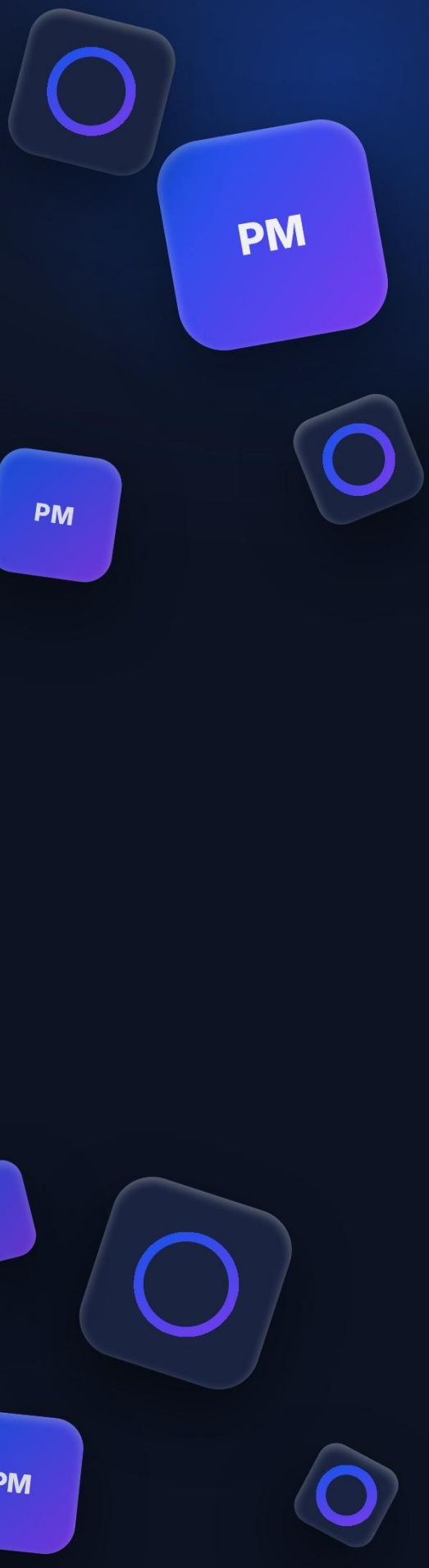
PM101

SOLUTION GUIDE

PM101 Solution Guide

The project management platform for small teams: the skills, templates and AI-powered tools to run projects properly, without enterprise overhead.

FOR EVERY PM. ACCIDENTAL OR NOT.



pm101.co.uk

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Ready to Run Your Projects Properly? 25

Introduction

Small businesses run projects constantly: office moves, system rollouts, product launches, client work. Most of the people running them were never trained as project managers, and there's no PMO to fall back on.

PM101 exists to close that gap.

Run Projects Properly, Without the Overhead

In most small and mid-sized businesses, projects are run on instinct. Plans live in spreadsheets, updates live in email chains, and every project feels like starting from scratch. Deadlines slip, budgets drift, and nobody's quite sure what good looks like.

The people running these projects are rarely career project managers. They're founders, operations managers and team leads who've been handed a project alongside the day job. Formal training is expensive and academic. Enterprise PM tools are overkill for a team of ten. And generic AI gives you raw output with none of the method behind it.

That's where PM101 comes in: a project management learning and tools platform built for SMEs. It combines plain-English learning, ready-to-use templates, a library of expert-written AI prompts, and a full project planning tool in one place, so small teams can run projects with the confidence of a much bigger organisation.

You don't need to learn a methodology before you can be productive. You start doing, and the learning happens alongside the work.

✦

Built for real businesses

Every template, lesson and tool is calibrated for teams of 5 to 50, not scaled-down enterprise. No 40-page methodology documents. No jargon. Everything is sized for a business where the person running the project also has a day job.

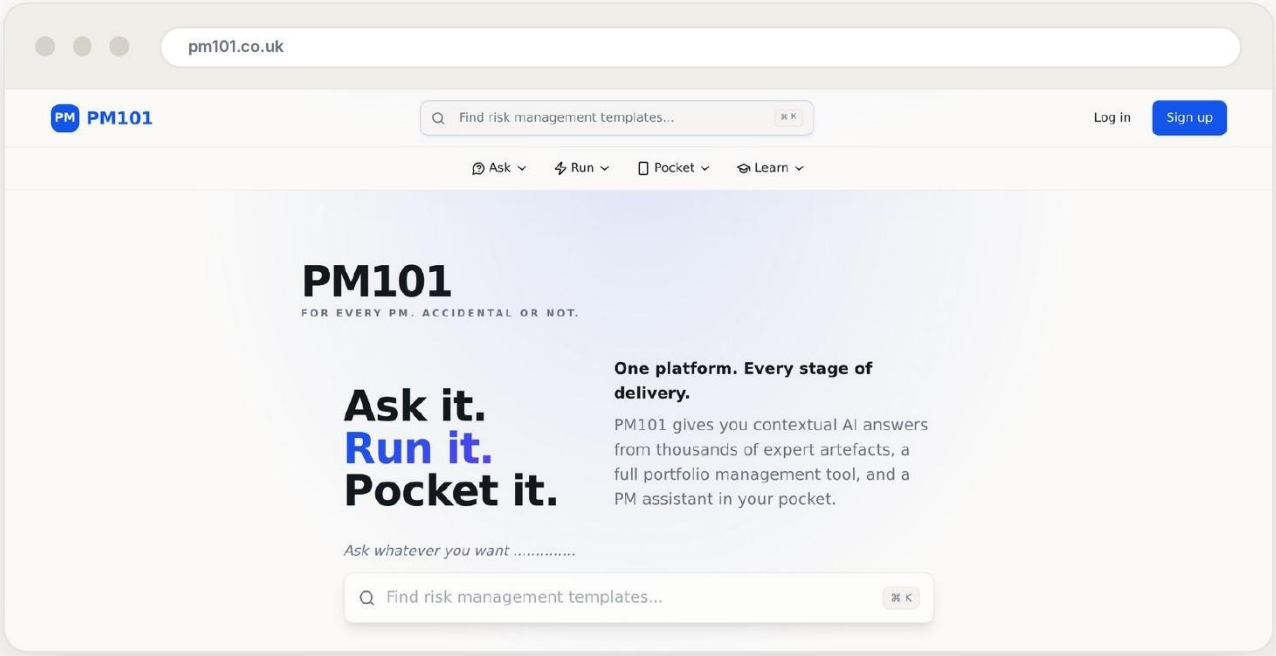
⚡

AI-native from day one

AI isn't bolted on; it's baked in. Prompts come pre-loaded with PM best practice, so the output is useful first time, not after an hour of rewriting. And the more you feed it, the better it gets. That idea has a name, and it's on page 6.

What is PM101

PM101 is a single web platform where learning and doing live side by side. Ask it your exact question. Run prompts, templates and agents that already know project management. Pocket it, and take the whole thing with you on Telegram.



The live platform: Ask it. Run it. Pocket it.

