AI-03991 OpenProject Delete and Import Raw Text

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How to delete a project in openproject and start fresh.

Deleting a project in OpenProject completely purges its entire databaseâ€"including all work packages, summary tasks, milestones, custom views, and time logs.

Because this action cannot be undone, OpenProject hides the delete command inside the administrative settings.

Step 1: Delete the Old Project

To completely remove the project, you must be a **Project Administrator** or a **Global Administrator** for your instance.

1. **Open Project Settings** *10 seconds*
   Navigate into the project you want to delete using the project dropdown selector in the top-left corner. Once inside, scroll to the bottom of the left-hand sidebar menu and click Project settings.
2. **Access the Danger Zone** *10 seconds*
   On the main project settings page, look at the upper right-hand corner. Click the three vertical dots (...) button right next to the project name, or look for a button explicitly labeled Delete.
3. **Confirm the Purge** *20 seconds*
   A warning prompt will appear telling you that all associated data will be permanently destroyed. To prevent accidental clicks, OpenProject will require you to type the exact Name of the Project into a text confirmation box.

4. **Execute Deletion***Instant*
   Click the red Delete button. The system will wipe the project and return you to your main OpenProject dashboard.

Step 2: Start Fresh with a Clean Project

Once the old project is gone, you can instantly spin up a clean slate.

1. Go to your global dashboard or click the project dropdown in the extreme top-left corner.
2. Click the green **+ Project** (or **+ New project**) button.
3. Type your new project name.
4. **BKM for Multi-Project Setups:** If you want to bypass the global system defaults and reuse a structure you liked, look for the **"Template"** dropdown field during creation. If you previously saved an old project as a template, selecting it here will automatically copy over your clean hierarchy layouts, custom views, and work package type configurations without copying any old tasks.
5. Click **Save**.

Your new, completely empty project is ready to go. You can now use your clean template CSV or copy-paste your list into the empty table view to build out your fresh task structure.

How to import my one column raw todo list to openproject? I have so many list in my apple notes that I wanted to create a project in OP? Please give me the BKM and step by step instructions and future to do list bkm

Moving a massive, flat list from Apple Notes into OpenProject is a great move for getting proper structure, dependencies, and tracking. Since you are dealing with a simple one-column raw list, you can skip complex file importers entirely.

Here is the Best Practice Method (BKM) to migrate your raw data cleanly, along with workflow frameworks to manage your future incoming to-do lists without friction.

Part 1: Step-by-Step BKM to Import Your Raw Apple Notes List

The absolute fastest way to handle a single-column list is to use OpenProjectâ€™s native **Inline Table Creation**. This acts like a spreadsheet layer where you can rapidly paste and commit rows.

Step 1: Prep Your Data in Apple Notes

1. Open your note in **Apple Notes**.
2. If your list has bullet points, checkmarks, or dashes (e.g., - Buy hardware or Configure server), strip them out if possible, or just copy the text block as-is.
3. Select all the text lines you want to import and press **Cmd + C** to copy them.

Step 2: The OpenProject Bulk-Paste Injection

1. **Create a Fresh Target Project***1 min*
   Click the project dropdown in the top-left corner of OpenProject, click + New project, name it, and save it. Navigate to Work packages on the left sidebar.
2. **Ensure Table View is Active***30 seconds*
   Make sure you are looking at the standard spreadsheet-style Table view (if you see cards or a timeline, click the little list/lines icon near the top right to switch layout modes).
3. **Trigger Inline Editing***30 seconds*
   Scroll to the absolute bottom of the empty work package list and click the text link that says + Create new work package. This highlights a blank row in the Subject column.
4. **The Enter-Paste Stream***Varies based on size*
   OpenProject doesn't allow pasting 100 rows simultaneously into one cell, but it has an incredibly fast keyboard pipeline. Paste your first task title into the subject block. Press Enter. The system instantly saves that task and drops your cursor to a brand-new blank row underneath it. Paste the next line, hit Enter, and repeat. You can stream through dozens of items in a couple of minutes this way.

