

MQ-403 Cheat-Sheet Design & Development

This document is an extension of [MQ-302 MYQUALITY Product Design & Development](#)

Purpose: This is a working document that collects and information relating to the design of the Cheat Sheet

The Big Idea:

The goal of this project is to systemise basic operational processes in MyQuality and transform them into one-page “cheat-sheets”.

The Process

1. Create a ‘Process Bank’ that maps out a whole list of operations in MyQuality
2. Choosing a scope of operations and breaking them down into their component lists
3. Designing and Approving a Diagram Skeleton
4. Embellishing the Diagram with branding and professional look
5. Transforming the Diagram into a Companion Video

MyQuality Operation Bank

A list of functions in MyQuality suitable for diagramming:

- How to create a Project
- How to create a Review
- How to add Employees to the People Register
- How to add competencies to the People Register
- How to create an Internal Audit
- How to create a Management Review
- How to upload a Document to the Document Register
- How to edit and revise an existing Document in the Document Register

Cheatsheet 01: How to Create a Project

How to create a Project Action Breakdown:

1. Log in to MyQuality
2. Click on 'Registers' Button from the Home Page
3. Select 'Projects' from the Menu List
4. Click 'New Project' from the top-right hand side of the page
5. Complete Required Project Details
 - a. Fill in the 'Title' of the Project
6. Complete Optional Project Details
 - a. Give a description of the Project
 - b. Assign a Start Date
 - c. Assign a Target Date
 - d. Assign an Owner to the Project
 - e. Attach a Media File (if applicable)
7. Complete Revision Information at the bottom of the page
8. Click Save