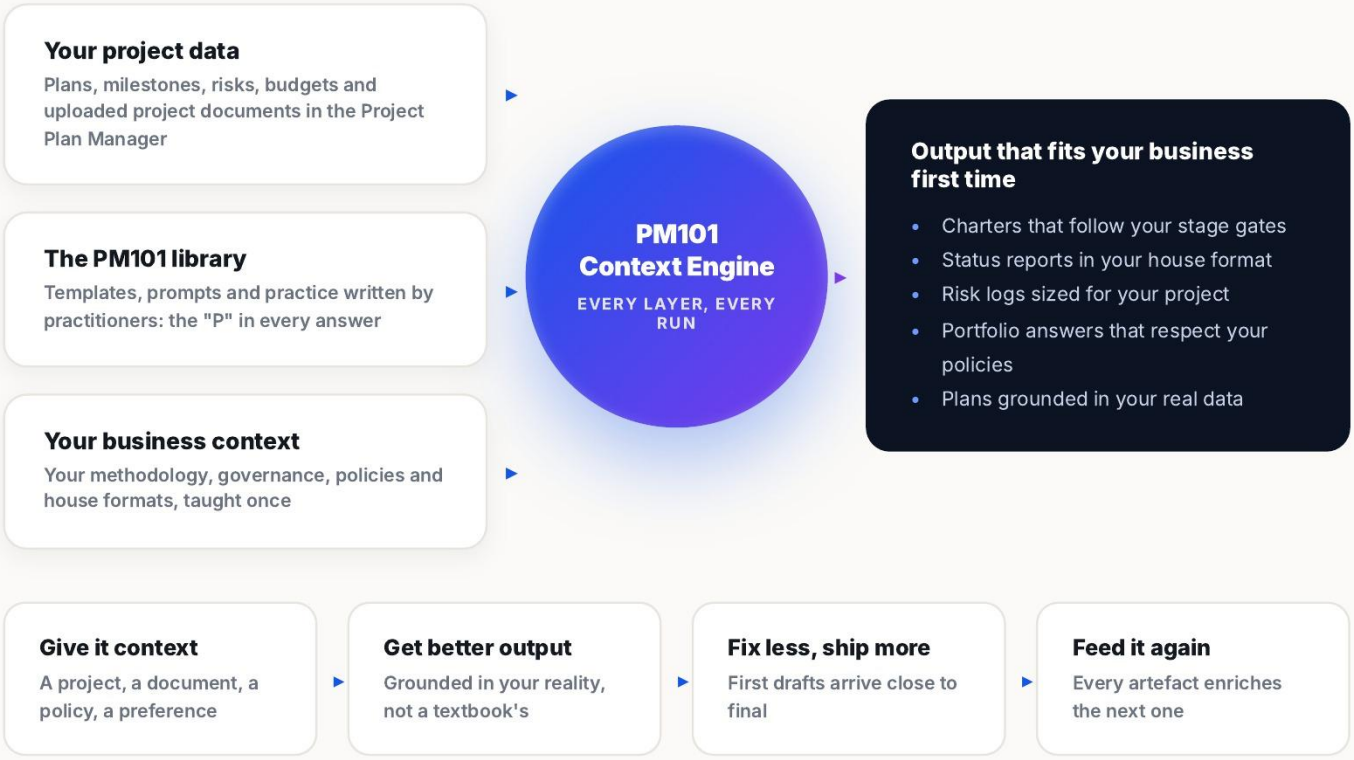
Everything works from one account. Browse bite-size lessons in **Learn**, pick up a template with the guidance built in, or run an expert-written prompt from the **Prompt Library**. When you're ready to manage a real project, the **Project Plan Manager** gives you a proper workspace: plans, milestones, risks, dashboards and exports, with AI drafting a click away.

Because it's one platform, the pieces reinforce each other. The **PM Assistant** answers questions grounded in the same good practice the templates teach. The **Agents marketplace** adds community-built tools for specific jobs. And underneath all of it sits the thing that makes PM101 different: the Context Engine, explained overleaf.

THE PM101 DIFFERENCE

The Context Engine

Generic AI knows everything and nothing about your project. PM101 is built the other way round. At its core sits the Context Engine: every answer and every artefact is generated from three layers of context at once, and you control all three.



Why this matters

Ask a generic chatbot for a project charter and you get a generic charter. Ask a task tracker's AI and you get a summary of your task list. PM101 combines what you're doing, what good practice says, and how your business works, in the same run. Where your standards conflict with textbook practice, yours win. That precedence rule is the difference between output you edit for an hour and output you send.

Nobody else stacks all three

The big platforms are adding AI that reads whatever happens to be sitting in them. PM101 works the other way round: you choose what the engine knows, and expert PM practice is in the stack from day one. We haven't found another SME project platform that layers all three and puts your standards in charge. The result is simple to say and hard to copy: the more context you give PM101, the better it works for you. And only you have your context.

PM101 Pricing

Start free, upgrade when it earns its keep. Plans are priced for small businesses, not enterprise procurement.

Free

£0

Perfect for exploring PM101

- Browse the full Prompt Library, Templates and Learn
- 3 prompt or agent runs a month
- 5 PM Assistant messages a month
- 1 video generation a month

MOST POPULAR

Pro

£9 /month · £89 /year

For people who use AI daily

- Unlimited prompts, agents, chats and videos
- Full Project Plan Manager: projects, wizard, dashboards, exports
- Business Context: teach the engine how you work
- Priority support

Team

£49 /month · 5 seats

Small PM teams sharing projects

- Everything in Pro, for the whole team
- Shared workspace and projects
- Portfolio view across projects
- One set of company standards for everyone

Business & Enterprise

£149 /month · 20 seats

PMOs that need control and analytics

- Admin console with per-seat usage and spend caps
- Priority AI models and SSO
- Enterprise: custom seats, SAML SSO, SLA and dedicated support

The PPM and assistant stack, without the PPM price tag

The live calculator at pm101.co.uk/compare prices PM101 against the tools you already pay for, at your team size. Here it is for a team of three, billed annually. PM101 Team is a flat fee, so the gap widens with every seat you add.

pm101.co.uk/compare

TOOL	TIER	£ / SEAT / MO	ANNUAL · 3 SEATS	VS PM101
PM101 This is us	Team (up to 5)	flat	**£490**	Get Team
Asana Task & workflow management	Advanced ⓘ	£20	£720	**+£230** 32% cheaper
Wrike Collaborative work management	Business ⓘ	£20	£720	**+£230** 32% cheaper
Smartsheet Spreadsheet-driven PPM	Business ⓘ	£19	£684	**+£194** 28% cheaper
Monday.com Work OS / project boards	Pro ⓘ	£15	£540	**+£50** 9% cheaper

Cheaper task trackers sit below these rows, ClickUp and Jira among them. They cost less because they do less: no prompt library, no PM practice built in, and no context engine behind the output.

