

HC-4-PM: A Heterarchical Communication Framework for Project Management

Administrators' and Users' Manual

* This documentation intends to illustrate the functionalities of the HC-4-PM Platform and guide potential administrators towards its usage. Names, characters, businesses, places, events, locales, emails, and incidents are either the products of the author's imagination or used in a fictitious manner. Any resemblance to actual persons, living or dead, or actual events is purely coincidental.

List of Figures

Figure 1. Administrators' login page to the HC-4-PM Portal.	- 1 -
Figure 2. Project management interface of the Admin HC-4-PM Portal.	- 2 -
Figure 3. Users' management functionalities at the Project management interface of the Admin HC-4-PM Portal.	- 2 -
Figure 4. Create a new User via the Admin HC-4-PM Portal.	- 3 -
Figure 5. Projects' management functionalities at the Project management interface of the Admin HC-4-PM Portal.	- 3 -
Figure 6. Create a new Project via the Admin HC-4-PM Portal.	- 4 -
Figure 7. Manage an existing Project via the Admin HC-4-PM Portal.	- 4 -
Figure 8. Manage an existing Project via the Admin HC-4-PM Portal.	- 5 -
Figure 9. Assign existing Users to hierarchical levels (i.e. S1 to S5) in the Admin HC-4-PM Portal.	- 5 -
Figure 10. Edit the hierarchical level (i.e. S1 to S5) of existing Users in the Admin HC-4-PM Portal.	- 5 -
Figure 11. List of Users' hierarchical level via the Admin HC-4-PM Portal.	- 6 -
Figure 12. List of Users' hierarchical level via the Admin HC-4-PM Portal.	- 6 -
Figure 13. Create Support-projects at the Admin HC-4-PM Portal.	- 6 -
Figure 14. Assign Users to subprojects at the Admin HC-4-PM Portal.	- 7 -
Figure 15. Create Support-projects at the Admin HC-4-PM Portal.	- 7 -
Figure 16. Create communication channels among the subprojects at the Admin HC-4-PM Portal.	- 8 -
Figure 17. Create communication channels among subprojects at the Admin HC-4-PM Portal.	- 8 -
Figure 18. Create communication channels among subprojects at the Admin HC-4-PM Portal.	- 8 -
Figure 19. Create links between channels C1 and C4 at the Admin HC-4-PM Portal.	- 9 -
Figure 20. Create links among subprojects at the Admin HC-4-PM Portal.	- 9 -
Figure 21. Users' login page to the HC-4-PM Portal.	- 10 -
Figure 22. Project selection of the user HC-4-PM Portal.	- 10 -
Figure 23. Users' communication functionalities at the Project management interface of the Users HC-4-PM Portal.	- 11 -
Figure 24. Text communication channels' portal.	- 11 -
Figure 25. Url hyperlink HC-4-PM Portal.	- 12 -

Table of Contents

List of Figures	ii
1 Open Admin HC-4-PM Portal.....	- 1 -
2 Login Page & Credentials for Admin HC-4-PM Portal	- 1 -
3 Project Management Interface	- 1 -
3.1 Edit/delete and/or add a User	- 2 -
3.2 View/edit/delete and/or create a project	- 3 -
4 Admin HC-4-PM Portal Modules.....	- 4 -
4.1 “Users” Module	- 4 -
4.2 “Support-Projects” Module	- 6 -
4.3 “Channels” Module	- 7 -
4.4 “Channel Links” Module	- 9 -
5 User HC-4-PM Portal Modules.....	- 10 -
5.1 Open User HC-4-PM Portal	- 10 -
5.2 Login Page & Credentials for User HC-4-PM Portal	- 10 -
5.3 Project Selection.....	- 10 -
5.3.1 Entering in project	- 11 -
5.3.2 Manage communication channels	- 11 -
5.3.3 Text message channels	- 11 -
5.3.4 Link/Data-File channels.....	- 11 -
6 Browser Compatibility	- 12 -

1 Open Admin HC-4-PM Portal

Browse the Uniform Resource Locator (URL) inserted below to open the HC-4-PM admin portal.

