



Project with Purpose User Manual

A practical guide for students using the BlessBack Business Academy project-management app.

Use this manual after login to plan, execute, monitor, close, download, and share your project. Project data is saved in your browser, so use a regular browser window and export backups regularly.

Section	What you will learn
1. First access	How to register, choose a language, and open the app.
2. Dashboard	How to read progress, schedule, costs, risks, and next actions.
3. Five project phases	How to complete Initiation, Planning, Execution, Monitoring, and Closure.
4. Reports and sharing	How to download, print, and share the project plan.
5. Backup and troubleshooting	How to protect your work and solve common issues.

1. First Access and Registration

When you scan the QR code or open the app link, the first screen asks for basic registration information. This is not a password login. It records participation in the app and helps the Academy understand who is using the tool.

- Select English or Spanish before entering the app.
- Enter your full name, email address, WhatsApp number with country code, and country.
- After registration, the app opens automatically.
- On a personal device, you normally register once. Returning visits open the app directly.
- Use Change User only on shared devices or if you entered the wrong information.

Important: The project plan itself is stored in the browser on the device you are using. The Google Sheet registration does not store your project plan.

2. Language and User Manual

The app works in English and Spanish. The language button in the header changes the app language. The user manual button opens the manual that matches the current language.

- English users open the English manual.
- Spanish users open the Spanish manual.
- Information you type into the app is not translated automatically; it remains exactly as you entered it.
- Buttons, menus, labels, reports, and system messages follow the selected language.

3. Dashboard

The Dashboard is the project control center. It gives a quick view of the project condition and the next recommended action.

Dashboard Item	Meaning
Project Progress	Average progress across all project tasks.
Schedule	Whether the project dates are configured and whether the project appears on track.
Actual Cost	Money already recorded as actual task cost.
Open Risks & Issues	Open risks plus open issues that require attention.
Next Actions	The next recommended work based on the current project condition.
Overall Progress	A visual progress ring calculated from task progress.

Dashboard Item	Meaning
Budget Health	Compares actual cost to the approved project budget.

4. Create or Select a Project

Use the project selector at the top of the app to switch projects. Use the menu to create, duplicate, delete, export, or import projects.

- Create a new project from the menu or from the first-project screen.
- Use clear project names, such as Community Garden Launch or Small Business Inventory Upgrade.
- Duplicate a project when you want to use an existing project as a template.
- Delete only when you are sure. Export a backup before deleting important work.

5. Phase 1 - Initiation

Initiation defines the reason for the project and the result you are trying to produce. Complete this section before building the detailed plan.

Field	Purpose
Project Name	The clear title of the project.
Problem / Opportunity	The need or opportunity the project addresses.
Project Purpose	Why the project matters.
Sponsor / Owner	The person or organization supporting the project.
Project Leader	The person responsible for coordinating the work.
Start Date and Target Date	The planned project time frame.
Approved Budget and Currency	The money approved for the project.
Success Criteria	Evidence that will prove the project succeeded.
Stakeholders	People or groups affected by the project.

SMART Objective Builder

The SMART builder helps turn a broad idea into a clear objective. Enter responses for Specific, Measurable, Achievable, Relevant, and Time-bound. Then select Generate Objective and save the result.

6. Phase 2 - Planning

Planning turns the project idea into a working plan. This section includes deliverables, tasks, dates, responsibilities, costs, milestones, and dependencies.

Deliverables

A deliverable is a concrete result the project must produce. Examples include Garden Site Prepared, Raised Beds Installed, or First Planting Completed.

- Use Description / Acceptance Criteria to describe what completed means.
- Assign an owner and due date.
- Use statuses such as Not started, In progress, and Completed.
- Connect tasks to deliverables using the Related Deliverable field in the task form.

Tasks

A task is a specific action needed to complete a deliverable. The task form includes phase, related deliverable, priority, dates, RACI responsibilities, costs, progress, dependency, milestone, and notes.

