

PRMate

Working with Work Product

Version v1r0

To add or change a work product just double click in the Organisational IWP or OWP fields to open the work product form. Alternatively, if you are already in either of those fields, pressing return will also open the work product form. If you double click on an existing work product then it will be automatically selected when the work product form opens, otherwise the work product form will be positioned at the first work product.

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PRM Setup Control

PRM Version Omniprove First version for organisational use Quick Jump

Process	Type	Name	Outcome/Attribute1 in total	Standard References			
▶ ORG.1	A	Human Resource Management	▶ OU.1 Human resources are provided to meet the business plan and no impact from lack of human resources is evident.	ISO 9001	ISO 20000-1	ISO 27001:05	ISO 27001:13
ORG.2	A	Management Framework		4.2.1d	4.3.1	4.3.1g	7.5.1
ORG.3	A	Corporate Management and Legal		4.2.3		4.3.2	7.5.2
ORG.4	A	Infrastructure and Work Environment Management					
ORG.5	A	Improvement					
ORG.6	A	Measurement and Analysis					

Practice (Base/Generic) 7 in total	Input Work Product	Output Work Product	Actions
<p>▶ BP.1 Establish Human Resource Policies and Procedures</p> <p>Policies are established, approved and communicated that ensure human resources are identified, provided, managed, developed and released.</p> <p>Policies take into account all statutory, regulatory and security requirements.</p> <p>Procedures are defined, approved and made available for use, to implement the human resources policies.</p> <p>The policies and procedures are maintained under the management framework.</p>	<p>Business Plan</p> <p>Management Framework</p>	<p>Human Resource Policies</p> <p>Human Resource Procedures</p>	<p>▶ Owner Dave Wynn</p> <p>Date 02/08/2015 Status New</p> <p>Make sure that the policy is updated following review.</p> <p>Add Action Delete Action Manage Actions</p>

Defined Process	Organisational Practice	Organisational IWP	Organisational OWP	Organisational Outcome
<p>▶ Organisation</p> <p>Modify</p> <p>Delete Link</p>	<p>See QMS-MAN-01 which provides details on how to manage the QMS documentation including policies, processes, procedures, WI, forms and templates.</p>	<p>5 year business strategy presentation</p>	<p>HR Policy</p> <p>HR Procedures</p>	









The buttons on the left allow you to select or deselect as many work products as you like.

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PRM Setup Control

Manage Work Products

5 year business strategy presentation

Work product	Description	IWP	Used OWP	BPs
<input checked="" type="checkbox"/>  	5 year business strategy presentation	1	0	0
<input type="checkbox"/>  	HR Policy	0	1	0
<input type="checkbox"/>  	HR Procedures	0	1	0
<input type="checkbox"/>  		New	New	New

Process Quit Clear All

Delete Link

The waste bins allow you to delete the work product completely. If you have set the reporting options to report everything you will be warned before deleting the work product. **NOTE** that this will remove all references to the work product. If the work product was used in the base practice text, the result of removing the work product will depend on setting of the [Referenced Work Product Delete Option] on the [Control] tab. This is covered later.

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PRM Setup Control

Manage Work Products

5 year business strategy presentation

Work product	Description	IWP	Used OWP	BPs
5 year business strategy presentation		1	0	0
HR Policy		0	1	0
HR Procedures		0	1	0
		New	New	New

Process Quit Clear All

Delete Link





The binoculars will open a form showing you every use of the work product.

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PRM Setup Control

Manage Work Products

5 year business strategy presentation

Work product	Description	IWP	Used OWP	BPs
 5 year business strategy presentation		1	0	0
 HR Policy		0	1	0
 HR Procedures		0	1	0
		New	New	New

Process Quit Clear All

Delete Link

The work product list shows you the process, outcome and base practice and whether it is an input work product (IWP) or an output work product (OWP). If you double click on a work product entry you will be taken to that entry and the work product form will close.

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PRM Setup Control

5 year business strategy presentation

Work product	Description	IWP	Used OWP	BPs
5 year business strategy presentation		3	0	0
HR Policy		0	1	0
HR Procedures		0	1	0
		New	New	New

Work Product Uses

WP: 5 year business strategy presentation

Ref	Type
ORG.1.OU.1.BP.1	IWP
ORG.1.OU.1.BP.2	IWP
ORG.2.OU.1.BP.1	IWP

Quit Filter Clear

Ref

Type

Process Quit Clear All

Delete Link

You can filter the list on the reference field using wild characters (*) or the type using the IWP/OWP dropdown, then press [Filter]. To clear the filter press [Filter] again or [Clear]. To exit just press [Quit] or the X icon in the top right corner.