URL: <http://localhost:3000/>

2 Login Page & Credentials for Admin HC-4-PM Portal

In the “Login Form” please enter a registered email address (i.e. admin@admin.com) and the respective password (i.e. [1234](#)), and then click the “Log in” button (Figure 1).

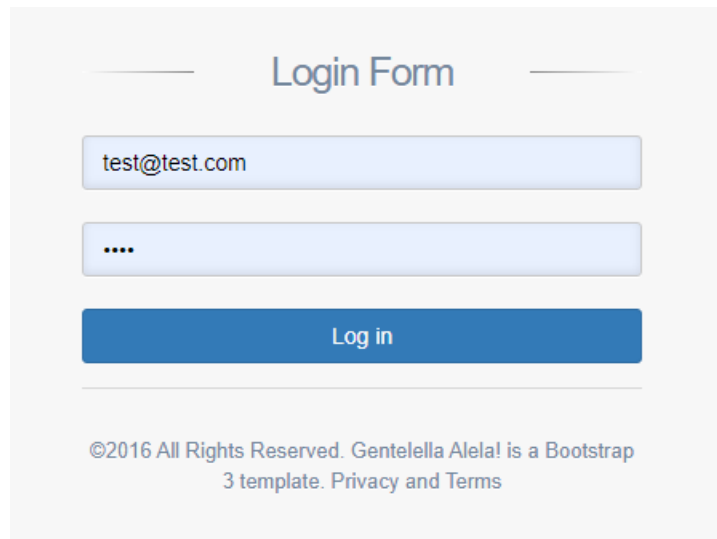
The image shows a web-based login form titled "Login Form" in a light blue font. Below the title, there are two input fields: the first contains the email address "test@test.com" and the second contains four dots representing a password. Below these fields is a solid blue button with the text "Log in" in white. At the bottom of the form, there is a small copyright notice: "©2016 All Rights Reserved. Gentelella Alela! is a Bootstrap 3 template. Privacy and Terms".

Figure 1. Administrators’ login page to the HC-4-PM Portal.

3 Project Management Interface

The project management interface enables the user to (Figure 2):