02

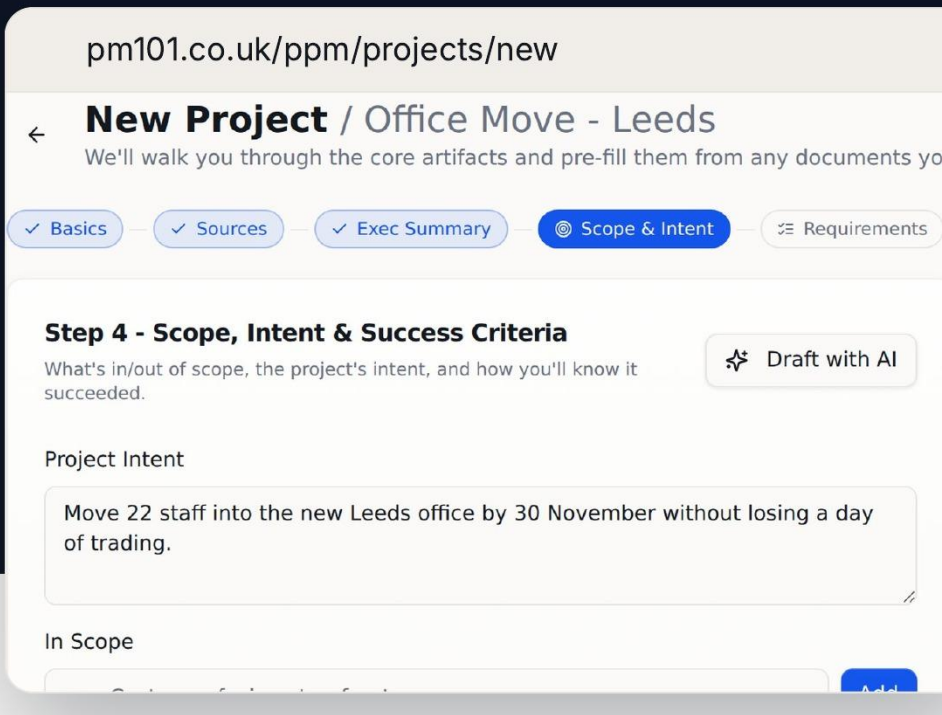
Features

PM101 supports the full life of a project, from "I've just been handed this" through planning and delivery to the final report. Learn what to do, grab the template that does it, and let AI handle the heavy lifting.

The following sections walk through the four capability areas of the platform: starting well, planning and delivering, staying visible, and working together.

FEATURE AREA A

Start Every Project Right



Guided Project Setup

Most projects fail at the start, not the end: fuzzy objectives, no owner, no plan. PM101's project wizard walks you through the questions that matter. What are you trying to achieve? Who's involved? What are the milestones, and what could go wrong? There's no PM vocabulary to learn first; the wizard asks in plain English and translates your answers into proper project structure behind the scenes. Ten minutes later you have a structured project, not a blank page.

Learn As You Go

The Learn library gives you bite-size, plain-English lessons on the skills each stage needs: scoping, stakeholders, risk, budgets, status reporting. Content builds into a system rather than a pile of disconnected tips, and each lesson links to the template or tool that puts it into practice, so you learn the method by using it.

Templates With the Thinking Built In

Project charters, business cases, kick-off agendas, RAID logs, status reports: every template comes with context and guidance, so you know what each section is for and what good looks like before you type a word. Use them as-is, or let the Context Engine fill them from your project's own information.

A charter people sign

Objective, scope, owners and top risks on one page, drafted from your wizard answers and ready for sign-off.

A plan skeleton

Phases, milestones and dates laid out and ready to refine, instead of an intimidating blank grid.

A starter risk log

Likely risks suggested up front, so the first RAID review isn't an empty page.

From Idea to Approved Project

Make the Case

When a project needs sign-off, PM101 helps you build the argument: the problem you're solving, the options considered, expected benefits, costs and risks. The business case template keeps it to the length a busy owner will actually read, and the AI drafts a first version from whatever notes you already have.

Set the Ground Rules

Scope boundaries, assumptions, dependencies and risks get captured before delivery starts, so the awkward conversations happen early and cheaply. Decision-makers see what they're agreeing to; the team knows what's in and what's out.

Ten minutes with the wizard beats two weeks of "we'll sort the plan out later."

1

Capture

Answer plain-English questions about the project. No PM vocabulary required, no blank-page dread.

2

Structure

PM101 turns your answers into a proper project: objectives, milestones, owners, risks.

3

Draft

Generate the charter, plan and kick-off pack with AI, grounded in your inputs rather than invented.

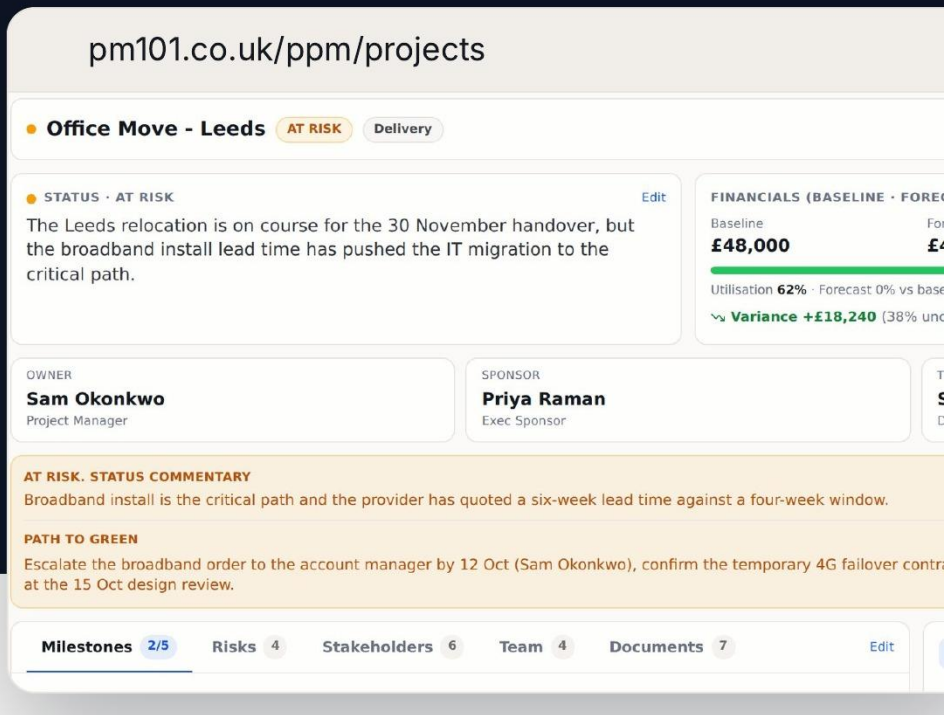
4

Go

Share it, get the nod, and start delivery with everyone pointing the same way.

FEATURE AREA B

Plan and Deliver



A Real Project Workspace

The Project Plan Manager gives every project a home: the plan, milestones, owners, budget, risks and updates in one place instead of five tabs and someone's inbox. It's deliberately simpler than enterprise PPM. Approved projects carry everything captured at setup straight into delivery, so nothing gets retyped and nothing gets lost between "yes, go" and actually going.