Task Field	How to use it
Phase	Choose Initiation, Planning, Execution, Monitoring, or Closure.
Related Deliverable	Select the deliverable this task supports.
RACI Fields	Responsible does the work; Accountable approves; Consulted gives input; Informed receives updates.
Estimated Cost	Expected cost before the work is completed.
Actual Cost	Real cost after money is spent.
Status and Progress	Track whether work is not started, in progress, blocked, or completed.
Milestone	Mark important project events or decision points.

Timeline

The Timeline shows tasks across the project calendar. Each row displays the task name and dates. Completed and blocked items use different visual styles.

7. Phase 3 - Execution

Execution is where the team performs the work. Use the task board to update status, progress, actual cost, and notes.

- Open a task to change progress or status.
- Use Complete when a task is finished.

- Record actual cost as soon as money is spent.
- Use Weekly Update to document accomplishments, next steps, blockers, and date.

8. Phase 4 - Monitoring and Control

Monitoring protects the plan while the work is happening. Use this section to manage budget, risks, issues, decisions, and change requests.

Tool	When to use it
Risks	Use for future events that might affect the project. Record likelihood, impact, owner, mitigation, and response plan.
Issues	Use for problems that already happened. Record impact, owner, corrective action, and resolution date.
Decisions	Use to document important project decisions, who approved them, rationale, and effects.
Changes	Use before changing scope, schedule, or cost. Approved cost changes can be applied to the project budget.

A risk might happen in the future. An issue has already happened. Treat them separately.

9. Phase 5 - Closure

Closure confirms what was completed, what was learned, and what follow-up actions remain. Complete closure near the end of the project.

- Record whether the SMART objective was achieved.
- Enter the actual completion date.
- Summarize final results.
- Write lessons learned for future projects.
- Record stakeholder acceptance and follow-up actions.

10. Reports, Downloads, and WhatsApp Sharing

The Report screen produces a complete project view. It includes the project overview, SMART objective, deliverables, tasks, RACI assignments, costs, risks, issues, decisions, changes, updates, and closure details.

- Download Project Plan creates a Word document with the project plan.

- Send Plan via WhatsApp attempts to share the plan file on supported mobile devices. On desktop, the app may download the file and open WhatsApp Web so you can attach it manually.
- Share Update creates a short summary suitable for WhatsApp or the device share menu.
- Print / PDF opens the browser print dialog. Choose Save as PDF if you want a PDF copy.

11. Backups and Data Safety

The app is local-first. Project data is saved in the browser on the current device. This keeps the app simple and low cost, but it means students must protect their work.

Do not do important project work in incognito/private mode. Many browsers delete private-mode data when the window is closed.

- Use Export Backup from the menu after creating or updating an important project.
- Keep the backup file in a safe location.
- Use Import Backup to restore project data into the app.
- The Change User option does not delete project data, but clearing browser storage can delete it.
- If using a shared device, export a backup before signing out or leaving the device.

12. Troubleshooting

Problem	Recommended action
The app asks me to register again.	You may be in a new browser, private mode, or browser storage was cleared. Register again and import a backup if available.
My project disappeared.	Check whether you were using incognito/private mode. Restore from Export Backup if you created one.
The manual does not open.	Confirm the PDF files are uploaded in the same Cloudflare folder as index.html.
WhatsApp file sharing does not attach the document.	Download the plan and attach it manually in WhatsApp or WhatsApp Web.
The report is missing data.	Return to the relevant phase and confirm the data was saved. Then refresh the Report screen.
The language is wrong.	Use the language button in the header. The manual link updates to match the selected language.

13. Recommended Student Workflow

- Register once and use a regular browser window.
- Create the project and complete Initiation.
- Add deliverables and tasks in Planning.
- Use Execution to update work progress every week.
- Use Monitoring to manage risks, issues, decisions, and changes.
- Use Closure to record final results and lessons learned.
- Download the project plan and export a backup regularly.

The goal is not only to create a form. The goal is to help students think, plan, act, measure, and share their work with discipline and purpose.