1. Edit/delete and/or add a user.
2. View/edit/delete and/or create a project.

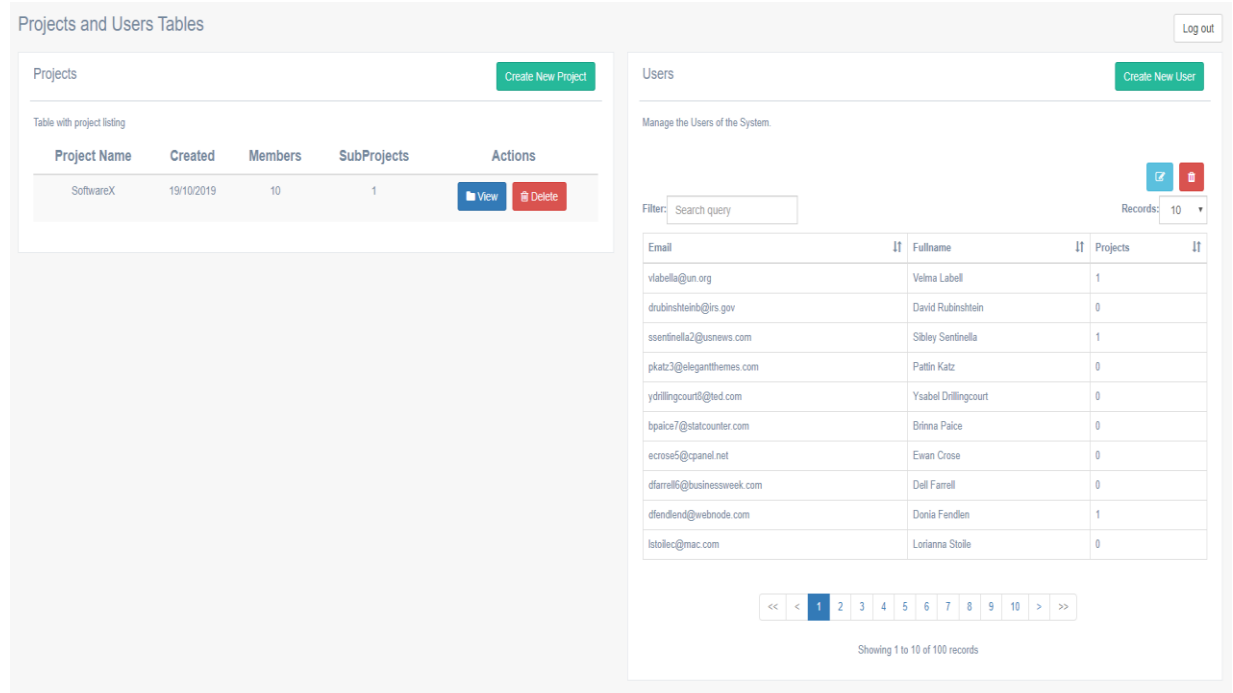


Figure 2. Project management interface of the Admin HC-4-PM Portal.

3.1 Edit/delete and/or add a User

The Admin HC-4-PM Portal enables an administrator to edit, delete and/or add a User (Figure 3).

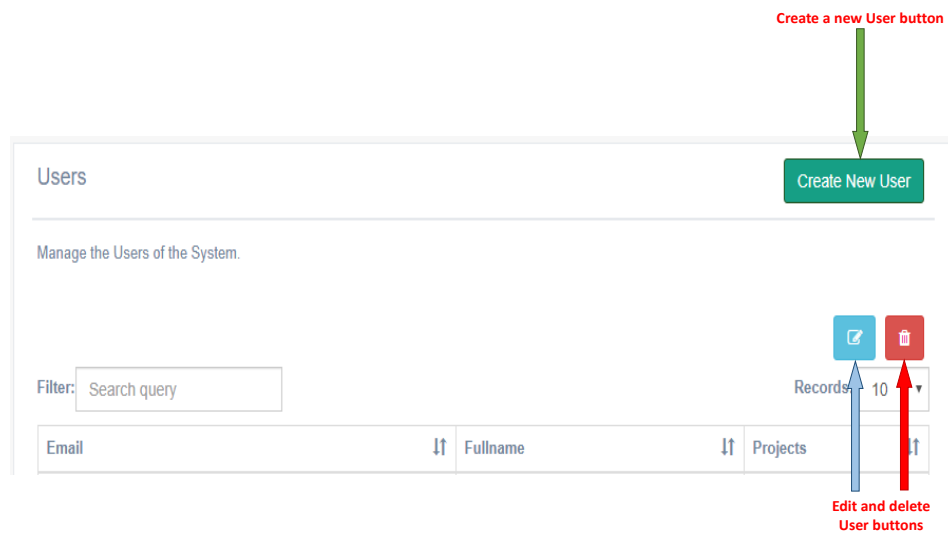


Figure 3. Users' management functionalities at the Project management interface of the Admin HC-4-PM Portal.

- Create a new User steps (Figure 4):

- ✓ Click on the “Create New User” button.
- ✓ Enter a personal or business email.
- ✓ Enter the User’s full name.
- ✓ Enter the User’s password.
- ✓ Confirm the User’s password.
- ✓ Click the “Save” button.
- ✓ Repeat the process to input all project users.

Create User

×

Email

Fullname

Enter Password

Repeat Password

Cancel

Save

Figure 4. Create a new User via the Admin HC-4-PM Portal.

3.2 View/edit/delete and/or create a project

The Admin HC-4-PM Portal enables an administrator to edit, delete and/or add a Project (Figure 5).