A Plan That Answers Back

Phases, milestones and tasks with owners and dates, on a timeline you can drag. Move a task and PM101 works out what it pushes through the dependencies first, then shows you the knock-on effects before anything is saved. Accept the cascade, snap the date to the nearest one that works, or cancel. Slippage gets managed instead of discovered.

Risks, Issues and Dependencies

A living RAID log sits inside the project, not in a document nobody opens. Capture what could go wrong, who owns it and what you're doing about it, with severity, mitigation and review dates. The AI suggests likely risks before they hit you.

Budgets, Without a Finance Degree

A cost plan tracks forecast against actuals, line by line, with variance worked out for you against the signed baseline. When the budget genuinely has to change, a change request records the old figure, the new one and the reason, so the baseline moves on the record rather than quietly in a spreadsheet.

Who Is Doing Too Much

Every milestone, risk and task carries a name, and the resource panel turns those names into a workload. See each person's load month by month, spot who is over capacity before they tell you, and catch the tasks nobody owns yet. The answer to "where are we?" becomes a link, not a meeting.

FEATURE AREA B

From High Level to Task Level

Boards want the shape of the year. The team needs to know what they are doing on Tuesday. PM101 holds both in one plan, so the phase view and the task list are never two documents drifting apart.

THE SHAPE

Phases

Coarse stages a sponsor recognises: discovery, design, build, pilot, rollout. The view you put in front of the board.

THE CHECKPOINTS

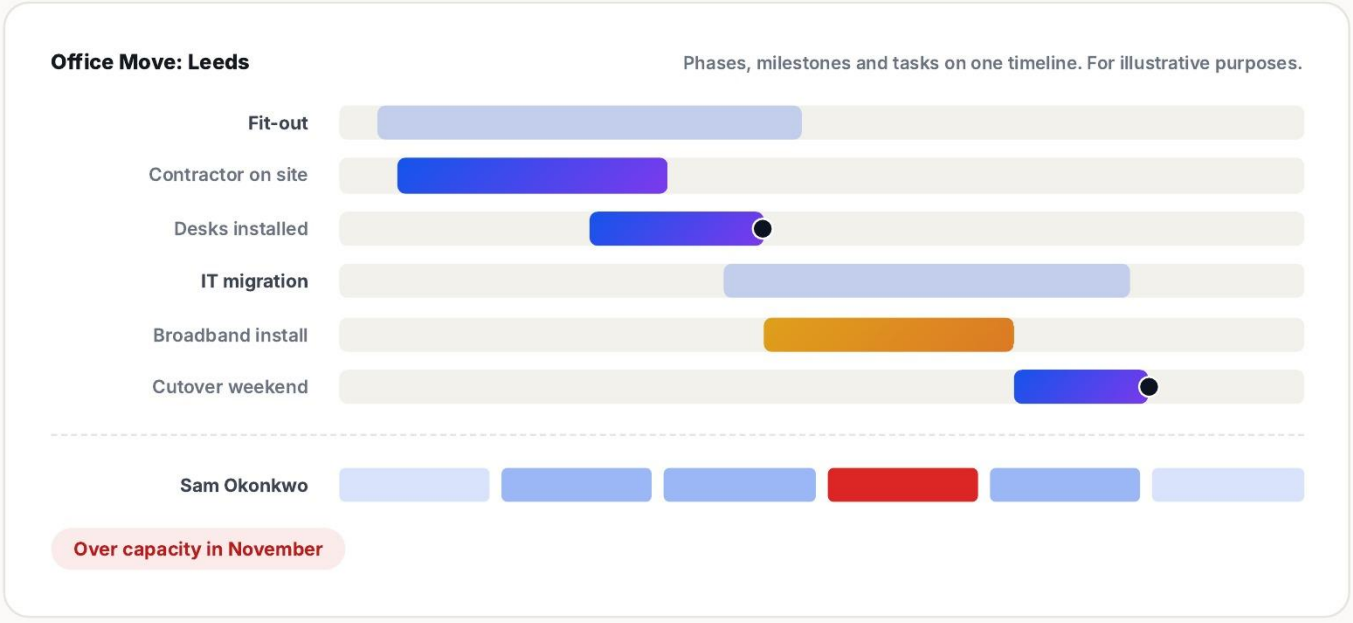
Milestones

The dates that matter: gate reviews, go-live, sign-off. Each one owned, and each one a promise you can be held to.

THE WORK

Tasks

Concrete items with an owner, dates and a status, each rolling up to the milestone it delivers. This is Tuesday.



Built From What You Already Have

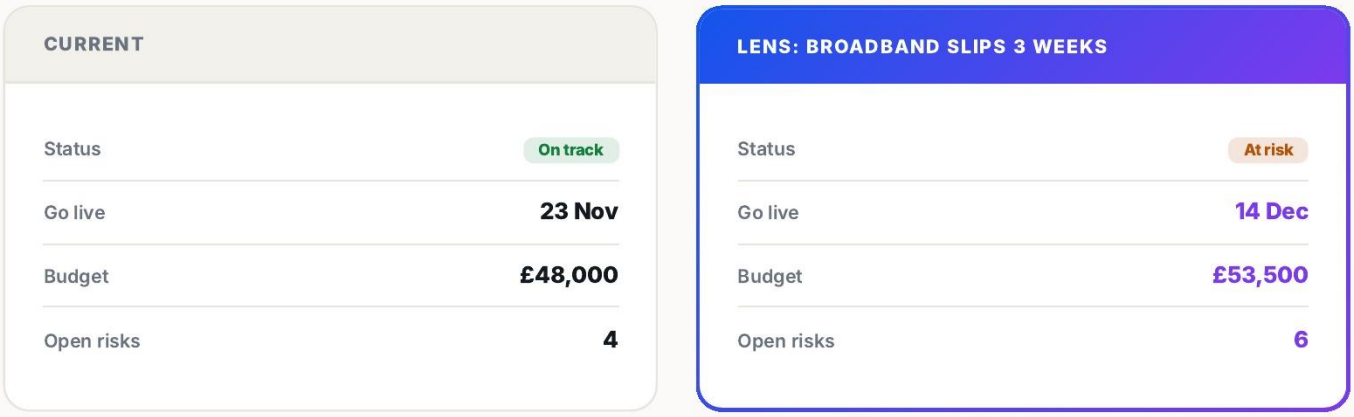
Upload the schedule, the business case or the kick-off minutes as a PDF, Word file, spreadsheet or CSV, and PM101 reads them into a structured plan: phases, milestones, tasks and the dependencies between them. You see the whole thing as a preview first, then choose to merge it with what is there or replace it. If it comes out wrong, you have 24 hours to undo it in one click.

Capacity You Can See

Because every task carries an owner and dates, PM101 can total up what each person is actually carrying, month by month. Amber means at capacity, red means over it, and the tasks nobody owns yet are counted separately so they do not quietly become somebody's problem in week six. You find out before your best person tells you.

Test the Plan Before Reality Does

A Lens is a what-if held next to your project rather than done to it. Frame the question, and PM101 shows you the plan as it would be: budget, RAG status, milestones and risks, all side by side with the live version. Nothing moves until you say so.



