

# PM App quick start

Version 1.0



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Everything you need to know to start learning and working with Huawei University's first Smart Tool.

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What is PM App?

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Get to know key screens

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Make friends with your Guide

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Icons you use every day

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Useful things to know

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# What is PM App?

**PM App** is a Huawei University Smart Tool designed to make every Huawei employee a great Project Manager.

The philosophy behind Smart Tools is **learning by doing**. Instead of studying first, just start working and learn as you go along.

You will discover that **PM App** is easy to understand and easy to use.

It is based on the PMI's (**Project Management Institute**) proven processes and best practices which have been adopted across Huawei. Every project you manage with **PM App** automatically conforms to the PMI approach.

There is an **Introduction** to each PMI **Process** and **Sub-process** so you always understand where you are and what you need to do.

You have a **Guide**— always one mouse click away—to tell you exactly what you need to know

- at just the right time
- in as much detail as you need.

**PM App** keeps all your project data in your laptop. With one mouse click you can create a **PDF report** of every PMI Sub-process and share it with your stakeholders and project team as often as you need.

This **Quick Start** guide will help you begin working and learning with confidence as soon as you are ready

You can create as many projects as you like in **PM App**, so you can practice as often as you like or start to work on a real project right away. It's your choice.



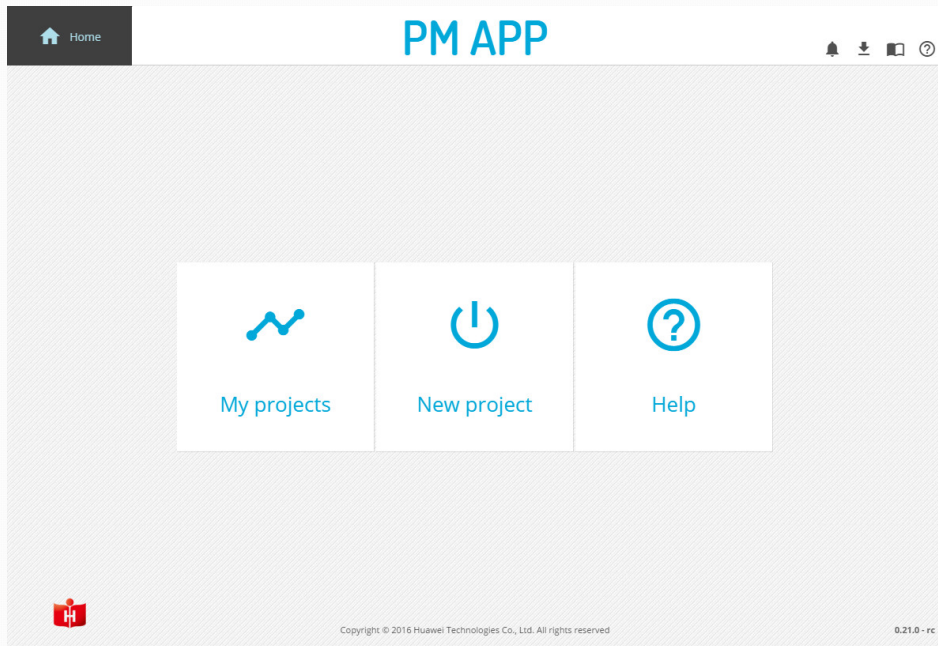
# Key screens:

## Home page

The **Home Page** is the first thing you see when you launch **PM App**.

There are three options. Each one is easy to understand.

**Hint** Move your mouse over the options to reveal a short explanation.



# Key screens: Home page

The first time you use **PM App**, the **My projects** screen will be empty.

So the best way to get started is to click on **New project** and create a new project. Just type the project name and click **Create**.

Your new project will appear immediately in **My projects**.