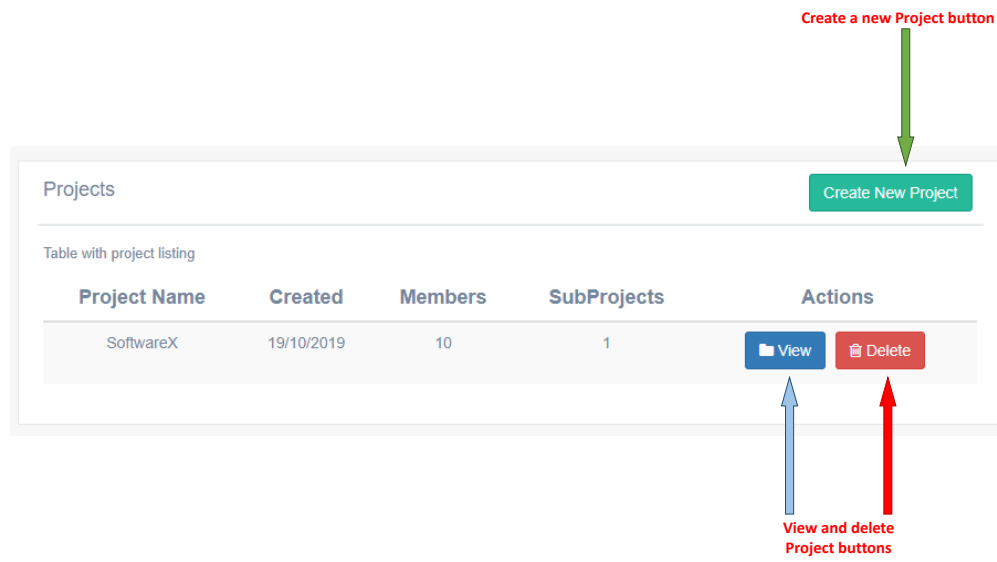


Figure 5. Projects’ management functionalities at the Project management interface of the Admin HC-4-PM Portal.

- Create a new Project steps (Figure 6):
 - ✓ Click on the “Create New Project” button.
 - ✓ Enter a Project name.
 - ✓ Click the Create” button.

Figure 6. Create a new Project via the Admin HC-4-PM Portal.

- Manage an existing Project steps (Figure 7):

An existing Project’s dashboard allows the administrator to retrieve and modify information with regards to the following modules:

- ✓ Users
- ✓ Support-Projects
- ✓ Channels
- ✓ Channel Links.

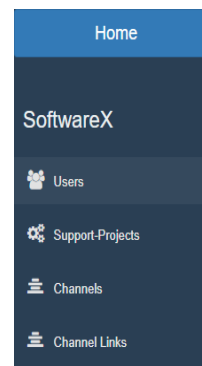


Figure 7. Manage an existing Project via the Admin HC-4-PM Portal.

4 Admin HC-4-PM Portal Modules

The different modules of the Admin HC-4-PM Portal that allow a range of functionalities include: (i) “Users”; (ii) “Support-Projects”; (iii) “Channels”; and (iv) “Channel Links”. Below, a guide for each module is provided to assist administrators in their project management activities.

4.1 “Users” Module

The “Users” functionality allows the administrator to classify the existing users in subsystems (i.e. S1 to S5) according to their hierarchical position and responsibilities in the respective project (Figure 8).

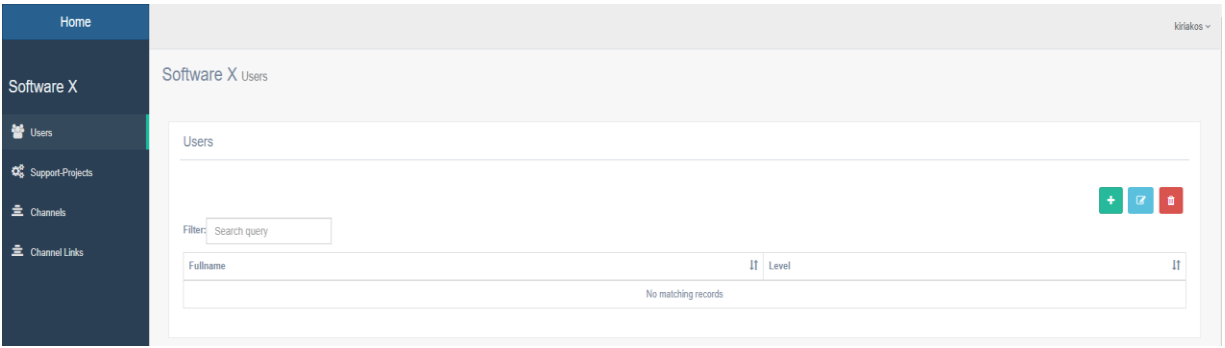





Figure 8. Manage an existing Project via the Admin HC-4-PM Portal.

