

Teamwork

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What is TeamWork?

TeamWork is a project management tool designed to eliminate gaps and overlaps in scoping work for the different members of the project team, whether they are subconsultants to the lead consultant, or separate consultants appointed by the client. **TeamWork** lists over 500 consulting scope items across 27 building design consultant types.

The first, paper-based version of this system – “Task Manager” - was created in 1986 by Charles Nelson for Melbourne architects Denton Corker Marshall, and has been updated and rebuilt as a database system. TeamWork is a tool designed for project managers and lead consultants, but can be used by secondary consultants to clarify overlapping or unassigned responsibilities (managing upward).

TeamWork facilitates project integration by reminding the design team of all of the scope components required, forces assignment of each of them to some team member, and tracks progress and completion.

TeamWork is highly adaptable to any project situation. Users can:

- ❖ Use any combination of consultant types
- ❖ Uncheck any tasks not required for a project
- ❖ Re-assign any task to any other consultant type with one mouse-click
- ❖ Add new task items (up to 99 per type), delete task items and change task item descriptions
- ❖ Create different **TeamWork** templates to suit different design consultant types and different project types (Admin level access required – see UserGuide 5.6.

TeamWork overview

The screenshot displays the TeamWork software interface. At the top, there are navigation tabs for 'Email', 'Contacts', and 'Projects'. Below these are buttons for 'New', 'Delete', 'Find', 'Modify Find', 'Find All', and 'Show List'. A status bar indicates 'Created by Charles Nelson on 8/07/2010 at 5:24 PM. Modified by JA'. The main interface is divided into several sections: 'Details', 'Map', 'Email', 'DDNA', 'Project Team', 'TeamWork', 'Notes', 'To Do', and 'Add Discipl'. The 'TeamWork' section is active, showing a list of tasks assigned to various consultants. The 'Consultants' list on the left includes roles like Architect, Building Maintenance Unit, Communications Consultant, Civil Engineer, Construction Manager, Environmental Consultant, Electrical Engineer, Food Service Consultant, Facade Engineer, Fire Services Consultant, Hydraulics Engineer, Interior Designer, Landscape Architect, Land Surveyor, Mechanical Engineer, Other Specialists, Project Manager, Project Programme Consultant, Quantity Surveyor, Restoration Consultant, Rubbish Deposit Consultant, Real Estate Consultant, Structural Engineer, Traffic Consultant, Transportation Engineer, Town Planner, and Wind Engineer. The 'Tasks' list on the right includes items like 'Prepare time and resources schedule for interior design work', 'Prepare list of all approvals needed for interior design work', 'Prepare list of all critical decisions and the deadlines for making them', 'Prepare inventory of client's existing furnishings', 'Prepare space needs report', 'Interview client and prepare report detailing client's perceptions and requirements', 'Prepare and present preliminary design concept plan', 'Prepare and present preliminary budget cost for concept plan', 'Prepare and confirm schedule of all spaces requiring interior design services', 'Prepare and present preliminary material selection boards', 'Prepare options and cost study of ceiling systems', 'Prepare options and cost study on raised floor systems', 'Prepare options and cost study on office partition systems', 'Prepare options and cost study on floor covering materials', 'Determine lead times for all custom-made and imported materials', 'Prepare final cost plan for interiors work', 'Prepare final colour boards', 'Develop plan for and obtain client's approval of personnel office assignments', 'Prepare final furniture layout plan', 'Confirm fire resistance requirements of all proposed materials', 'Provide specification writer with descriptions of all proposed finish materials', 'Determine lead times for all custom-made and imported materials', 'Obtain quotations for completion of fit-out interior design with subcontractor', 'Confirm lighting type, location and requirements for all significant spaces', 'Confirm supply air flow patterns at draped walls with building services engineer', 'Confirm power supply and telephone systems locations for office partitions and means of housing same', 'Prepare tender conditions for interiors work, coordinate with construction manager', 'Review tenders for interiors work, make recommendation to client', 'Perform manufacturing plant inspections for all custom-fabricated items', and 'Oversee installation of interiors work items'. A note at the top of the task list states: 'NOTE: Do not re-assign Core Services items. Refer UserGuide 3.7 TeamWork > TeamWork Setup'.