The same project, seen through one Lens. For illustrative purposes.

Stack Them, Compare Them, Promote One

Frame a Lens around what actually threatens the plan: a risk landing, a budget change, losing a person, a compliance deadline. Stack more than one to see them compound, compare the outcomes, and when a Lens turns out to be the better answer, promote it and it becomes the plan. If that was the wrong call, one click puts every field back.

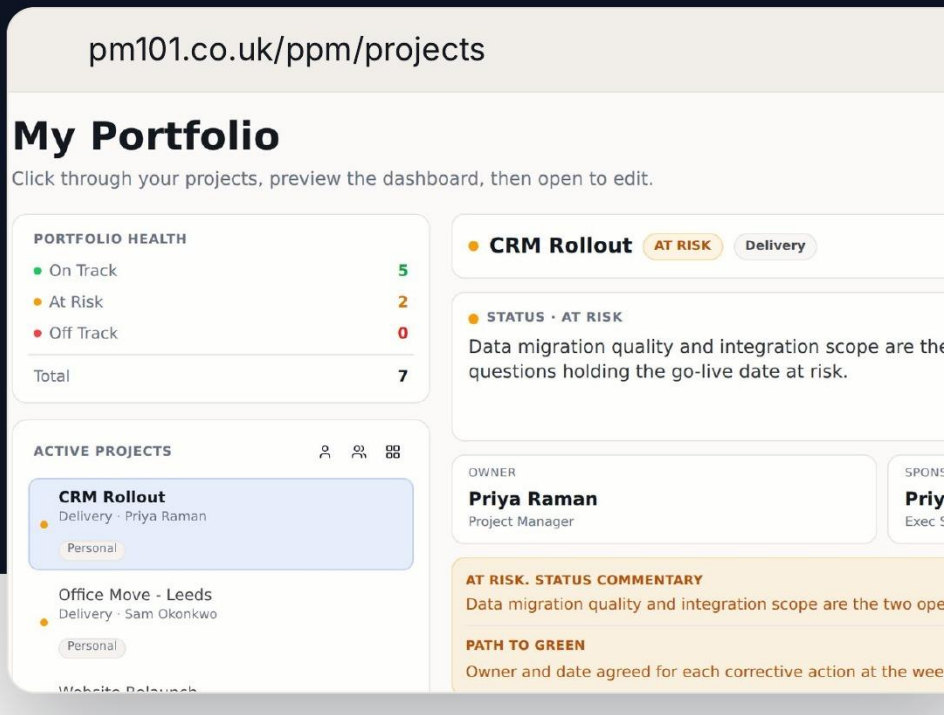
Show It Without Handing Over the Keys

Share a Lens as a read-only link so a sponsor or client sees exactly what you see, with no login and no attachment. You can put three options in front of a board without anyone panicking that the live numbers have moved, because they have not.

Enough structure to deliver consistently, without the process burden or the admin overhead.

FEATURE AREA C

Visibility and Insight



Know Where You Stand, Without Chasing

Dashboards show delivery health as it is, not as it was three status meetings ago. Progress, milestones, risks and budget signals roll up per project and, on Team plans and above, across the whole portfolio. Because the dashboard reads straight from the live project record, there's no Friday-afternoon reporting ritual: keeping the project up to date *is* the reporting.

Status Reports People Read

Turn what the project already knows into a clean, client-ready status report in seconds. Consistent format, honest RAG status, commentary drafted for you. The same discipline every week, whoever writes it, however busy the week got.

Ask the Portfolio a Question

Portfolio AI sits beside your projects with the questions you actually ask already suggested: summarise this project, top risks, spend versus forecast, milestones slipping in the next 30 days. Ask your own in plain English, across one project or all of them, and it shows its working so you can trust the number before you repeat it to the board.

The Board Pack, Built For You

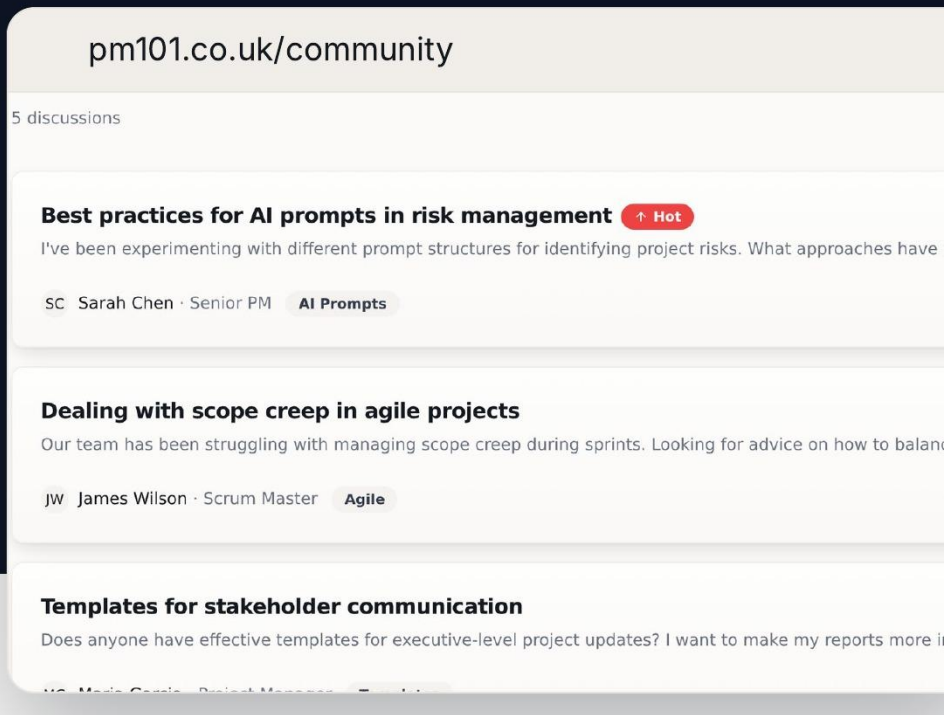
Export the live project as a governance report in PowerPoint, PDF or Google Slides, ticking the sections you want. Or download any of nine Word documents, from the charter and scope statement to the risk register and lessons learned, written from the project record rather than a blank template. Read-only share links cover the people who only need to see.

Path to Green

When a project goes amber, PM101 asks the question that matters: what gets it back to green? The Path to Green sits on the dashboard next to the status commentary, naming the corrective actions, owners and dates. The difficult conversation happens three weeks before the deadline, not three days after it.

FEATURE AREA D

Collaboration and Community



One Workspace, One Way of Working

On Team plans, projects live in a shared workspace: invite collaborators, share the portfolio view, and apply one set of company standards to everyone's work. Role-based access keeps the right people editing and everyone else informed. New starters inherit the house way of running projects on day one, because it's built into the tools they pick up, not a handbook they'll never read.

A Community That Ships Templates

PM101 users share prompts and templates back into the library, reviewed before publishing so quality holds. The Agents marketplace goes further: complete AI tools, built by the community, for jobs like meeting summaries, risk reviews and lessons-learned write-ups. You're not just buying a product; you're joining the people who use it.