■ Level Users:

- ✓ Add hierarchical levels to existing Users by clicking on the  button.
- ✓ Select the User Name from the dropdown list (Figure 9).
- ✓ Classify the Level of the User (i.e. S1 to S5) (Figure 9).
- ✓ Click on any username and the  button to change the hierarchical Level of existing Users.
- ✓ Press Save or Close to finalize (Figure 10).
- ✓ Click on any username and on the  button to delete a User from the project list.
- ✓ Review the final list of Users along with the hierarchical levels they have been assigned (Figure 11).

Add User

Select User

Velma Labell

Level

S1

Cancel Add

Figure 9. Assign existing Users to hierarchical levels (i.e. S1 to S5) in the Admin HC-4-PM Portal.

Edit Level for User Velma Labell

Level

S1

Close Save

Figure 10. Edit the hierarchical level (i.e. S1 to S5) of existing Users in the Admin HC-4-PM Portal.

Fullname	Level
Velma Label	S1
Sibley Sentinella	S1
Donia Fendlen	S2
Dotty Fake	S1

Figure 11. List of Users' hierarchical level via the Admin HC-4-PM Portal.

4.2 "Support-Projects" Module

The "Support-Projects" module allows the administrator to create and edit Support-Projects for users who are classified in the S1 to S3 levels of hierarchy (Figure 12).

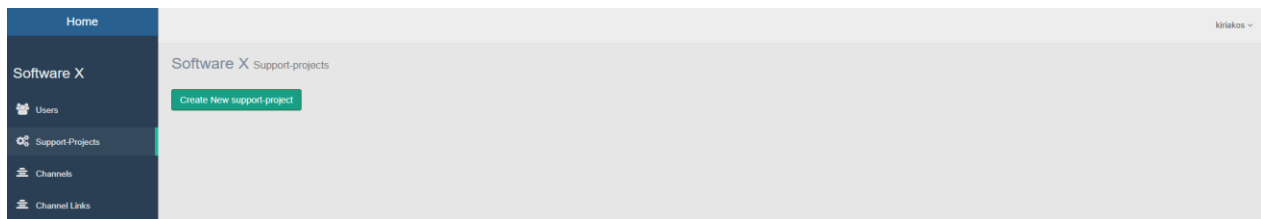


Figure 12. List of Users' hierarchical level via the Admin HC-4-PM Portal.

Support-projects' creation steps:

- ✓ Click on the "Create new Support-project" button.
- ✓ Enter a descriptive "Support-project Name" (Figure 13).
- ✓ Click on the "Create" button or on the "Close" button to cancel (Figure 13).
- ✓ Click on the "Edit" button to input the subproject users or "Delete" to delete the Support-project (Figure 14).
- ✓ Classify the Support-project users into S1 to S3 Level

Create

×

Support-project Name

Close

Create

Figure 13. Create Support-projects at the Admin HC-4-PM Portal.

(Figure 15).



Figure 14. Assign Users to subprojects at the Admin HC-4-PM Portal.

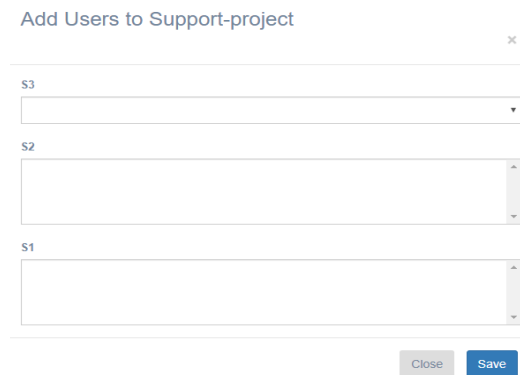


Figure 15. Create Support-projects at the Admin HC-4-PM Portal.

4.3 “Channels” Module

The “Channels” modules allows administrators to create and edit projects’ communication channels among the various subsystems (i.e. S1 to S5). The HC-4-PM Portal software by default creates seven communication channels, according to the Viable System Model theory.

