

Projects: Details & Email Version V3.10.32: 20 March 2012

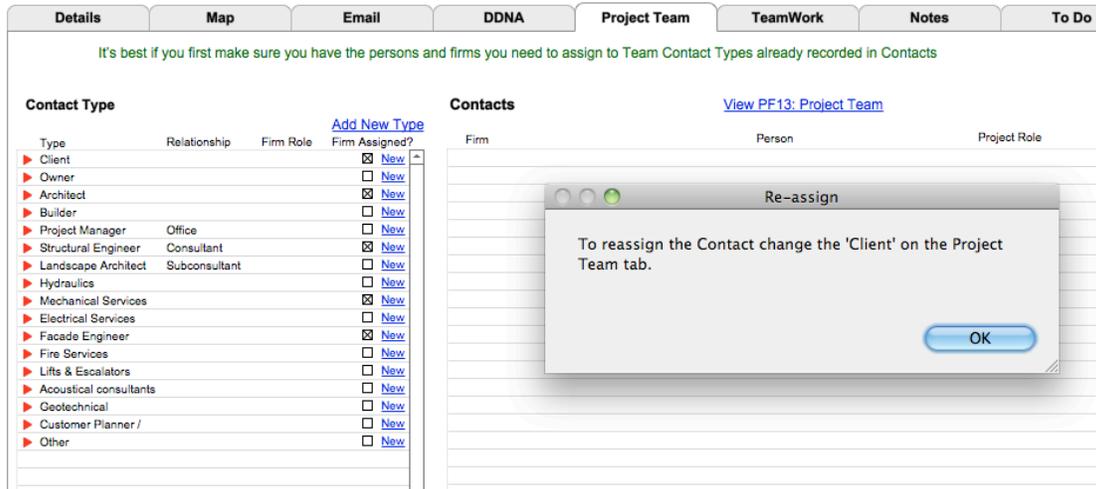
Details

The details tab gives you an overview of all the basic information of a project, which includes project name, project status (proposed, current and close), client name, project location, project start date, project type and a list of selected tools for a project.

Details	Map	Email	DDNA	Project Te																								
Project ID	<input type="text" value="11"/>																											
Project No.	<input type="text" value="225"/>																											
Project Name	<input type="text" value="Megatowers Training Sample"/>																											
Project Status	<input type="text" value="Current"/>																											
Client Name and address, phone nos, etc	Email Re-assign Fantasy Projects 1 Queens Road Melbourne VIC 3004 Australia Ph:																											
Project Location	<input type="text" value="St Kilda"/>																											
	Use descriptive shorthand - town or street																											
Project Address	Street 1 <input type="text" value="100 St Kilda Rd"/> Street 2 <input type="text"/> City <input type="text" value="St Kilda"/> Code <input type="text"/> State <input type="text" value="VIC"/> Country <input type="text"/>																											
Email Address	<input type="text" value="info@megatowers.com"/>																											
Save As Folder	<input type="text"/>																											
PF17 Week Or Month	<input type="radio"/> Week <input checked="" type="radio"/> Month																											
Sample Data?	<input checked="" type="checkbox"/>																											
Internal Project?	<input type="checkbox"/>																											
Phase *	<input type="text" value="A Proposal"/>																											
Discipline/Project Type	<table border="1"> <thead> <tr> <th>ID</th> <th>Check</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>AR</td> <td><input checked="" type="checkbox"/></td> <td>Architecture</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>				ID	Check	Title	AR	<input checked="" type="checkbox"/>	Architecture																		
ID	Check	Title																										
AR	<input checked="" type="checkbox"/>	Architecture																										
Controls	Schedule basis: <input type="radio"/> Week <input checked="" type="radio"/> Month Start Date <input type="text" value="1/02/2011"/> Finish Date <input type="text" value="26/11/2012"/>																											
CheckSets	<table border="1"> <tbody> <tr> <td><input checked="" type="checkbox"/> QM</td> <td><input checked="" type="checkbox"/> Risk</td> </tr> <tr> <td><input type="checkbox"/> GS</td> <td><input type="checkbox"/> 2124</td> </tr> <tr> <td><input checked="" type="checkbox"/> ESD</td> <td><input type="checkbox"/> BW-1</td> </tr> <tr> <td><input type="checkbox"/> BIM</td> <td><input type="checkbox"/> SW-1</td> </tr> <tr> <td></td> <td><input type="checkbox"/> MW-1</td> </tr> </tbody> </table>				<input checked="" type="checkbox"/> QM	<input checked="" type="checkbox"/> Risk	<input type="checkbox"/> GS	<input type="checkbox"/> 2124	<input checked="" type="checkbox"/> ESD	<input type="checkbox"/> BW-1	<input type="checkbox"/> BIM	<input type="checkbox"/> SW-1		<input type="checkbox"/> MW-1														
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	<input type="checkbox"/> MW-1																											
	Configure Checklists by selecting a combination of QM, GS, ESD, BIM and/or Risk as appropriate. Refer to User Guides "CHECKSETS" if unsure. Contract for construction: Select one of AS 2124, or the appropriate Australian Building Industry Contract (ABIC) BW-1, SW-1 or MW-1 only if Stage includes Contract Administration.																											

The left half of the screen, shown above, displays all of the choices you made to set up your project. You can come back to amend any of these choices at any time. For example, you can change start/stop dates, or add or delete Checkset selections.

The blue [re-assign](#) button is used if you need to change the Client name (which sometimes happens!). This button takes you to the **Project Team** page and opens a dialog window, shown next page.



