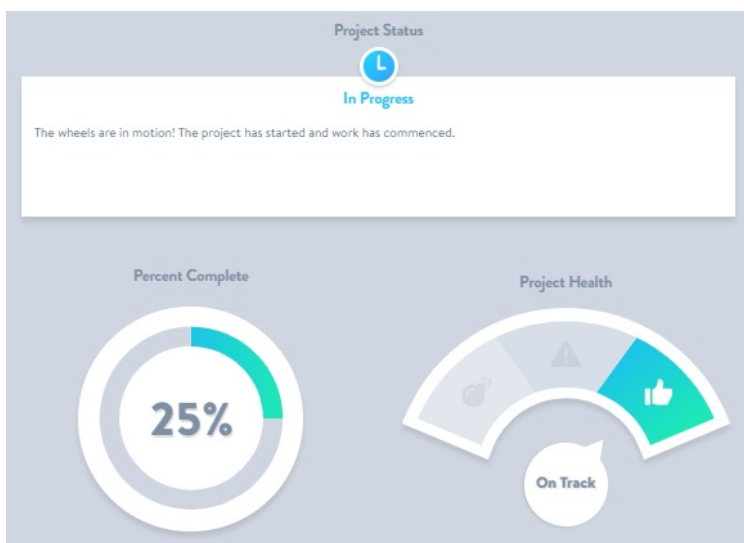
- [Update Project Dashboard](#)
- [Save a Project as a Template](#)
- [Delete a Project](#)

Tip As you get ready to close a project, be sure to make any final adjustments to it including project status and other elements that can be found on the dashboard screen. Project Templates save you from having to reinvent the wheel each time you're ready to kickoff a new project by allowing you to choose a previously saved template that was based on a prior similar project.



Update Project Dashboard

While closing the project, make final amendments to the project including Project Status.



Save a Project as a Template

Are you happy with the setup of your project and interested in using all or some of its elements and structure again and again? Project Central allows you to save your project as a template for future use by you and your teammates. This helps your team build up shared best practices as your organization's project management processes mature.

Click into the Options screen within the project site and scroll down to the Project Template section. Click **Save Project As Template** and choose which project elements to include in the template.

Save Project As Template

Project Template Name

Employee Onboarding Template

Select All

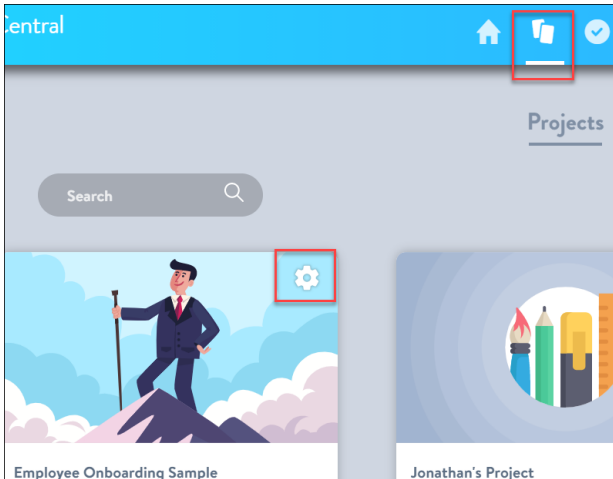
Include The Following

<input checked="" type="checkbox"/> Task Names	<input type="checkbox"/> Task Assignees	<input checked="" type="checkbox"/> Task Checklist Items
<input type="checkbox"/> Task Progress	<input type="checkbox"/> Task Start Date	<input type="checkbox"/> Task Flagged Status
<input checked="" type="checkbox"/> Task Description	<input type="checkbox"/> Task Due Date	

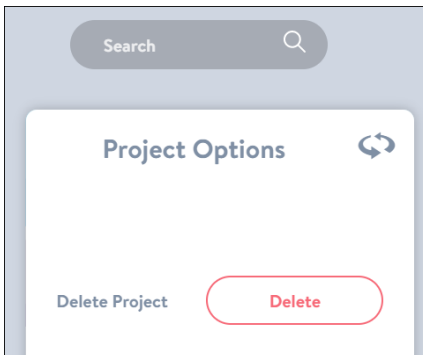
Delete a Project

Need to delete a project? It only takes a couple of clicks.

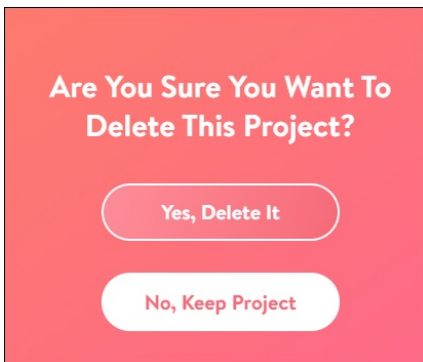
1. Click into the **Projects Dashboard** page, and click the relevant project card's **Options** gear icon.



2. Click Delete.



3. Confirm.



What's next?

- (Exercise) [Manage a Project](#)