



Black Open University



OpenProject Training

Course Introduction & Companion Guide
Golden House Schools Network | AlkebulanMeta

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Course Overview

OpenProject training is offered to all headteachers and school leaders who have registered as provisional members of the Golden House Schools Network (GHSN). The training is not a technical add-on; it is a core component of the consultation and readiness phase.

The training exercise is part of the consultation process because all future projects will be administered with OpenProject as a central management tool. Those who complete this training will have demonstrated the capacity to manage complex projects, coordinate teams, and bring vision into reality. This training is your gateway to an elite professional network - a class of school leaders who can access and shape opportunities and stand as leaders to other schools.

Why OpenProject?

OpenProject is an enterprise-grade project management tool. Normally, access to this level of capability costs **€15.95 per user per month** (Premium plan, minimum 100 users). Through AlkebulanMeta, you receive this capability at no cost - plus custom educator add-ons.

The real value is greater than the commercial price. The training transfers a professional operating system for:

- **Planning** - structure projects, set milestones, and allocate resources
- **Coordination** - manage teams, assign tasks, and track progress
- **Evidence** - document decisions, store documents, and capture outcomes
- **Reporting** - generate summaries, track time, and demonstrate impact
- **Teamwork** - collaborate across schools, share learning, and build accountability

You are gaining professional project management capability that would normally cost your school over **£190 per year per user** - for free, as part of your GHSN provisional membership pathway.

The Superpower - Why This Training Matters

This training is not just about learning software. It is about becoming someone who can lead projects and bring vision into reality.

Here is what this unlocks for your school community:

- **You step into a new level of leadership** - project management fluency sets you apart and positions your school as a regional hub for development.
- **You gain the tools to transform** the inherent brilliance of African education into visible, trackable, and fundable achievement that attracts partners and resources.
- **You open a door to professionalisation** that makes your school a destination for investment and collaboration, not just a recipient of aid.
- **You join a community of like-minded leaders** - a cooperative of schools that can achieve more together than any single school could alone.
- **You master a system** that allows you to plan, track, and deliver complex projects with the same capability that normally costs thousands of pounds per year - now available to you at no cost.
- **You become part of a movement** of schools that can self-organise and command resources normally reserved for much larger institutions.

Your school will be one of the first in the region to own this capability, opening doors to partnership and funding that were previously beyond your view. You are not just learning a tool - you are claiming a new set of possibilities and building the capacity to serve your community with excellence and vision.

Competency Journey: From Observer to Master

The OpenProject competency model is structured as a progressive journey from absolute beginner to 80% fluency. The 80/20 rule applies here: if a school leader can effectively perform the 20% of OpenProject's features that deliver 80% of its value, they have reached a level of operational fluency that meets the needs of the Golden House projects.

Level 0: Not Started

Mindset: *"I have registered, but I am not yet oriented in the project space."*

Description: The user has registered and received access credentials but has not yet logged in or begun to explore the OpenProject environment.

Action: Log in to OpenProject and complete the introductory orientation.

Level 1: Observer - Foundation

Mindset: *"I can see the value, but I'm still finding my way around."*

Description: The user has logged in and is beginning to navigate the OpenProject environment. The primary goal is orientation and understanding the basic structure of a project.

Knowledge: Understanding that OpenProject is a project management tool with different modules for planning, tasks, and communication.

Insight: Realising that all project information (tasks, meetings, documents) can live in one central, accessible place.

Skills:

- Logging in and navigating the main interface
- Understanding the difference between "My Page" (personal dashboard) and a specific "Project" page
- Locating and viewing work packages (tasks) that are assigned to them
- Adding a simple comment to an existing work package to provide an update or ask a question
- Viewing the Gantt chart or board view to understand the project timeline

Badge / Title: Observer

Recognition: Onboarding Certificate - *"Has begun the journey to project management fluency."*

Level 2: Contributor - Participation

Mindset: *"I can add value by creating and organising tasks."*

Description: The user moves from passive viewing to active participation. They can now create and manage the basic building blocks of a project.

Knowledge: Understanding the structure of a work package (title, description, status, assignee, priority, dates). Knowing how projects are broken down into deliverables.

Insight: Recognising that effective task breakdown is the key to managing complex projects (like GHFD).

Skills:

- Creating a new work package
- Assigning a work package to a specific member
- Setting a due date and priority
- Adding a description and relevant attachments
- Changing the status of a work package (e.g., "In Progress," "Done")

Badge / Title: Contributor

Recognition: "OpenProject User" Badge - *"Can actively contribute to project tasks and workflows."*

Level 3: Organiser - Structure

Mindset: *"I can build and organise the project's architecture."*

Description: The user can now plan and structure projects. They understand how to organise work for clarity and efficient reporting.