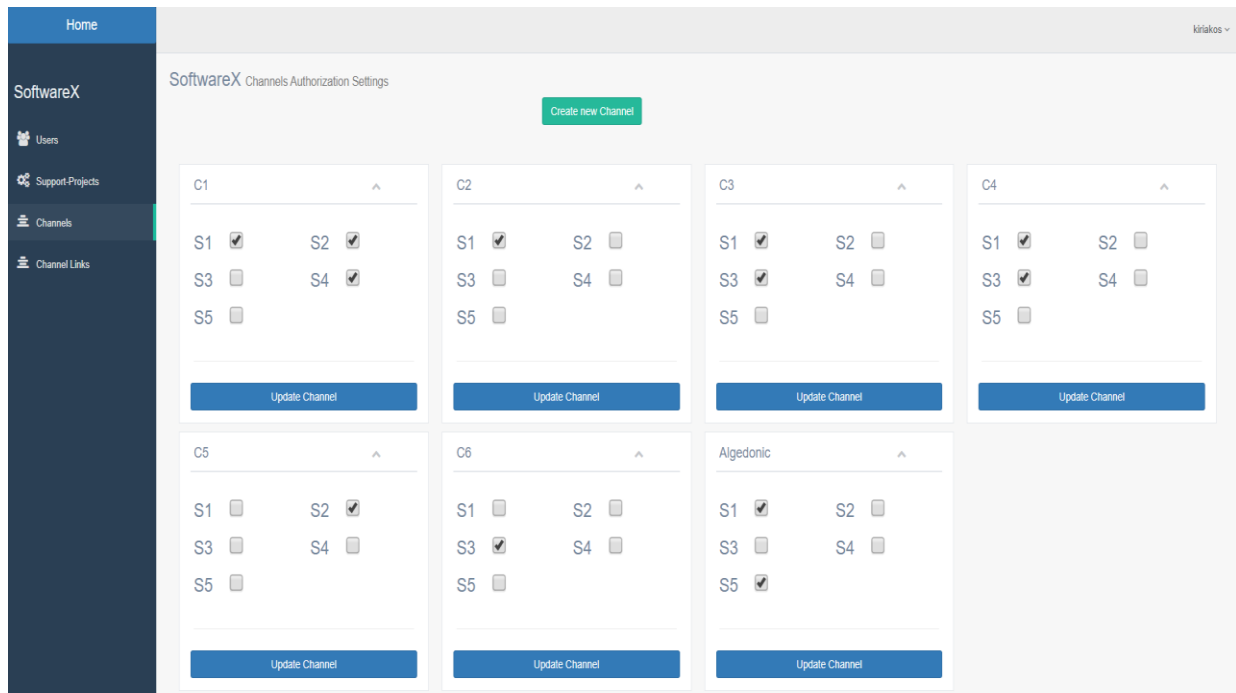


Figure 16. Create communication channels among the subprojects at the Admin HC-4-PM Portal.

■ Communication channels' establishment steps:

- ✓ Click on check box of each channel panel to allow access to the Subprojects (i.e. S1 to S5). The default channels have predefined communications but allow edits.
- ✓ Click on "Create New Channel" button to create a new channel.
- ✓ In box text "Name" give the name channel.
- ✓ Click on check box S1 to S5 to allow the communication among Subprojects.
- ✓ Click on the "Add" button or on the "Cancel" button to cancel.

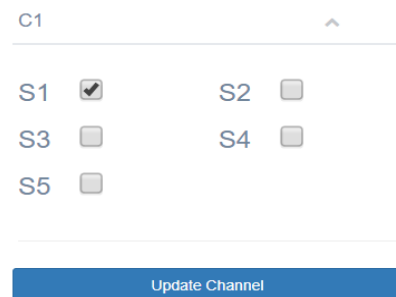


Figure 17. Create communication channels among subprojects at the Admin HC-4-PM Portal.