# Key screens:

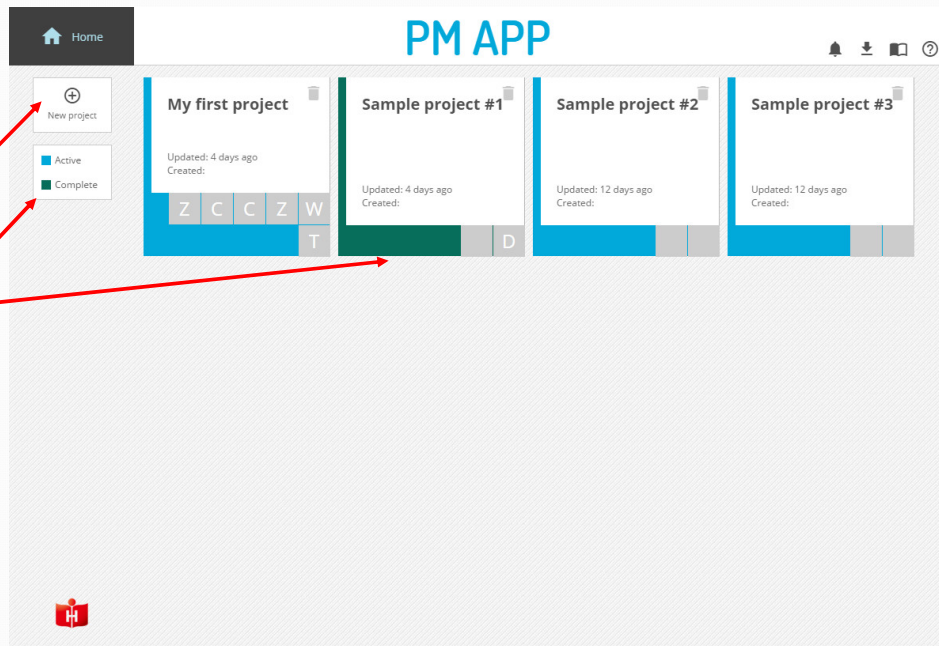
## My projects

In **My Projects**, there is a "card" for each project you create. To launch a project, click on its "card".

You can create a **New project** from here, too.

When a project is complete, the border of its card changes color.

**Hint** Move your mouse over the letters at the bottom of a project card to display the names of your project Stakeholders and Core Members.



# Key screens: Project home page

Every **Project** has a **Home Page**.

The **Project Home Page** has 5 sections:

1. Left navigation panel
2. Dashboard
3. Monitor project plan
4. Process map
5. Tools panel

Find out more about the **Project Home Page** on the next page.

The screenshot displays the 'PM APP' interface for a project titled 'My first project'. The interface is divided into several sections, with numbered callouts indicating key areas:

- 1. Left navigation panel:** A vertical sidebar on the left containing a 'Home' button at the top, followed by 'My projects' (with a sub-item 'My first project'), and a 'Tools' section with buttons for 'Initiate', 'Plan', 'Execute monitor control', and 'Close'.
- 2. Dashboard:** A section titled 'My first project' (Updated 9 hours ago, Created) containing six metrics: 'PROJECT HEALTH' (a traffic light icon), 'TASKS' (42% Assigned), 'DELIVERABLES' (50% Done), 'BUDGET' (0% Spent), 'RISK MANAGEMENT' (0% Closed), and 'CHANGE MANAGEMENT' (100% Moved). Each metric includes a circular progress indicator and a data table.
- 3. Monitor project plan:** A section titled 'MONITOR PROJECT PLAN' containing a table with five rows: 'Progress & milestones', 'Deliverables', 'Quality', 'Cost', and 'Change register'. Each row has a 'Last monitored' status and a dropdown arrow.
- 4. Process map:** A section titled 'PROCESS MAP' showing a flow of four steps: '1. Initiate', '2. Plan', '3. Execute monitor control', and '4. Close'. Each step has a list of tasks associated with it. A circular arrow icon connects the 'Plan' and 'Execute monitor control' steps.
- 5. Tools panel:** A vertical sidebar on the right side of the interface, currently empty.

At the bottom left, there is a small logo and the text 'Copyright © 2016'.



# Key screens: Project home page

## 2. Dashboard

Check 5 key project measurements in real-time—and see the traffic light status of your **Project Health**.