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PRM Setup Control

Work Product Uses

WP: 5 year business strategy presentation

Ref	Type	IWP	Used OWP	BPs
ORG.1.OU.1.BP.1	IWP	3	0	0
ORG.2.OU.1.BP.1	IWP	0	1	0
		0	1	0
		New	New	New

Work product Description

5 year business strategy presentation

5 year business strategy presentation

HR Policy

HR Procedures

Process Quit Clear All

Delete Link

Quit Filter Clear

Ref *.BP.1

Type IWP

Filtered

The information on the left hand side of each work product tells you how many times the work product has been used and in which way.

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PRM Setup Control

Manage Work Products

Work product	Description	IWP	Used OWP	BPs
5 year business strategy presentation		3	0	0
HR Policy		0	1	0
HR Procedures		0	1	0
		New	New	New

Process Quit Clear All

Delete Link

You can use the search bar at the top to either look for a work product or if it isn't found to be able to add a new one. If the work product does exist the form will be positioned at that work product and it will be selected. Then just pressing return will return back to the PRM with the work product entered.

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PRM Setup Control

Manage Work Products

5 year business strategy presentation

Work product	Description	IWP	Used OWP	BPs
5 year business strategy presentation		3	0	0
HR Policy		0	1	0
HR Procedures		0	1	0
		New	New	New

Process Quit Clear All

Delete Link

If you want to reference work products in the base practice field you can by pressing control-a which will bring up the work product form and allow you to select just one work product. The work product will be show in {}. Double clicking anywhere in between the {} will open the work product form and allow you to change the work product.

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PRM Setup Control

PRM Version Omniprove First version for organisational use Quick Jump

Process	Type	Name
▶ ORG.1	A	Human Resource Management
ORG.2	A	Management Framework
ORG.3	A	Corporate Management and Legal
ORG.4	A	Infrastructure and Work Environment Management
ORG.5	A	Improvement
ORG.6	A	Measurement and Analysis

Outcome/Attribute 1 in total

▶ OU.1 Human resources are provided to meet the business plan and impact from lack of human resources is evident.

Standard References	ISO 9001	ISO 20000-1	ISO 27001:05	ISO 27001:13
4.2.1d	4.3.1	4.3.1g	7.5.1	
4.2.3		4.3.2	7.5.2	

Practice (Base/Generic) 7 in total

▶ BP.1 Establish Human Resource Policies and Procedures

Policies are established, approved and communicated that ensure human resources are identified, provided, managed, developed and released. Policies take into account all statutory, regulatory and security requirements. Procedures are defined, approved and made available for use, to implement the human resources policies. The policies and procedures are maintained under the management framework.

Input Work Product
Business Plan
Management Framework

Output Work Product
Human Resource Policies
Human Resource Procedures

Actions

▶ Owner Dave Wynn
Date 02/08/2015 Status New
Make sure that the policy is updated following review.

Add Action Delete Action Manage Actions

Defined Process	Organisational Practice	Organisational IWP	Organisational OWP	Organisational Outcome
▶ Organisation	See QMS-MAN-01 which provides details on how to manage the QMS documentation including policies, processes, procedures, WI, forms and templates. Check the {HR Procedures} for details.	5 year business strategy presentation	HR Policy HR Procedures	

Modify
Delete Link

If you type text between {} and then hit control-a it will ask you if you want to add this as a new work product.

The screenshot shows the PRMate v1r4b2 software interface. The main window displays a tree view of organizational processes and practices. A dialog box titled "PRMate" is open in the center, with the message "This WP is not in the list, add it?" and "OK" and "Cancel" buttons. The dialog box is highlighted with a red border. In the background, the "Organisational Practice" pane shows a text field containing "{test}" which is also highlighted with a red border. The interface includes a menu bar (PRM, Setup, Control), a toolbar (Quick Jump), and several data tables and panes.