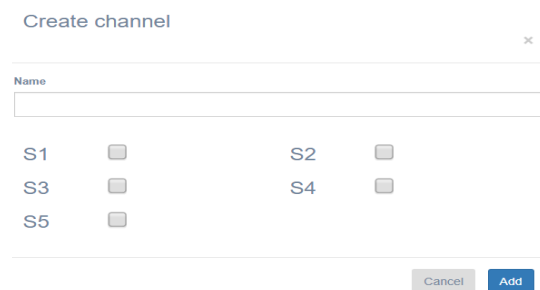


Figure 18. Create communication channels among subprojects at the Admin HC-4-PM Portal.

4.4 “Channel Links” Module

The “Channel Links” allows the management of the links among communication channels, Figure 19, with a specific URL address.

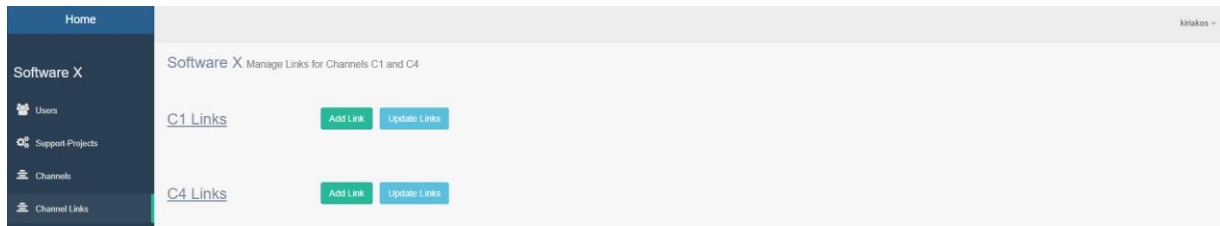


Figure 19. Create links between channels C1 and C4 at the Admin HC-4-PM Portal.

- Links establishment steps:

- ✓ Click on the “Add Link” button to input a URL.
- ✓ In box text “Enter Name of Link” give the link name.
- ✓ In box text “Enter URL here” give hyperlinks address.
- ✓ Click on the “Add” button or on the “Cancel” button to cancel.
- ✓ Click on the “Update Links” button to update URL in the communication system.

The image shows a modal window titled 'Add Link' with a close button 'X' in the top right corner. Inside the modal, there are two text input fields. The first field is labeled 'Enter name of Link' and the second field is labeled 'Enter url here'. At the bottom right of the modal, there are two buttons: a gray 'Cancel' button and a blue 'Add' button.

Figure 20. Create links among subprojects at the Admin HC-4-PM Portal.

5 User HC-4-PM Portal Modules

5.1 Open User HC-4-PM Portal

Browse the Uniform Resource Locator (URL) inserted below to open the HC-4-PM admin portal.

URL: <http://localhost:3000/>

5.2 Login Page & Credentials for User HC-4-PM Portal

In the “Login Form” please enter a registered email address (i.e. viabella@un.org) and the respective password (i.e. [1234](#)), and then click the “Log in” button (Figure 21).

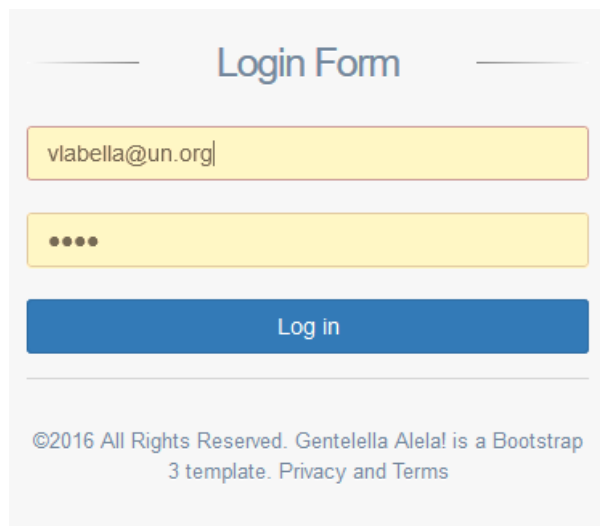
A screenshot of a web login form titled "Login Form". It features two input fields: the first contains the email address "viabella@un.org" and the second contains four dots representing a password. Below these fields is a blue button labeled "Log in". At the bottom of the form, there is a copyright notice: "©2016 All Rights Reserved. Gentelella Alela! is a Bootstrap 3 template. Privacy and Terms".