## 3. Monitor project plan

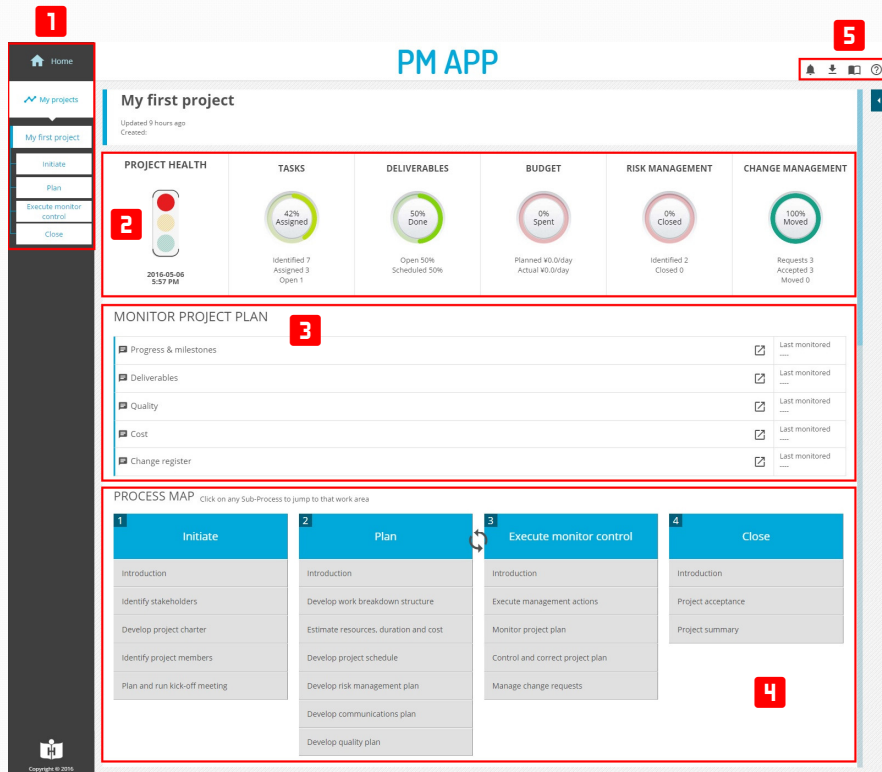
Monitor the 6 key elements of your **Project Plan** from one place.

## 4. Process map

Review the big picture of PMI Processes and Sub-processes.

## Hints

- Move your mouse over the Dashboard traffic lights to see what the colors mean.
- **Last monitored** tells you the last time you monitored that part of your **Project Plan**.
- Click on any **Sup-process** in the **Process Map** to jump to that work area.



# Key screens: Sub-process

This is a typical **Sub-process** screen.

Each one has 5 sections:

1. Left navigation panel
2. Work flow diagrams
3. Work Area
4. Right support panel
5. Tools panel

You will spend most of your time in **PM App** in the 15 **Work Areas**.

Depending on what you are doing, the **Right support panel** displays one of these

- Sub-process introduction (in this example)
- Guide
- Glossary

**Hint** You can hide/reveal the **Right support panel** by clicking the arrow at the top-right of the panel.

**PM APP**

**1** Home, My projects, My first project, Initiate, Introduction, Identify stakeholders, Develop project charter, Identify project members, Plan and run kick-off meeting, Plan, Execute monitor control, Close

**2** Process Flow: MONITOR, PLAN, EXECUTE, CONTROL. Sub Process Flow: Start, Identify Stakeholders, Develop Project Charter, Identify and recruit project team, Plan and run kick-off meeting.

**3** Work Area: Add stakeholders and sponsors to your project. 1. Zhangqiang (John). Huawei ID: 00213696, Name: Zhangqiang (John), Email: zhangqiang88@huawei.com, Telephone: +86-755-28562671, Mobile: +86-18680306235, Manager, Role: Stakeholder, Department: Delivery Mgmt Learning Programs(Huawei University), Skills: Delivery management, delivery, operations, team management.

**4** INTRODUCTION: Welcome to the Identify Stakeholders Sub-process. At the start of each Sub-process, take a minute to review your Process Flow and Sub-process Workflow maps. Easy because you will be introduced to some Stakeholders by your project Sponsor. Others will find you and introduce themselves. Challenging because a Stakeholder is any person, group or organization in Huawei that could impact or be impacted by your project. They can be impacted by project decisions, activities and outcomes. Stakeholders can impact a lot of people. Stakeholders can change during the project lifecycle. For example, someone who was not aware of your project when it was initiated can become aware of it later. Only then do they realize that your projects impacts their operations or projects. Suddenly, this person or group becomes a stakeholder. Stakeholders can change during the project lifecycle. For example, someone who was not aware of your project when it was initiated can become aware of it later. Only then do they realize that your projects impacts their operations or projects. Suddenly, this person or group becomes a stakeholder. Identify Stakeholders is not something

**5** Home, Download, Settings, Help



# Key screens: Sub-process

In this **Sub-process** screen, the **Right support panel** displays the **Glossary**.