Codify How Your Team Works

With the Agent Builder, teams turn their own repeatable workflows into agents ("our weekly client update, done our way") and share them across the workspace. Combined with Business Context, the house method stops living in one person's head and starts living in the platform.

PM101 in Your Pocket

Link the Telegram bot and your projects come with you: on site, between meetings, on the school run. It's a genuine two-way channel. Interrogate your projects, get assessments, and make updates from chat. See it in action on page 21.

Feedback That Becomes Product

PM101 is early and moving fast. Community requests genuinely shape the roadmap, and new templates, lessons and agents land regularly as part of every plan. The platform you join keeps getting better without an upgrade conversation.

03

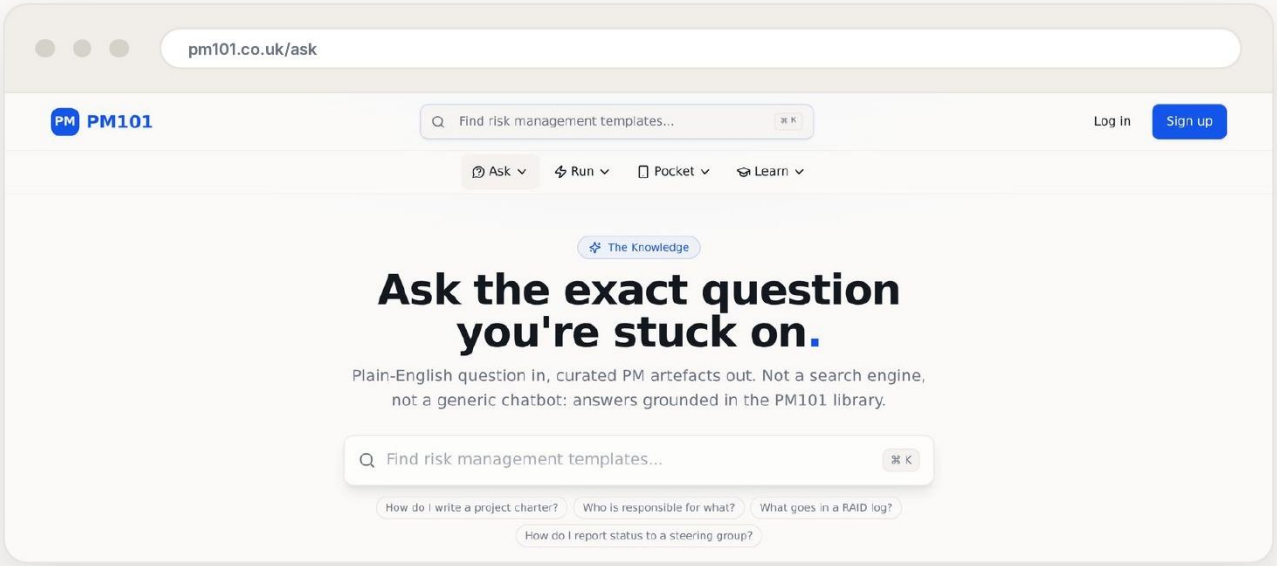
AI

Anyone can paste a question into a chatbot. The difference with PM101 is what's behind the answer: the Context Engine, drawing on practitioner-written practice, your live project data, and the way your business actually works.

It starts with an assistant that talks your language, and it gets dramatic when you hand it a document and click Generate.

The PM Assistant

Ask the exact question you're stuck on. Plain-English question in, grounded answer out: not a search engine, not a generic chatbot, but an assistant wired into the PM101 library and your own projects.



Ask, live at pm101.co.uk: question to finished document, in one run.

Answers and advice

From "what goes in a project charter?" to "my sponsor keeps skipping our check-ins, what do I do?" Practical, situation-aware guidance, like a mentor on tap who's seen it all before, and honest when it doesn't know.

Drafting and doing

Charters, status reports, risk logs, stakeholder comms: drafted from what your project already knows, in your house format once you've taught it one. Question to finished document, in one run.

The assistant is everywhere you work: the search bar on every page of the platform, draft buttons inside the Project Plan Manager, and the Telegram bot when you're away from a desk. Free accounts get a monthly allowance; Pro and above are unlimited. And because the PM expertise is in the prompts, you get useful results first time, without learning to "prompt engineer".

WHERE THE TIME COMES BACK

One Click to a Governance Foundation

Every project needs the same foundation: a charter, a plan, a risk log, the right stakeholders, a reporting rhythm. Building it by hand takes days. PM101 builds it from a document you already have.

1

Upload what exists

A proposal, a contract, a statement of work, meeting notes, even an email thread. Whatever the project already has, drop it in.

2

Click Generate

The Context Engine reads your document alongside the PM101 library and your business context, and drafts the whole governance set in one run.

3

Review and go

You get a structured project, not a wall of text: every section editable, every claim grounded in what you gave it, gaps flagged instead of invented.