Step 3: Organize Into Hierarchies (Summary Tasks)

Once your raw list is inside OpenProject, it will be a giant flat list. Group them into distinct sections:

1. Go to the bottom of the table, click + Create new work package, change its type to **Summary Task**, and give it a section name (e.g., *Phase 1: Foundations*).
2. Use the left-side hover handle to drag this Summary Task row so it sits directly *above* the tasks that belong to it.
3. Highlight all the tasks underneath it, **right-click**, and select **Hierarchy → Indent hierarchy**. They will instantly shift right and nest under your section folder.

Part 2: Future To-Do List Management BKMs

To keep your OpenProject from becoming cluttered as you add new tasks over time, implement these core workflow habits:

1. The "Inbox" Triaging Method

Never spend time perfectly formatting, assigning dates, or nesting a task the exact second it pops into your head. That kills momentum.

- **The Setup:** Create a saved custom view on your sidebar called **"00 - Inbox"**. Configure its filters to show tasks where Status = New and Parent = none.
- **The Routine:** Dump your raw thoughts quickly into this view during the week. Once a day or once a week, open this Inbox view, assign each item its correct **Type** (Task, Summary Task, or Milestone), and link them to their proper parent sections.

2. Radical Essentialism: The "Two-Suitcase" Project Rule

When migrating or capturing tasks, fight the urge to hoard low-utility or "someday" ideas in your active operational project.

- Treat your main project view like a high-mobility setupâ€”only tasks that serve an immediate, high-utility purpose should take up space.
- If a task doesnâ€™t have a clear definition of success, an owner, or an execution window within the next major phase, delete it or store it in a separate backlog project so it doesn't degrade the scannability of your primary workspace.

3. Establish a Single Source of Truth

Now that you are migrating to OpenProject, commit to it fully for this project's execution. Avoid splitting the difference by keeping casual notes in Apple Notes and official tasks in OpenProject. If a thought transforms into an actionable step, immediately pipe it into your OpenProject table view or your inbox filter so your system remains completely reliable.

Once the raw text are in openproject and indented with phases, what's the bkm for simple Gantt charts

Once your tasks are neatly structured under your **Summary Tasks** and your **Milestones** are positioned correctly, you can switch on OpenProject's native Gantt chart layer with a single click.

Because OpenProject automatically calculates dates for parent containers based on their child tasks, setting up a clear, readable timeline is highly streamlined. Here is the Best Practice Method (BKM) for managing simple Gantt charts.

Step 1: Activate the Gantt Chart Layer

You do not need to leave your current spreadsheet table view to see the Gantt chart; it runs as a split-screen layer directly alongside your rows.

1. Navigate to your custom **All Tasks** or structured hierarchical view.
2. Look at the toolbar in the upper right-hand corner, just to the left of the green + Create button.
3. Click the **Gantt chart** icon (it looks like three staggered horizontal bars).
4. The screen will split in half: your task names will remain on the left, and a visual calendar timeline grid will slide in on the right.

Step 2: The BKM for Quick Scheduling

Instead of opening every single task panel to type in start and end dates manually, you can build your timeline visually right on the chart.

1. Leverage the Automatic "Roll-Up" Rule

- **Do not try to set dates on your Summary Tasks.**
- Only assign dates to the individual **Tasks** underneath them.
- OpenProject will automatically read the earliest start date and the latest finish date of the child tasks and stretch or shrink the parent Summary Task bar to fit them perfectly.

2. Click and Drag to Schedule

- On the right-hand calendar grid, find the row for an individual task.
- Click and hold inside the calendar grid on the day the task starts, drag your cursor to the day it ends, and release. A colored bar will appear instantly.
- To shift an entire task's window forward or backward in time, simply click the middle of its bar and slide it left or right.