The **Glossary** contains brief explanations of typical Project Management words and phrases. **Acceptance criteria** is an example of an explanation.

## Hint

- To display the **Glossary** in the **Right support panel**, click the book icon in the **Tools panel**.
- You can find **Glossary** explanations using
  1. search
  2. the alphabetical index
  3. scrolling

The screenshot displays the PM APP interface. The top navigation bar includes 'Home', 'My projects', and a 'Tools' panel with icons for Home, My projects, and a book icon (highlighted with a red arrow). The main content area is divided into two sections: 'Process Flow' (a circular diagram with stages: INITIATE, MONITOR, PLAN, EXECUTE, CONTROL, CLOSE) and 'Sub Process Flow' (a linear flowchart starting with 'Start', followed by 'Identify Stakeholders', 'Develop Project Charter', 'Identify and recruit project team', and 'Plan and run kick-off meeting'). The right support panel, titled 'GLOSSARY' (circled in red), contains an alphabetical index (ALL, A-Z) and a search bar. Below the index, the 'Acceptance criteria' entry is expanded, showing its definition: 'Acceptance Criteria are a set of conditions that are required to be met before Deliverables are accepted. These are related to Quality criteria.' The 'Work Area' section below the main content area shows a form for adding stakeholders, with fields for Name, Huawei ID, Mobile, and Department. The 'Acceptance criteria' entry is also visible in the 'Work Area' section.

**PM APP**

Home My projects

My first project

Initiate

Introduction

Identify stakeholders

Develop project charter

Identify project members

Plan and run kick-off meeting

Plan

Execute monitor control

Close

Process Flow

Sub Process Flow

Start

Identify Stakeholders

Develop Project Charter

Identify and recruit project team

Plan and run kick-off meeting

Work Area

Add stakeholders and sponsors to your project

1 Zhangqiang (John)

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Mobile Manager

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Department

Delivery Mgmt Learning Programs(Huawei University)

Skills

Delivery management, delivery, operations, team management

**GLOSSARY**

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**Acceptance**

Acceptance is the formal act of accepting project Deliverables. The act is usually performed by the Sponsor(s) and/or Stakeholders.

**Acceptance criteria**

Acceptance Criteria are a set of conditions that are required to be met before Deliverables are accepted. These are related Quality criteria.

**Accepted deliverables**

Accepted Deliverables are Deliverables that meet the Quality Criteria and as a result have been formally signed off and approved by the Sponsor(s) and/or Stakeholders.

**AM**

This is an abbreviation for Affiliated Member of the project team.

**Analogous estimate**

Analogous Estimating is a technique for estimating a variety of project parameters and measures of scale. The project parameters that can be

# On demand Glossary

When Glossary words or expressions appear in **PM App** text, they are formatted in a special way—like this: **Sponsor**.

When you want to check your understanding of one of these words, move your mouse over the word and its Glossary definition will pop-up.

The screenshot displays the PM APP interface. On the left is a sidebar with a 'Home' button and a 'My projects' section containing a list of project stages: 'Initiate', 'Introduction', 'Identify stakeholders', 'Develop project charter', 'Identify project members', 'Plan and run kick-off meeting', 'Plan', 'Execute/monitor/control', and 'Close'. The 'Introduction' stage is currently selected.

The main content area is titled 'PM APP' and 'Welcome to the Initiate Process.' It features a circular diagram with four stages: 'INITIATE', 'PLAN', 'EXECUTE', and 'CONTROL', connected by arrows in a clockwise cycle. Text explains that at the start of every project, reviewing the Process Flow and Sub-process Workflow maps is critical. It lists two objectives: 'The stakeholders' expectations are clear' and 'Stakeholders achieve a shared understanding of success criteria which, in turn, helps ensure their expectations are met'.

A glossary pop-up for the word 'Sponsor' is visible, defining it as 'A sponsor is the person or group who provides resources and support for the project and is accountable for enabling success. The sponsor may be external or internal to the project team. From initial conception through project closure, the sponsor promotes the project. The sponsor leads the project through the initiating processes until formally authorized, and plays a significant role in the development of the initial scope and charter.'

