Project management

Managing a project on the WeSolve platform involves a series of structured steps to ensure effective engagement and successful outcomes:1. Initial Setup and Creation Create: Initiate by creating a new project in the 'Projects' section, filling in details like title, description, objective, and settings like language, visibility, and category. Content Generation: Opt for manual input or utilize AI to generate project content based on specific topics and style preferences. 2. Project Customization Edit Details: Modify project aspects (title, description, objectives, etc.) as needed. Note that the project's language is fixed post-creation. Save Changes: Regularly update and save changes to ensure the project reflects the latest objectives and information. 3. Engagement Activities Integration Add Activities: Enhance the project by adding workshops, challenges, surveys, or articles via the 'Actions' column, enriching the project's scope and community interaction. Manage Activities: Monitor and adjust these activities, tailoring content and timelines to align with project goals. 4. Monitoring and Updating Track Progress: Regularly review participation levels and feedback, using insights to make informed adjustments to the project or activities. Visibility and Access: Adjust visibility between 'Public' and 'Registered Users' as needed and control access for specific groups to ensure focused engagement.

- Manage projects
- Create a project
- Edit a project
- Associate engagement activities

Manage projects

The **Projects** page serves as a central hub for administrators to manage and monitor community engagement initiatives. This interface allows administrators to navigate through ongoing, upcoming, and completed projects, ensuring effective community involvement and project oversight.

Accessing the Projects

To access the projects dashboard:

1. **Log In**: Ensure you are logged into the WeSolve platform with your administrator credentials.
2. **Navigate to Projects**: Locate and select `Projects` from the left-side menu to open the projects overview page.

Projects Dashboard

Upon accessing the `Projects` section, you will be presented with a detailed view of all the projects, encapsulating a variety of information and actionable options.

Project Overview

View all projects listed along with their current status, which can be 'Published', 'In Draft', or 'Completed'.

Project Actions

Each project entry provides options to:

- Add new engagement activities, such as workshops, challenges, surveys, or articles.
- Edit existing project details.
- Delete projects, if necessary.

Engagement Activities

For each project listed, administrators have the ability to:

- View a comprehensive list of all associated engagement activities, including their respective start and end dates.

- Directly edit engagement activities to adjust timelines, content, or other critical parameters.
- Remove specific engagement activities from a project, ensuring the project's scope and objectives remain aligned with community needs and organizational goals.

Create a project

The **Create a Project** page is intuitively designed to guide administrators through the process of project creation, from conceptualization to the setting of specific parameters. By providing both manual input options and innovative AI-powered content generation, WeSolve ensures that each project is not only comprehensive and well-structured but also resonates with the intended audience and objectives.

Accessing the 'Create a Project' Page

To initiate the creation of a new project:

1. **Log In**: Ensure you are logged into the WeSolve platform with your administrator credentials.
2. **Navigate to Projects**: Select 'Projects' from the left-side menu to access the projects overview.
3. **Create a Project**: Click on 'Create a Project' located in the top right corner of the Projects page.

Creating Project Content

Upon entering the 'Create a Project' page, you have the option to input project details manually or utilize AI-powered tools to generate content:

Manual Content Creation

- **Title**: Input the title of the project, making it concise yet descriptive.
- **Description**: Provide a detailed description that encapsulates the project's essence and objectives.
- **Objective**: Define clear and measurable objectives to outline the project's intended outcomes.

AI-Powered Content Creation

1. Click on the 'Generate with AI' button on the top right.
2. Specify the topic of the project to guide the AI in content generation.
3. Choose the language from the dropdown menu to set the content's language.
4. Select the style from the dropdown menu to determine the tone and approach of the generated content.
5. Press the 'Generate' button to create the project content using AI.

Additional Project Details

In the creation process, administrators have the flexibility to specify various parameters and attributes to tailor the project:

- **Target Users**: Define the primary audience or participants of the project.
- **Notes**: Add any additional notes or instructions that are pertinent to the project or its execution.
- **Language selection**: Choose the language in which the project's content is created.
- **Publishing Date**: Set the date when the project content becomes publicly visible.
- **Visibility Settings**:
  - **Public**: The project is accessible to all users, including those who are not registered.
  - **Registered Users**: The project is visible only to users who are registered on the platform.
- **Start and end date**: Specify the start and end dates, clearly marking the project's active period.
- **Category**: Assign a category to the project to aid in organization and searchability.
- **Groups**: If applicable, select specific groups to whom the project is exclusively visible.
- **Cover Image**: Upload an image that will serve as the cover for the project.