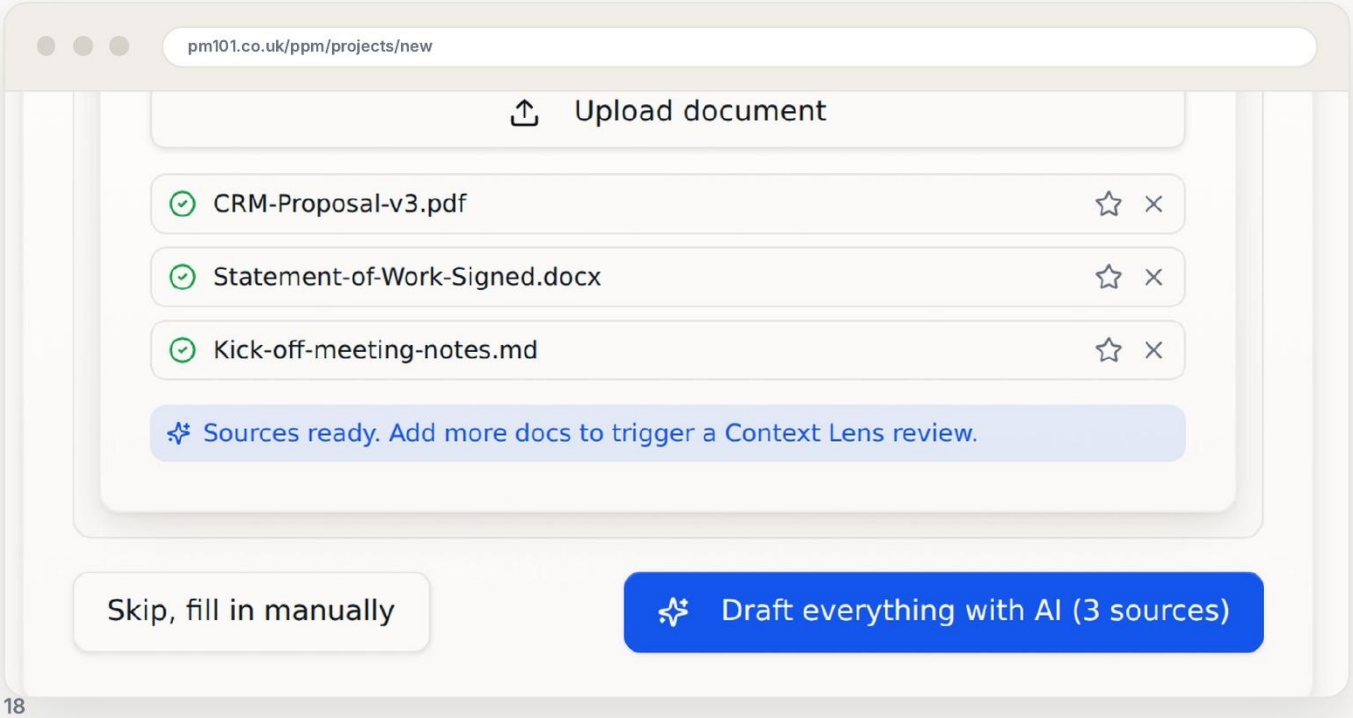
What comes out

- C **Project charter**
- P **Plan and milestones**
- R **RAID log**
- S **Stakeholder map**
- B **Budget frame**
- ✓ **Status format**

A new client engagement goes from signed contract to governed project in the time it takes to make a coffee. The output isn't a static export either: it lands as a live project in the Project Plan Manager, ready to track, with every artefact connected to the same record.

The hours you used to spend re-keying the same facts into five documents are the hours this page gives back. That's the Context Engine doing what it's for.

Three documents in, one button, and the whole governance set drafted.



Examples of How PM101 Can Help

Draft a document

YOU

Draft a project charter for our office move. 22 staff, new Leeds site, done by end of November.

PM101

Here's a first draft based on your project. I've set the objective, scope, milestones and top risks. The broadband lead time is your critical path, so I've flagged it.

Office-Move-Charter.docx

Get an answer from your portfolio

YOU

Which projects have the most open risks right now?

PM101

Across your 7 projects: CRM rollout has 6 open risks (2 high), Office move has 4, Website relaunch has 2. Both high risks on the CRM rollout concern data migration. Worth a focused session this week.

Turn notes into a status report

YOU

Turn this into a client-ready status update: fit-out on track, IT quotes late, need decision on desk layout by Friday.

PM101

Done. Overall status Amber. Progress: fit-out proceeding to plan. Watch item: IT quotes overdue, chasing supplier. Decision needed: desk layout by Friday, otherwise move week is at risk. Want it in your company's status format?

Know what to do next

YOU

My sponsor keeps skipping our check-ins. What do I do?

PM101

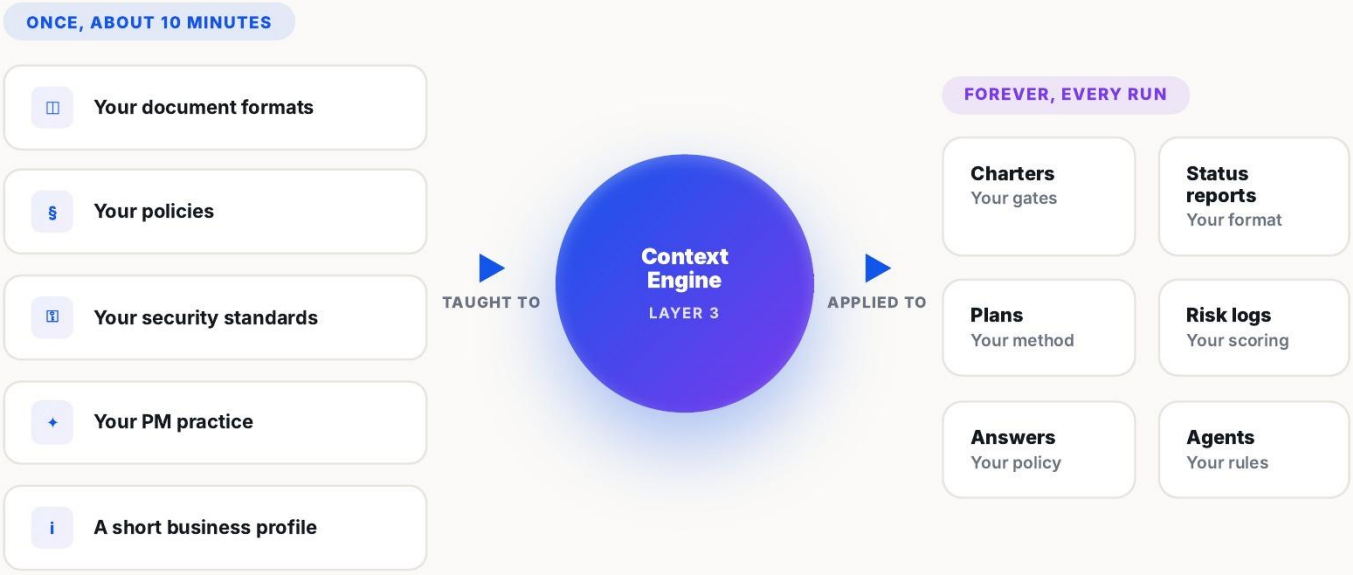
Common, and fixable. Three moves: shrink the ask to 15 minutes with a fixed agenda, send a one-page pre-read so the meeting is decisions-only, and if it happens twice more, escalate gently: "I need 15 minutes or these two decisions slip." Want a template for the pre-read?

Every example above runs on data you control. The assistant only sees the projects and documents you've put into PM101, and it tells you when it doesn't know instead of guessing.

PRO AND ABOVE

Business Context: Feed the Engine

The Context Engine runs on three layers. Two of them fill themselves as you work: your project data and the PM101 library. Business Context is the third, and it's where you turn a smart assistant into *your* assistant.



The effort is bounded and the return is not. Fill in a short business profile, upload the documents that define how you work, and every surface changes at once: drafted charters follow your stage gates, status reports use your format, and where your standards conflict with textbook practice, yours win.

Your charter, in your format, following your governance, drafted in the time it takes to make a coffee.

For Teams

On Team plans, Business Context is shared across the workspace: one set of company standards, applied to everyone's projects. Consistency without a compliance police.

Evidence, Not Invention

Business Context shapes how things are written. It never lets the AI fabricate a policy, approver or control that isn't in your documents. If it can't ground a claim, it says so.

ALL PLANS · UNLIMITED ON PRO

The Telegram Bot: Your Projects, From Your Pocket

Most project management happens away from a desk: on site, in the corridor after the meeting, in the car park where the board just told you something that changes everything. The PM101 Telegram bot puts the full assistant in that moment.

Interrogate Your Projects

Ask anything you'd ask at your desk: current status, open risks, what's slipping, what's on this week. Answers come from your live project data, the same source of truth as the dashboards, not from memory or guesswork.