3. Connect Milestones to the Finish Line

- For your zero-duration **Milestones**, simply click the exact calendar date it occurs on. It will render as a distinct diamond icon.
- Always place your milestone directly on (or one day after) the finish date of the final task in that section to cleanly signpost your target completion date.

Step 3: Keep the Chart Clean and Legible

Gantt charts can easily become cluttered and overwhelming if too much data is crammed into the timeline. Use these view adjustments to keep it scannable at a glance:

- **Adjust the Time Scale:** If your project spans several months, clicking day-by-day is tedious. Look at the top of the Gantt chart area and change the zoom dropdown from **Days** to **Weeks** or **Months** to compress the timeline view.

- **Hide the Chart When Adjusting Text:** If you need to focus on editing task names, descriptions, or assignees without the timeline distraction, click the Gantt chart icon in the top right again. It toggles the chart side panel on and off instantly without erasing any of your dates.
- **Lock in Your Progress:** Once your timeline looks correct, remember to click **Save** on your view query in the upper-left corner so your Gantt layout opens automatically next time.

Aside from Gantt Chart, hierarchy organizations, any other bkm to implement to have a well oiled simple life to do list in OE?

Beyond hierarchies and timelines, turning OpenProject into a friction-free, high-utility personal engine requires minimizing decision fatigue. When a system is bloated, maintenance drops to zero.

To achieve a truly streamlined, lightweight setup for a personal to-do list, implement these core Best Practice Methods (BKMs):

1. The "Single Actionable Next" Kanban Board

While the table view is excellent for bulk organization, it can feel static for daily execution. For day-to-day momentum, activate the **Agile Boards** module.

- **Keep Columns Lean:** Do not use five different stages of progress. Limit your board to three functional columns: **To Do**, **In Progress (Max 2-3 items)**, and **Done**.
- **The Focus Constraint:** Force a strict limit on the "In Progress" column. If an item isn't actively being executed within the next 24 to 48 hours, it belongs back in the "To Do" column or the backlog. This visual constraint prevents tactical overwhelm and keeps your daily focus incredibly sharp.

2. Ruthless Triage via a "Someday/Maybe" Buffer

A major point of failure for personal task managers is accumulationâ€”allowing low-urgency tasks to clutter your active horizon.

- **The "Two-Suitcase" Filtering Rule:** Treat your active project view like high-mobility travel: only allow tasks that serve an immediate, high-utility purpose to occupy space on your primary list.
- **Isolate the Backlog:** Create a completely separate, low-priority status or a hidden custom view labeled **"Backlog / Ideas"**. If a task doesn't have an execution window within the next 14 days, strip its dates, pull it out of your active summary tasks, and dump it there. This keeps your active workspace exceptionally light and mobile.

3. Standardize Custom "Quick Views" for Daily Routines

Instead of digging through project layers every morning, create two highly focused, saved query views pinned to your left sidebar:

- **"01 - Today's Execution":** A view filtered strictly for Status = In Progress or Finish Date = Today. This is your dashboard when you first log inâ€”no noise, just immediate next steps.
- **"02 - The Weekly Review":** A view sorted by Updated on or Status = Closed from the past 7 days. Once a week, spend 5 minutes looking at this view to audit completed items, clean up outstanding notes, and prep the upcoming week's Summary Tasks.

4. Leverage the Split-Screen Info Panel for Deep Context

Instead of clicking in and out of tasks to read details, rely fully on the **Split-Screen View** (the "i" icon in the top right).

- Use the description block inside the split-screen panel to house quick technical checklists, scratchpad thoughts, or inventory parameters directly inside the task itself.
- This keeps your primary project view incredibly clean on the left, while instantly revealing the underlying execution steps on the right the moment you highlight a row.

By stripping away excess tracking metrics (like estimated hours, complex categories, or multi-layered priority tags) and relying on a clean pipeline, the tool stays out of your way and serves purely as an execution map.