Figure 21. Users’ login page to the HC-4-PM Portal.

5.3 Project Selection

Click on selection project (Figure 22):

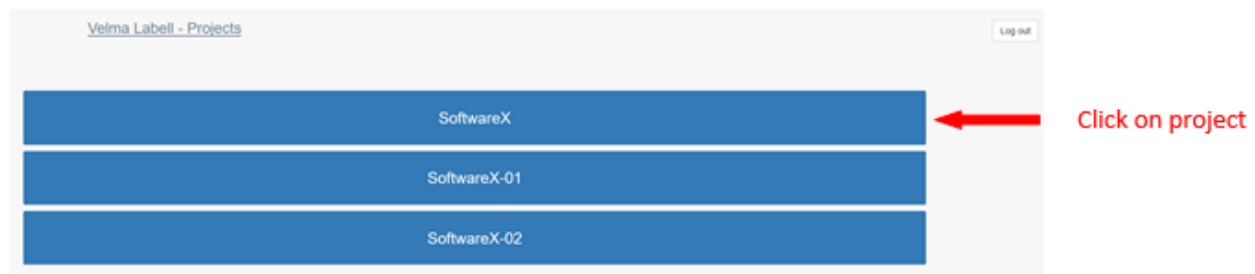


Figure 22. Project selection of the user HC-4-PM Portal.

5.3.1 Entering in project

The Project interface enables you to project communication channels (Figure 23).



Figure 23. Users' communication functionalities at the Project management interface of the Users HC-4-PM Portal.

5.3.2 Manage communication channels

Communication tables enables you to:

1. Text message channels
2. Link/ Data-File channels

5.3.3 Text message channels

Defaults channels C2, C3, C5, C6, Algedonic and all new customized channels are text-message (SMS). SMS chat to keep up to date with what users 're doing and give them relevant updates (Figure 24).

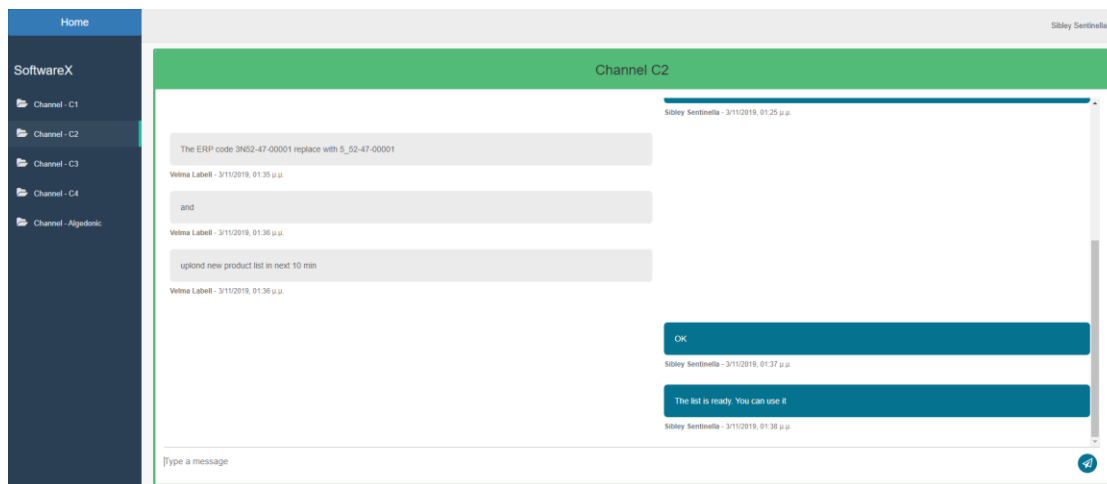


Figure 24. Text communication channels' portal.

5.3.4 Link/Data-File channels

Defaults channels C1, and C4 allow to users to insert in url hyperlink (Figure 25).



Figure 25. Url hyperlink HC-4-PM Portal.

6 Browser Compatibility

The HC-4-PM platform works best in Google Chrome, Mozilla Firefox, Opera web browsers.