Below the diagram, text describes the 'Project Charter' as a document that helps meet three objectives: 'The Project Charter is a document that formally authorizes the existence of a project and provides the Project Manager with the authority to apply organizational resources to project activities. The Charter defines: Business need, Objectives, Deliverables, Quality criteria, Preliminary approach, Milestones, Assumptions and constraints'.

On the right side of the interface, there is a 'flow' section with a diagram showing the sequence of steps: 'Identify Stakeholders', 'Develop Project Charter', 'Identify and recruit project team', and 'Plan and run kick-off meeting'. Below this is an 'INTRODUCTION' section with the text 'Welcome to the Develop Project Charter Sub-process. At the start of each Sub-process, take a minute to review your Process Flow and Sub-process Workflow maps. The Project Charter is a document that authorizes a Project and provides the Project manager with the authority to plan and execute the Project—including the right to apply money, people and resources to it.'

At the bottom, a '2 Objectives' section lists: 'To improve customer relations & to rebuild customer's confidence in co', 'To invite T account CTO bringing his team to visit HW HQs before 31 July 2005, so that they would be against the subsequent project execution. Project budget \$200,000'.

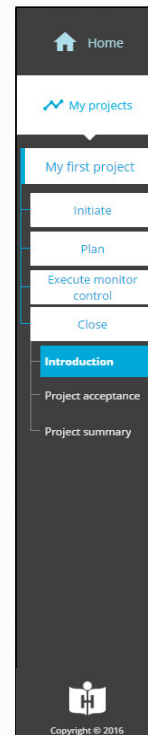
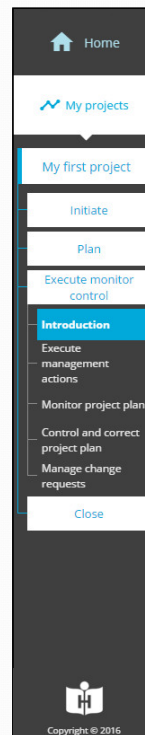
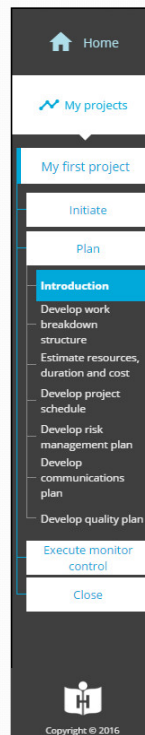
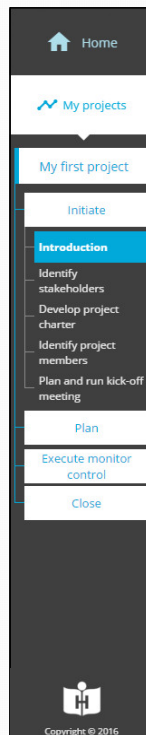
# Navigation panel

The structure and Navigation of **PM App** follows PMI **Processes** and **Sub-processes**.



Click on any **Process** (white blocks) to reveal its **Sub-processes**.

Click on any **Sub-process** to display its screen.

The blue block tells you what **Sub-process** screen you are looking at.



# Your Guide

Your **Guide** helps you learn to use **PM App** and to become a great Project Manager. **Guide** is available wherever you see this  or 

Just click on the icon and **Guide** content appears in the **Support Panel**. In this example, **Guide** tells you about filling a project "role".

