

# Close a Project

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This user guide describes how to a project is completed.

### Steps to Closing a Project

1. Open the [PPMO Tool](#).
2. In the Main Menu click Projects. A pull down menu appears with PMO, My Projects, ROM, CAB, and Escalations.
3. Click on My Projects; a list of projects assigned to you will display.
4. Select a project to close and either double-click to open or click on the "Edit" button at the top of the page.
5. On the Edit Project page, under the project name, and multiple tabs display.
6. Click on the Phases tab.
7. **Current Phase:** Select Completed from the drop-down. (**Warning:** *Selecting Completed will change the end date of all project resources to the last day of the month. After this date, resources will not be able to enter time against the project. See [Resources](#) for information on allocating project resources*).
8. **Click Update Dates:** Ensure the Current Delivery Start and End dates are accurate.
  - a. **Click Save** in the Update Phase Dates overlay.
9. **Click Save** on the Phases Tab (located under the Update Phase Dates button) and the project will be moved into the Completed portfolio.