Knowledge: Understanding parent-child relationships in work packages. Knowing how to use custom fields and versions. Recognising the value of project templates.

Insight: Grasping that a well-structured project creates clarity, reduces confusion, and enables powerful reporting and portfolio management.

Skills:

- Creating a new project

- Nesting work packages (creating parent-child hierarchies)
- Adding members to a project and assigning them specific roles
- Using "Versions" (releases/milestones) to group work packages
- Creating a project from a template for efficiency

Badge / Title: Organiser

Recognition: "Project Architect" Badge - *"Can structure and plan projects for clarity and impact."*

Level 4: Leader - Coordination

Mindset: *"I can manage the project's workflow and team collaboration."*

Description: The user moves beyond project creation to project management. They facilitate teamwork and ensure the project is progressing according to plan.

Knowledge: Understanding project meetings, time tracking, and team collaboration features. Knowing how to configure a project's settings.

Insight: Seeing that their role is not just to manage tasks, but to orchestrate the team's efforts and maintain momentum.

Skills:

- Creating and managing project meetings (with agendas and minutes)
- Using the team planner to assign and schedule work
- Configuring a project's modules (e.g., turning on/off wiki, boards, meetings)
- Viewing and interpreting project reports (e.g., "Spent time" by user or work package)
- Setting up and managing an agile board (Scrum/Kanban)

Badge / Title: Leader

Recognition: "Project Manager" Title - *"Can coordinate teams and manage project workflows effectively."*

Level 5: Master - 80% Fluency

Mindset: *"I can customise, automate, and leverage the full power of the platform."*

Description: The user can adapt OpenProject to their organisation's specific needs, automate workflows, and integrate it with other tools, mastering the 80% that delivers maximum value.

Knowledge: Understanding custom fields, workflows, and automation capabilities.
Knowing how to use the API and webhooks.

Insight: Realising that OpenProject is not just a tool but an extensible platform that can be moulded to their unique project management philosophy.

Skills:

- Creating and managing custom fields for work packages
- Setting up automated workflows (e.g., custom actions that update multiple attributes with one click)
- Using the API to integrate OpenProject with other applications (e.g., CKBank)
- Configuring and managing advanced features like project evaluation and scoring
- Training and supporting other users in their school, creating a multiplier effect

Badge / Title: Master

Recognition: "OpenProject Master" Badge & STAC Reward - *"Has achieved 80% fluency, capable of customising and leveraging the full platform for project success."*

Recognition & Reward System

Linking progression to tangible rewards creates a powerful incentive structure and reinforces the value of the training.

Level	Reward Type	Description	Value / Purpose
Observer	Digital Badge	Onboarding Certificate	Initial recognition of engagement
Contributor	Digital Badge	"OpenProject User" Badge	Demonstrates active participation and basic task management
Organiser	Digital Badge	"Project Architect" Badge	Shows advanced project structuring capability
Leader	Formal Title	"Project Manager" Title	Confers a leadership role within the GHSN project structure
Master	Badge + STAC	"OpenProject Master" Badge & STAC Reward	Confirms mastery and provides a scarce, ownable asset as a reward for high-level proficiency

Practical Guidance

Tracking Progress

Progress through the levels is tracked in the GHSN Roadmap & Progress Report. Your current level is displayed alongside your survey status. As you complete training milestones, your level will be updated.

Verification Methods

Competency can be verified through a combination of:

- Self-Assessment:** You confirm that you have performed the skills
- Peer / Admin Review:** A project admin or "Master" user reviews your work and confirms your capability
- Automated Triggers:** Certain actions (like creating a project) may automatically progress you

Getting Started

- 1.**Log in** to OpenProject using your GHSN credentials
 - 2.**Explore** the interface - navigate to "My Page" and find the GHSN project space
 - 3.**Complete** the introductory orientation tasks
 - 4.**Begin** working on tasks and projects as they become available
 - 5.**Progress** through the competency levels at your own pace
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Summary

OpenProject training is a **superpower transfer** - not just a software tutorial. It equips school leaders with a professional operating system for project management, coordination, and accountability. The training is commercially valuable, transferable, and immediately useful for school development, cooperative planning, and project fundraising readiness.

Even before the full Golden House projects are developed, this training gives members a practical capability they can use for:

- School development planning
- Cooperative planning and coordination
- CPD tracking and reporting
- Project fundraising readiness
- Team collaboration across schools

Read the OpenProject Training Guide to begin your journey.

*Golden House Schools Network - Provisional Member Cohort
Sovereign · Destiny · Fund*