**Guide** is available at 3 levels:

**1. Hint**

If you need only a little help

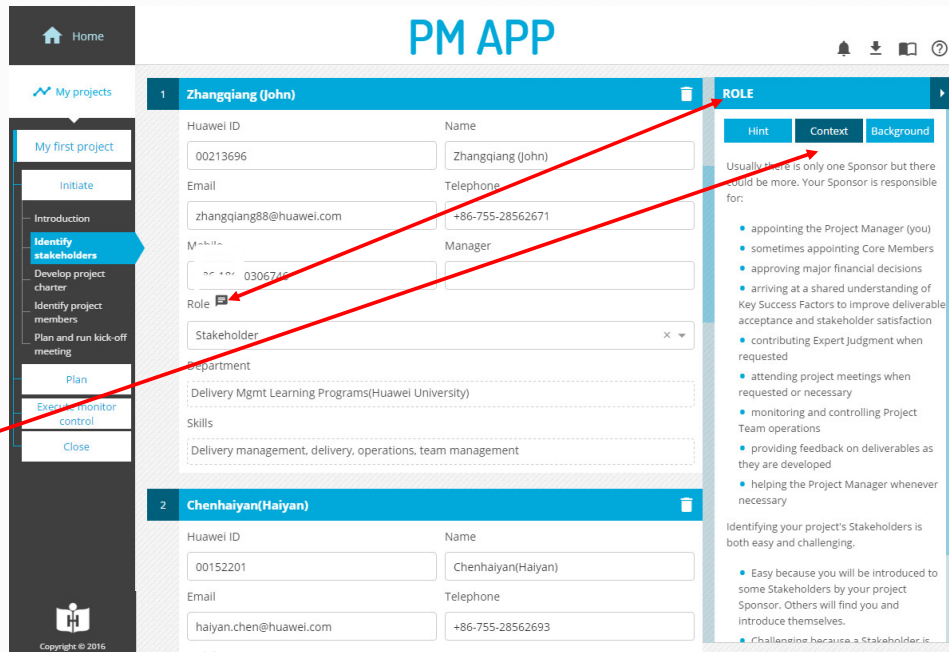
**2. Context**

If you want to know why the entry is important

**3. Background**

If you want to know even more

**Hint** You can leave **Guide** open all the time—helpful when you are getting started with **PM App**.



**PM APP**

Home

My projects

My first project

Initiate

Introduction

**Identify stakeholders**

Develop project charter

Identify project members

Plan and run kick-off meeting

Plan

Execution/monitor control

Close

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Department: Delivery Mgmt Learning Programs(Huawei University)

Skills: Delivery management, delivery, operations, team management

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**ROLE**

Hint Context Background

Usually there is only one Sponsor but there could be more. Your Sponsor is responsible for:

- appointing the Project Manager (you)
- sometimes appointing Core Members
- approving major financial decisions
- arriving at a shared understanding of Key Success Factors to improve deliverable acceptance and stakeholder satisfaction
- contributing Expert Judgment when requested
- attending project meetings when requested or necessary
- monitoring and controlling Project Team operations
- providing feedback on deliverables as they are developed
- helping the Project Manager whenever necessary

Identifying your project's Stakeholders is both easy and challenging.

- Easy because you will be introduced to some Stakeholders by your project Sponsor. Others will find you and introduce themselves.
- Challenging because a Stakeholder is

# Tool panel

There are 4 tools in the **Tool panel**:

**1. Monitor**

If you do not monitor any of the 6 key areas of your **Project Plan** for 10 days, you will see a small red reminder here. Click the **Monitor** icon to jump to **Monitor Project Plan**.

**2. Sub-process report**

Click to download a PDF report of the **Sub-process** you are working in.

**3. Glossary**

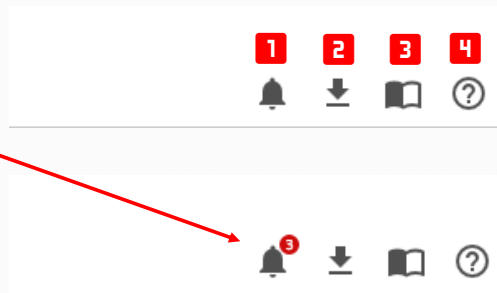
Click to display the **Glossary** in the **Support panel**.

**4. Quick start**

Click to open this **Quick start** guide whenever you need it.

## Hints


- You can save each **Sub-process** PDF report anywhere you want and edit its default name, for example, to add the date.
- The report for **Develop project schedule** is a spreadsheet (XLS), not a PDF. After you save the spreadsheet, you can print it to PDF if you like.



# Tool panel:













## Sub-process report

Here is a sample **Sub-process** PDF report created using the report tool.