PRM Version: Omniprove
First version for organisational use: First version for organisational use

Process	Type	Name
▶ ORG.1	A	Human Resource Management
ORG.2	A	Management Framework
ORG.3	A	Corporate Management and Legal
ORG.4	A	Infrastructure and Work Environment Management
ORG.5	A	Improvement
ORG.6	A	Measurement and Analysis

Outcome/Attribute	ISO 9001	ISO 20000-1	ISO 27001:05	ISO 27001:13
▶ OU.1 Human resources are provided to meet the business plan and impact from lack of human resources is evident.	4.2.1d 4.2.3	4.3.1	4.3.1g 4.3.2	7.5.1 7.5.2

Practice (Base/Generic)	Input Work Product	Output Work Product
▶ BP.1 Establish Human Resource Policies and Procedures Policies are established, approved and communicated that ensure human resources are identified, provided, managed, developed and released. Policies take into account all statutory, regulatory and security requirements. Procedures are defined, approved and made available for use, to implement the human resources policies. The policies and procedures are maintained under the management framework.	Business Plan Management Framework	Human Resource Policies Human Resource Procedures

Defined Process	Organisational Practice	Organisational IWP	Organisational OWP	Organisational Outcome
▶ Organisation	See QMS-MAN-01 which provides details on how to manage the QMS documentation including policies, processes, procedures, WI, forms and templates. Check the {HR Procedures} for details. {test}	5 year business strategy presentation	HR Policy HR Procedures	

Actions:
 ▶ Owner: Dave Wynn
 Date: 02/08/2015 Status: New
 Make sure that the policy is updated following review.

Buttons: Add Action, Delete Action, Manage Actions

When you delete a work product that is being used within a base practice field, what will happen depends on the setting of the Referenced Work Product Delete Options.

If the [Delete the reference] option is selected the work product reference will be deleted.

If the [Leave just its name] option is selected the {} will be removed and the name left

If the [Highlight in red] option is selected the work product will be highlighted for further action

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PRM Setup Control

Actions

- Load BPL
Read the BPL contents from a BPL file
- Delete BPL Version
Delete one or more versions of the BPL
- Change PRM DB
Swap to another PRM database
- Manage Work Products
Manage work products used by the selected PRM version
- Managed Defined Processes
Manage defined processes used by the selected PRM version
- Manage Actions
Manage actions and action status values
- Export
Export one or more processes
- Import
Import one or more processes

Settings

Reporting Options

- Messages, warnings and errors
- Warnings and errors
- Errors only

Program Options

- Observe import actions
- Show actions in PRM prints
- Check for updates on program start
- Include referenced work product brackets {} in PRM prints
- Exit Quick Jump on selection
- Change to "Save PRM as" file after save
- Auto backup - every 1 minute
- On close create a PRM version

Referenced Work Product Delete Options

When deleting a work product that is referenced in a Base Practice:

- Delete the reference
- Leave just its name
- Highlight in red

Reports

Print Current PRM

Import Options

If an imported Defined Process already exists:

- Replace existing Defined Process
- Create new Defined Process with a prefix

If an imported Defined Process doesn't exist:

- Add it as a new Defined Process
- Skip Defined Process

If an imported Work Product already exists:

- Use existing Work Product
- Create new Work Product with a prefix
- Prefix with Defined Process name

If an imported Work Product doesn't exist:

- Add it as a new Work Product
- Skip Work Product

- Create backup before import

You can access the work product form from the [Control] tab.

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PRM Setup Control

Actions

Load BPL	Read the BPL contents from a BPL file
Delete BPL Version	Delete one or more versions of the BPL
Change PRM DB	Swap to another PRM database
Manage Work Products	Manage work products used by the selected PRM version
Managed Defined Processes	Manage defined processes used by the selected PRM version
Manage Actions	Manage actions and action status values
Export	Export one or more processes
Import	Import one or more processes

Settings

Reporting Options

- Messages, warnings and errors
- Warnings and errors
- Errors only

Import Options

If an imported Defined Process already exists:

- Replace existing Defined Process
- Create new Defined Process with a prefix

- Skip Defined Process

If an imported Defined Process doesn't exist:

- Add it as a new Defined Process
- Skip Defined Process

If an imported Work Product already exists:

- Use existing Work Product
- Create new Work Product with a prefix

- Prefix with Defined Process name

If an imported Work Product doesn't exist:

- Add it as a new Work Product
- Skip Work Product

- Create backup before import

Program Options

- Observe import actions
- Show actions in PRM prints
- Check for updates on program start
- Include referenced work product brackets {} in PRM prints
- Exit Quick Jump on selection
- Change to "Save PRM as" file after save
- Auto backup - every minute
- On close create a PRM version

Referenced Work Product Delete Options

When deleting a work product that is referenced in a Base Practice:

- Delete the reference
- Leave just its name
- Highlight in red

Reports

Print Current PRM

You cannot select or deselect work products, but you do have the ability to delete all work products. You can still use the binocular symbol to list all uses and then jump to a particular use of a work product.

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PRM Setup Control

Manage Work Products

Work product	Description	IWP	Used OWP	BPs
5 year business strategy presentation		3	0	0
HR Policy		0	1	0
HR Procedures		0	1	1
		New	New	New

Done Delete All