Finalizing the Project

Once all the necessary details have been inputted and you are satisfied with the content and settings of your project, you have two options to proceed:

- **Publish**: By pressing the 'Publish' button, you will save all the entered information and make the project immediately available to your specified audience based on the visibility settings chosen (Public or Registered Users). The project, along with all its details, will go live, and the publishing date will be set as per your selection.
- **Save as a Draft**: If you are not ready to make the project live or wish to review the content at a later stage, you can choose to 'Save as a Draft'. This action will save all the current progress and settings without making the project visible to the users. You can return to your draft at any time to make further edits, additions, or to publish it when you are ready.

These options provide flexibility in your project creation process, allowing for careful review and timing of your project's release. Ensure that all details are thoroughly checked and that the project aligns with your strategic objectives before choosing to publish.

Edit a project

Once a project is created in the WeSolve platform, it may become necessary to update or modify certain aspects of the project to reflect changes in strategy, feedback, or objectives. The **Edit a Project** feature is designed to provide administrators with the flexibility to make these changes efficiently while maintaining the integrity of the project's core components.

Accessing the Edit Page

To edit an existing project:

1. Navigate to the `Projects` section from the left-side menu.
2. Choose the project you wish to edit from the list of available projects.
3. Click on the 'Edit' option, usually represented by a pencil icon, next to the project's title or within the project's detailed view.

Editable Options

While in the 'Edit a Project' mode, you can modify a wide range of settings and content, similar to the options available during the initial creation of the project:

Content Modification:

- Title: Update the title of the project to better align with its current focus or strategy.
- Description: Revise the project's description to reflect any changes or to add additional clarity and detail.
- Objective: Reassess and edit the project's objectives to ensure they are relevant, achievable, and aligned with current goals.
- Target Users: Adjust the defined primary audience or participants of the project as needed.
- Notes: Add or modify any notes or instructions that are relevant to the project's execution or context.
- Publishing Date: Change the date when the project content becomes publicly visible if the timeline has been adjusted.
- Visibility Settings: Update the visibility to 'Public' or 'Registered Users' based on the evolving needs or strategy of the project.
- Start and end date: Modify the start and end dates to align with the project's current schedule or timeline.
- Category: Reassign the project's category if the focus or theme of the project has shifted.
- Groups: Alter the groups to whom the project is exclusively visible, ensuring it reaches the intended audience.

- Cover Image: Replace or update the cover image to refresh the project's visual appeal or to reflect the project's current theme.

Non-Editable Option

- Language: The language of the project, as set during the initial creation, remains constant and cannot be altered. This ensures consistency in communication and content delivery throughout the project's lifecycle.

Saving Changes

After making the necessary edits, lick on 'Save' to update the project with the new settings and content. This action will immediately reflect the changes in the project's presentation and accessibility based on the modified parameters. Ensure that all modifications are thoroughly reviewed and align with your project's goals and strategy before saving.

Associate engagement activities

Associating multiple engagement activities under a single project is a strategic approach to maintain clarity, foster comprehensive participation, and ensure the success of community engagement initiatives. It allows administrators to effectively manage and monitor the diverse aspects of the project, thereby enhancing the impact and the outcomes of their community engagement efforts.

Associating Engagement Activities

To associate engagement activities with a project:

1. **Navigate to Your Project**: Go to the 'Projects' section and locate the project you wish to enrich with engagement activities.
2. **Access Engagement Options**: Within the detailed view of your project, locate the 'Actions' column. Here, you will find multiple options to add different types of engagement activities to your project.

Types of Engagement Activities

Under the 'Actions' column, you will find buttons or links to add the following types of engagement activities to your project:

- **Workshop:**
  - Aimed at interactive sessions where participants can collaboratively discuss, brainstorm, and contribute to various aspects of the project.
  - Click on the 'Add Workshop' button to outline the details of the workshop, including the agenda, the participants, and the desired outcomes.
- **Challenge:**
  - Designed to encourage innovation and problem-solving among participants, challenges can foster competitive spirit and creative solutions.
  - Select the 'Add Challenge' option to specify the challenge details, criteria for participation, and the rewards or recognition for successful solutions.
- **Survey:**
  - Surveys are instrumental in collecting quantitative and qualitative data from participants, offering insights into their preferences, opinions, and suggestions.
  - Use the 'Add Survey' button to design the survey questions, response options, and the target audience for the survey.
- **Article (News or Event):**

- Articles can be used to communicate news, updates, or upcoming events related to the project, keeping the community informed and engaged.
- Choose the 'Add Article' option to compose and publish news articles or announce events, ensuring the content is relevant and timely.