In the screenshot above, you won't be able to read the Task items, but you can see that we've selected Interior Design in the Consultants schedule (which changes its field to green) and which displays the list of default tasks for that consultant type – in this case 30 items.

Note in the left schedule, a number of consultant types are unchecked – meaning that they are not required for the project.

Note that the User has unchecked three items in the Task schedule, as being not applicable to the project: ID04, ID05 and ID12.

Now, if you click the [Show List](#) button at the top center of the page, you will bring up the “export” version of the selection, shown below. The items that were unchecked on the master screen now appear as Excluded on this list.

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List of Consultant Tasks
Interior Designer

ID	Title		Review results
ID01	Prepare time and resources schedule for all interior design work.	<input type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID02	Prepare list of all approvals needed for interior design work, with probable review time.	<input type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID03	Prepare list of all critical decisions, and the deadlines for making them, to be made by others in order to meet the schedule for the interior design work.	<input type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID04	Prepare inventory of client's existing furnishings, annotated as to condition, colours, and fitness for use.	<input checked="" type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID05	Prepare space needs report including existing space allocations, present shortfall and future needs.	<input checked="" type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID06	Interview client and prepare report detailing client's perceptions and requirements about interior design themes.	<input type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID07	Prepare and present preliminary design concept plan.	<input type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID08	Prepare and present preliminary budget cost for concept plan.	<input type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID09	Prepare and confirm schedule of all spaces requiring interior design services.	<input type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID10	Prepare and present preliminary materials selection boards.	<input type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID11	Prepare options and cost study of ceiling systems including module dimensions, acoustic performance, provision for lighting and mechanical services.	<input type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID12	Prepare options and cost study on raised floor systems.	<input checked="" type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
ID13	Prepare options and cost study on office partition systems.	<input type="checkbox"/> Excluded	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed

Using TeamWork

Returning to the main **TeamWork** layout, note some additional features:

- ❖ Using the Show buttons, you can display either the Master list, or only the Checked items. If you click Checked, the export list will display ONLY the checked items.

Show Checked Master
- ❖ The [Create Teamwork](#) button, right top, is used where you did NOT select TeamWork when you set up a project, and want to add it later.

[Create Teamwork](#)
 Check: [Invert](#) [On](#) [Off](#)
[New](#)
- ❖ The three Check: buttons ([Invert](#), [On](#) and [Off](#)) will, in order, change all “off” selections to “on” or vice versa, or turn everything On or everything Off.
- ❖ The [New](#) button creates a new blank task item for you to complete.
- ❖ To delete a task, click the rubbish bin icon .
- ❖ The [Reassign](#) button is used to move task items to other consultant lists. In the example below, we have decided to move the first three tasks to other lists – two to AR (Architecture) and one to PM (Project Manager). You do this by simply typing the two-letter ID of the consultant into the field – as many as you wish – and then click the [Reassign](#) button – and *Voila!* They get added to those other lists, in alphabetical order (the ID is retained to identify where they came from).

Tasks Show Checked Master

ID	Check	Cons	Title
NOTE: Do not re-assign Core Services items. Refer User Guide > TeamWork Setup			
ID01	<input checked="" type="checkbox"/>	AR	Prepare time and resources schedule for all interior design work.
ID02	<input checked="" type="checkbox"/>	PM	Prepare list of all approvals needed for interior design work, with probable review time.
ID03	<input checked="" type="checkbox"/>	AR	Prepare list of all critical decisions, and the deadlines for making them, to be made by others in order to meet the schedule for the interior design work.
ID06	<input checked="" type="checkbox"/>		Interview client and prepare report detailing client's perceptions and requirements about interior design themes.