PM APP 	
Identify stakeholders	
<div><div>1 Zhangqiang (John)</div><div><div>Huawei ID</div><div>00213696</div></div><div><div>Name</div><div>Zhangqiang (john)</div></div><div><div>Email</div><div>zhangqiang88@huawei.co</div></div><div><div>Telephone</div><div>+86-755-28562671</div></div><div><div>Mobile</div><div>+86-18680306746</div></div><div><div>Manager</div><div></div></div><div><div>Role</div><div>Stakeholder</div></div><div><div>Department</div><div>Delivery Mgmt Learning Programs(Huawei University)</div></div><div><div>Skills</div><div>Delivery management, delivery, operations, team management</div></div></div>	<div><div>2 Chenhaiyan(Haiyan)</div><div><div>Huawei ID</div><div>00152201</div></div><div><div>Name</div><div>Chenhaiyan(Haiyan)</div></div><div><div>Email</div><div>haiyan.chen@huawei.com</div></div><div><div>Telephone</div><div>+86-755-28562693</div></div><div><div>Mobile</div><div>+86-18688798908</div></div><div><div>Manager</div><div></div></div><div><div>Role</div><div>Sponsor</div></div><div><div>Department</div><div>Huawei University(Huawei University)</div></div><div><div>Skills</div><div>People management</div></div></div>
<div><div>3 Wangge(Michael Wang)</div><div><div>Huawei ID</div><div>00317925</div></div><div><div>Name</div><div>Wangge(Michael Wang)</div></div><div><div>Email</div><div>gewang@huawei.com</div></div><div><div>Telephone</div><div>+86-755-28562831</div></div><div><div>Mobile</div><div>+86-13632822660</div></div><div><div>Manager</div><div></div></div><div><div>Role</div><div>Stakeholder</div></div><div><div>Department</div><div>Project Finance and Mgmt Learning Programs(Huawei University)</div></div><div><div>Skills</div><div>Ubique incorrupte quaerendum duo an. Eos postea oporteat adversarium cu, meis delenit molestie at eam, assum albucius sed cu. Est no diam soleat conceptam, est elit liber eu, ut impetus intellegam pri. Eam liber praesent imperdiet id, eam doming timeam nominati an.</div></div></div>	<div><div>4 Tanghua</div><div><div>Huawei ID</div><div>00231812</div></div><div><div>Name</div><div>Tanghua</div></div><div><div>Email</div><div>dena.tanghua@huawei.co</div></div><div><div>Telephone</div><div>+86-755-28563162</div></div><div><div>Mobile</div><div>+86-13005430088</div></div><div><div>Manager</div><div></div></div><div><div>Role</div><div>Stakeholder</div></div><div><div>Department</div><div>Delivery Mgmt Learning Programs(Huawei University)</div></div><div><div>Skills</div><div>Ubique incorrupte quaerendum duo an. Eos postea oporteat adversarium cu, meis delenit molestie at eam, assum albucius sed cu. Est no diam soleat conceptam, est elit liber eu, ut impetus intellegam pri. Eam liber praesent imperdiet id, eam doming timeam nominati an.</div></div></div>



# Common icons

	Guide	Displays <b>Guide</b> content in the <b>Right support panel</b>
	Add an entry	Found in <b>Work Areas</b> . Adds an entry to a list.
	Add someone	Found in <b>Work Areas</b> . Add someone to a role, for example, in a Responsibility Assignment Matrix (RAM).
	Delete	Delete an entry or an item. Sometimes requires a confirmation.
	Show more	Found in <b>Work Areas</b> . Show more entry fields.
	Show less	Found in <b>Work Areas</b> . Show less entry fields.
	Pick a date	Found in <b>Work Areas</b> . Click to pick a date from a calendar.
	Jump to	Found in <b>Monitor Project Plan</b> . Jump to a <b>Project Plan</b> area.
	Monitor	Found in <b>Tool panel</b> . Warns that the <b>Project Plan</b> is not being monitored.
	Download	Found in <b>Tool panel</b> . Downloads a <b>Work Area</b> report for distribution.
	Glossary	Found in <b>Tool panel</b> . Displays <b>Glossary</b> in <b>Right support panel</b> .
	Quick start	Found in <b>Tool panel</b> . Opens this guide.

# Useful things to know

- **Learning by doing**

When you first use **PM App**, you will probably use the **Guide** quite often. But the more you use **PM App**, the less you will need the **Guide**. Congratulations! You are learning by doing.

- **No Save button**

There's no Save button! Anything you enter in a **PM App Work Area** is saved automatically.

- **Early Dashboard results**

At the beginning of a project, your **Dashboard** might not look like you expect. That's because not enough data is available to analyze. As your project develops and you enter more data, the better your **Dashboard** works.

- **No limit to number of projects**

You can create as many projects as you like in **PM App**. So, experiment with how you manage large and small projects.

- **Updates to PM App**

Updating **PM App** does not delete your project data. If you are offered a **PM App** update, you can install it with confidence. All your data is safe.

- **Contact us**

If you have any feedback or suggestions, please send it to:

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[zhangqiang88@huawei.com](mailto:zhangqiang88@huawei.com)