The **Sample Data?** check box lower left is used by **iProjects** to identify “sample” projects to be used for demo and training purposes. You can delete all sample projects, or use this button to keep your own Sample Projects for internal training purposes if you wish.

The right side of the page displays the ProForm and Checklist tools you selected in the Design DDNA page after you created your project.

If you change your DDNA selections, you need to click the **Update** buttons to reflect these changes on the **Details** layout.

You can review any of these tools by clicking the red arrow next to the form title.

A special feature of this display is the **Show Me** function shown at the top of each list. This function displays all the selected tools, but in alphabetical order; clicking on any one displays it.

Selected Stage Tools For Selected Discipline

ProForm Tools			CheckList Tools		
ID	Check	Title	ID	Check	Title
CF	<input checked="" type="checkbox"/>	Communication Form	CL11	<input checked="" type="checkbox"/>	Preagreement
PF02	<input checked="" type="checkbox"/>	Project Document Register & Transfer	CL12	<input checked="" type="checkbox"/>	Programme Development
PF03	<input checked="" type="checkbox"/>	Incoming Project Document Register	CL14	<input checked="" type="checkbox"/>	Site information
PF11	<input checked="" type="checkbox"/>	Project Briefing & Change Log	CL15	<input checked="" type="checkbox"/>	Authorities & Planning Approvals
PF12	<input checked="" type="checkbox"/>	PMP Cover Sheet	CL18	<input checked="" type="checkbox"/>	Design Planning & DA
PF13	<input checked="" type="checkbox"/>	Project Team	CL19	<input checked="" type="checkbox"/>	Project Quality Planning
PF14	<input checked="" type="checkbox"/>	Project Set up & Controls	CL21	<input checked="" type="checkbox"/>	Permit & Concept Studies
PF16	<input checked="" type="checkbox"/>	Quality Control Plan	CL25	<input checked="" type="checkbox"/>	Risk / WH&S Design
PF17	<input checked="" type="checkbox"/>	Project Schedule	CL31	<input checked="" type="checkbox"/>	Design Development
PF18	<input checked="" type="checkbox"/>	Project Financial Plan	CL32	<input checked="" type="checkbox"/>	Structural Engineering Input
PF19	<input checked="" type="checkbox"/>	Project Delivery Budget	CL33	<input checked="" type="checkbox"/>	Building Services Engineering Input
PF21	<input checked="" type="checkbox"/>	Consultants Coordination Verification	CL42	<input checked="" type="checkbox"/>	Civil Engineering Coordination
PF22	<input checked="" type="checkbox"/>	Project Risk Log	CL43	<input checked="" type="checkbox"/>	Structural Engineering Coordination
PF23	<input checked="" type="checkbox"/>	Change Advice & Variation Request	CL44	<input checked="" type="checkbox"/>	Fire Protection & Hydraulic Engineering
PF24	<input checked="" type="checkbox"/>	Design Variation Log	CL45	<input checked="" type="checkbox"/>	Mechanical Services Coordination
PF25	<input checked="" type="checkbox"/>	Client Decision Matrix	CL46	<input checked="" type="checkbox"/>	Lifts & Escalators Coordination
PF26	<input checked="" type="checkbox"/>	Information Required Schedule	CL47	<input checked="" type="checkbox"/>	Electrical Services Coordination
PF31	<input checked="" type="checkbox"/>	Drawing Checking Record	CL48	<input checked="" type="checkbox"/>	Communications Coordination
PF32	<input checked="" type="checkbox"/>	Design Review Checklist	CL51	<input checked="" type="checkbox"/>	Documentation – General
PF51	<input checked="" type="checkbox"/>	Samples Register	CL52	<input checked="" type="checkbox"/>	Documentation – Detail
PF61	<input checked="" type="checkbox"/>	Tender Log	CL53	<input checked="" type="checkbox"/>	Specification Production
PF71	<input checked="" type="checkbox"/>	Request for Substitution	CL71	<input checked="" type="checkbox"/>	Admin Set-up
PF72	<input checked="" type="checkbox"/>	Request for Substitution Log	CL72	<input checked="" type="checkbox"/>	Documents & Site Conditions
PF73	<input checked="" type="checkbox"/>	RFI Log	CL73	<input checked="" type="checkbox"/>	Subcontractors & Separate Contractors
PF74	<input checked="" type="checkbox"/>	Construction Variation	CL74	<input checked="" type="checkbox"/>	Administration
PF75	<input checked="" type="checkbox"/>	Construction Variation Log	CL75	<input checked="" type="checkbox"/>	Submissions, Inspections & Execution
PF76	<input checked="" type="checkbox"/>	Samples Log	CL76	<input checked="" type="checkbox"/>	Indemnities, Insurances & Time
PF77	<input checked="" type="checkbox"/>	Shop Drawings Log	CL77	<input checked="" type="checkbox"/>	Practical Completion
PF81	<input checked="" type="checkbox"/>	Defects Remediation List	CL81	<input checked="" type="checkbox"/>	Defects Liability Period
PF82	<input checked="" type="checkbox"/>	Lessons Learned	CL82	<input checked="" type="checkbox"/>	Payment & Adjustment of Contract Sum
PF83	<input checked="" type="checkbox"/>	Post-occupancy Evaluation	CL83	<input checked="" type="checkbox"/>	Testing & Commissioning
PF91	<input checked="" type="checkbox"/>	Earned Value Worksheet	CL84	<input checked="" type="checkbox"/>	Determination & Dispute Resolution
			CL85	<input checked="" type="checkbox"/>	Final certificate & Final Payment

Email

TBA