TeamWork Setup

The **green text** note above warns you not to reassign Core Services items. Core Services are those that are basic to the particular consultant type, and which require training in the type to be able to do responsibly. The Australian version of **iProjects** identifies Core Services as those that are so identified by the Australian Institute of Architects. See the example for the Architect list shown below:

Tasks

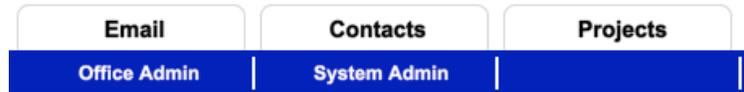
ID	Check	Cons	Title
NOTE: Do not re-assign Core Services items. Refer User			
AR01	<input checked="" type="checkbox"/>		Design DNA Service Package: Perform services as defined in Design DNA for Architect.
AR02	<input type="checkbox"/>		Core Services: Perform core services as defined in AN 10.101 excluding Contract Administration.
AR03	<input type="checkbox"/>		Core Services: Perform core services as defined in AN 10.101: Contract Administration only.
AR04	<input type="checkbox"/>		Core Services: Perform core services as defined in AN 10.101: Parts A1, A2 & A3 only (Pre-design, Site analys
AR05	<input checked="" type="checkbox"/>		Prepare time and resources schedule for all architectural work.

Core Services are also identified in Design DNA – refer UserGuide **4.3: Design DNA (DDNA)** > Reference to Professional Association Guide Documents.

Customizing TeamWork

To create different *TeamWork* templates to suit different consultant types and different project types requires Admin

level access privileges. To reach the layout where you can create custom versions of this tool, select Office Admin in the HOME screen menu bar, and refer to UserGuide 5.2 *TeamWork*.



Other Specialists List

The OS (Other Specialists) heading can be used to identify other services required, and to assign those to other Consultants; but this structure doesn't include provision for detailing the tasks for them unless you've created a new Consultant Type.

We've listed two dozen of the more common ones (at right), prefixed with ID codes that do not conflict with the other preset ID codes – as a handy reference.

Users with Admin level privileges can use this list as a guide in building new Consultant lists. Over time, if there is sufficient interest, we'll add some of these titles to the system.

[Show List](#) [Reassign](#)

Tasks		Reassign	Title
ID	Check	Cons	
OS01	<input checked="" type="checkbox"/>	SS	Specialist security system design.
OS02	<input checked="" type="checkbox"/>	CI	Specialist computer power and interface design.
OS03	<input checked="" type="checkbox"/>	CD	Specialist communications system design.
OS04	<input checked="" type="checkbox"/>	QA	Specialist quality assurance programme design.
OS05	<input checked="" type="checkbox"/>	HC	Specialist health care facilities design.
OS06	<input checked="" type="checkbox"/>	AS	Specialist air supported/membrane structures design.
OS07	<input checked="" type="checkbox"/>	MD	Specialist marina design.
OS08	<input checked="" type="checkbox"/>	AT	Specialist appropriate technology design (solar, wind energy).
OS09	<input checked="" type="checkbox"/>	AP	Specialist air pollution control.
OS10	<input checked="" type="checkbox"/>	WP	Specialist water pollution control.
OS11	<input checked="" type="checkbox"/>	SP	Specialist soil pollution control (desalination).
OS12	<input checked="" type="checkbox"/>	TW	Toxic waste/hazardous products treatment.
OS13	<input checked="" type="checkbox"/>	GS	Specialist geological services.
OS14	<input checked="" type="checkbox"/>	BS	Specialist biological services.
OS15	<input checked="" type="checkbox"/>	SD	Seismic engineering design.
OS16	<input checked="" type="checkbox"/>	IE	Industrial engineering/plant layout.
OS17	<input checked="" type="checkbox"/>	RF	Recreation facilities specialist.
OS18	<input checked="" type="checkbox"/>	EF	Education facilities specialist.
OS19	<input checked="" type="checkbox"/>	PH	Aerial photography/photogrammetry.
OS20	<input checked="" type="checkbox"/>	TD	Specialist transit engineering design.
OS21	<input checked="" type="checkbox"/>	HA	Historic artifacts evaluation.
OS22	<input checked="" type="checkbox"/>	CA	Specialist chemical analysis of materials.
OS23	<input checked="" type="checkbox"/>	TS	Specialist testing services.
OS24	<input checked="" type="checkbox"/>	GD	Graphic designer.