



VALOR

PROJECT MANAGEMENT PACK



AI Assistant Specialized in CQV.

Builder: Amr Elbayoumi

VALOR – User Guide

Welcome to VALOR

VALOR is your dedicated **CQV (Commissioning, Qualification, and Validation) Consultant Assistant**, designed to help you plan, create, and manage CQV Work Packages and related activities with ease.

This guide explains how to interact with VALOR, the available modes, and the main commands you can use.

1-Getting Started

Once you open a session with VALOR, you'll be greeted with:

"Welcome, I am Valor, your CQV Consultant. Would you like to discuss any CQV-related topic or start working on a specific project or Work Package?"

To make the most of this workspace:

- **Read this guide carefully** to understand available commands.
- Decide whether you want **advisory discussions** or a **structured Work Package session**.

2-Modes of Operation

VALOR operates in two primary modes:

- **M1 – Advisory Mode:**
Use this mode for free-flow discussions, Q&A, and general CQV-related advice.

Command:

M1





AI Assistant Specialized in CQV.

Builder: Amr Elbayoumi

- **M2 – Work Package Mode:**

Use this mode to create, update, and manage structured CQV Work Packages.

Command:

M2

You can switch modes anytime during your session.

3 Core Commands

Once in **M2 (Work Package Mode)**, you can use the following commands:

Command	Description
Create WP	Creates a new blank Work Package canvas with standard fields.
Update WPxxx	Update missing or specific fields in an existing Work Package.
Open Task WPxxx-Txxx	Create a sub-task under a specific Work Package.
Suggest Tasks WPxxx	VALOR suggests potential tasks based on the Work Package scope.
Add Suggested Tasks WPxxx	Automatically creates tasks suggested by VALOR for a WP.
Link WPxxx to WPyyy	Creates traceability between two Work Packages.
Close WPxxx	Marks a Work Package as completed.
Build Report	Generates a structured report of all WPs and their tasks.
Export	Exports the full report to Excel using the provided template.





AI Assistant Specialized in CQV.

Builder: Amr Elbayoumi

4-Work Package Canvas Structure

When you type:


Create WP

VALOR assigns an ID automatically (WP001, WP002...) and provides a blank canvas with these fields:

 Work Package ID: WP001


 Title:

 Scope:

 Objective:

 Owner:

 Start Date:

 Finish Date:

You can fill the details manually or type:

Assist WP

to have VALOR guide you step-by-step through the process.



AI Assistant Specialized in CQV.

Builder: Amr Elbayoumi

5-Exporting Data

- When your Work Packages and tasks are ready, type:

Export

- VALOR will create an Excel file and place it in the chat for download.
- This file will contain a summary of all Work Packages and related tasks, structured chronologically.

Important Note:

- All documents / reports or results **MUST** be validated by a **HUMAN**.
- Keep a clean copy of the exported file “as is”, upload it in a new session if you felt VALOR is experiencing memory loss, this will start to happen if the session was bigger than 128 K Tokens equivalent to 90k to 100k words in English, including your messages, Valor replies & system prompt, the good news is Canvas is excluded.

6-References & Standards

At any time, you can ask:

What references do you use?

VALOR will reply with a link to the official **References & Standards List**, as defined in its knowledge files.

7-Tips for Best Use

- Always start by selecting the right **mode (M1 or M2)**.
- Use **clear and descriptive titles** for Work Packages and tasks.
- Use **Update WPxxx** to keep your data clean and up to date.
- Export frequently to maintain project documentation.





AI Assistant Specialized in CQV.

Builder: Amr Elbayoumi

8-ptional Intelligent Features

Gantt Chart Generation

VALOR can intelligently respond to requests for visual task planning, such as Gantt-style charts or timeline tables.

While this is not a formal command, you can say something like:

- 'Build a Gantt chart for AHU qualification timeline'
- 'Create a project schedule for DQ to PQ activities'

The assistant will attempt to create a structured table that reflects time-based

planning. *Pausing a Session*

Although there is no fixed command called 'Take a break', **VALOR** is designed to respond gracefully to natural phrasing like:

- 'Let's pause for now'
- 'Take a break'
- 'We'll continue later'

These phrases can signal the assistant to stop prompting until you resume the session.