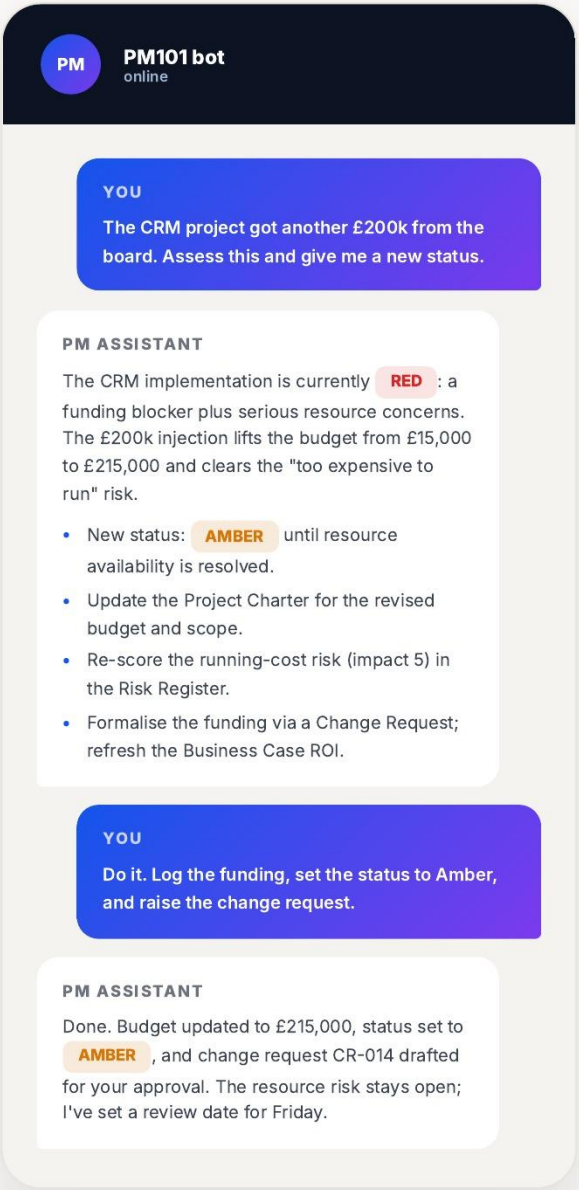
It's Two-Way: Assess and Update

This is the part that changes behaviour. Tell the bot what just happened, and it reasons about your project. New funding approved? It reassesses the status, re-scores the affected risks, and recommends the follow-up actions: update the charter, raise the change request, revisit the business case. Then it makes the updates you confirm, so the project record reflects reality minutes after reality changed.

Grounded, Like Everything Else

The bot runs on the same Context Engine as the rest of PM101. Recommendations follow recognised PM practice, expressed in plain English and sized for your business.

Link your account once from your PM101 profile. Free linked accounts get a daily allowance of AI questions; Pro and above are unlimited.



04

The Platform

No two accidental project managers have the same week. Some need a template by Thursday; some need to convince a board; some need to run twelve client projects without dropping one.

PM101 is built as a set of connected tools. Use one, use them all: they get better together, because they share the same Context Engine.

A Tool for Every Part of the Job

Sixteen connected tools, one account, one source of truth, grouped by the plan that unlocks them. Start with the one that solves this week's problem.

Free to browse

NO ACCOUNT NEEDED

The libraries, open to anyone

Learn

Bite-size project management lessons in plain English: scoping, stakeholders, risk, budgets, reporting. Written by a practitioner with 20 years in programme management, for people doing the job rather than studying for an exam.

Every lesson links to the template or tool that puts it into practice.

Templates Library

Ready-to-use project documents with guidance built in: charters, business cases, plans, RAID logs, status reports, comms plans. You know what good looks like before you type a word.

Every template can be AI-filled from your project, and your own formats take precedence once uploaded.

Prompt Library

Expert-written AI prompts pre-loaded with PM best practice: kick-off packs, risk workshops, stakeholder maps, lessons learned. Pick one, add your specifics, skip the tinkering generic AI demands.

The library grows constantly, including reviewed community submissions.

Included in every plan

FREE AND UP

Free accounts get a monthly allowance, Pro and above are unlimited

PM Assistant

Ask questions, get grounded answers drawn from the full Context Engine, with honesty about what it doesn't know. Available from the search bar on every page and inside every project.

Agents Marketplace

Community-built AI tools for specific PM jobs: meeting summarisers, risk reviewers, lessons-learned writers, estimation helpers. Browse, run and rate them like an app store for project work.

Agent Builder

Build your own agent without writing code: describe the job, set the guardrails, test it, then keep it private or publish it to the marketplace. Teams use it to codify their repeatable workflows.

Video Generator

Turn content into short, shareable videos: project updates, training snippets, announcements. For when a two-minute watch lands better than a two-page read.

Community

A forum of people doing the same job you are: accidental PMs, founders and ops managers, swapping templates, prompts and hard-won lessons. Submissions are reviewed before they join the library.

Telegram Bot

The full assistant in your pocket, and genuinely two-way: interrogate your projects, get status assessments, and make confirmed updates straight from chat. See it in action on page 21.

MCP Server

Use PM101 from the AI tools you already work in. Connect Claude, Cursor or any MCP client with your PM101 login and search prompts, templates and agents, or ask the PM Assistant, without leaving the window.

PM News

Project management news from the past month in one feed, filtered by source. A five-minute scan to keep up with the trade, rather than a scroll through five different sites.

Pro and above

FROM £9 A MONTH

Where PM101 becomes your delivery system

Project Plan Manager

A proper home for each project: guided setup wizard, plan and milestones, RAID log, budget signals, dashboards and clean exports. Structure without a configuration project.

Any section can be drafted with AI from what the project already knows, and Team plans add shared projects and a portfolio view.

Lens

See the same project through a different lens without touching the live plan: slipped dates, lost people, cut budgets. Stack lenses, compare outcomes, and promote one to become the plan when it is the better answer.

Share read-only links so decisions get made on what everyone can see.

Business Context

The third layer of the Context Engine: your methodology, governance, policies, security requirements and document formats, taught once and applied to everything PM101 drafts.

Shared across the whole workspace on Team plans, so one set of standards covers everyone.

Document Generator

Nine governance documents as Word files, written from the project record: executive summary, charter, scope statement, requirements, risk register, stakeholder register, comms plan and RACI, status report and lessons learned.

One click each, in your own format once you have taught PM101 what that looks like.

Governance Reports

Export the live project as a board-ready report in PowerPoint, PDF or Google Slides. Tick the sections you want and it builds the pack, so the Thursday board update stops being a Wednesday evening.

Start with the tool that solves this week's problem. The rest will be there when next week's problem shows up.

One Account, No Integration Project

Because everything lives on one platform, there's nothing to wire together: the template knows your project, the assistant knows your templates, and the bot knows all of it. The compound benefit of a suite, for the effort of signing up once.

Always Getting Better

New lessons, templates, prompts and agents land regularly and are included in every plan. You choose what to switch on. No versions to buy, no surprises at renewal.



PM PM101

Ready to Run Your Projects Properly?

PM101 helps small teams move from winging it to running it, and the people already making that shift are seeing the difference.

Start free: browse the libraries, try the assistant, run your first prompt. Upgrade to Pro for £9 a month when you're ready to manage real projects on the platform, and give the Context Engine something to work with.

Start free at pm101.co.uk

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