

## System Admin: Custom DDNA & System DDNA

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### What is “DDNA”?

Design DNA, or “DDNA” is a three-tier design management structure, comprising **Stages**, **Tasks** and **Actions**. The System DDNA enables an office administrator to create master project templates of different project types for a particular client/ office. The DDNA tab shows the Stages, Tasks and Actions for design processes for a project, and the tools used in the project. You can print out the tools/forms and monitor the progress of a project.

If you want to find out why it’s called “DDNA”, go to the **iProjects** website ([www.iprojects.net.au](http://www.iprojects.net.au)), and click on **Why > Overview**. You are already in the website if you’re reading this – so you can get there from here by clicking in the “back” arrow to get to the tab links to access it.

If you haven’t already done so, please read UserGuide **4.3: Design DNA (DDNA)**. We won’t repeat all that User information here – we’ll just highlight the additional information that system administrators need.

The screenshot shows the iProjects System Admin interface. At the top, there are tabs for 'Email', 'Contacts', and 'Projects'. Below these is a blue bar with 'Office Admin' and 'System Admin' tabs. The 'System Admin' tab is active, and within it, the 'Custom DDNA' sub-tab is selected. The main content area is divided into three sections: 'Discipline/Project Type', 'Stages', and 'Tasks'. The 'Discipline/Project Type' section contains a table with columns for ID, Check, Title, Version, and Dup. It lists three disciplines: AR (Architecture), FE (Facade Engineering), and IP (Internal Project), all with Version 1 and a light blue rectangle in the Dup column. The 'Stages' and 'Tasks' sections are currently empty.

ID	Check	Title	Version	Dup
AR	<input checked="" type="checkbox"/>	Architecture	1	
FE	<input checked="" type="checkbox"/>	Facade Engineering	1	
IP	<input checked="" type="checkbox"/>	Internal Project	1	

### System DDNA

System DDNA is what we provide to you as a starting point. At this writing, there are just three templates, as you can see above. Over the next months, we will be creating new templates for additional Disciplines, such as Landscape Architecture, Interior Design, Civil Engineering, Structural Engineering, and so on. Eventually the list will grow to all principal design disciplines. (You might think that that Façade Engineering is hardly a “principal” discipline, but one of our Beta testers was a Façade Engineering firm, so (with their help) we created that version for them).

You might find it interesting to review the differences – and similarities – in design process between Architecture and Façade Engineering.

### Creating a Custom DDNA Set

You can, if you wish, create your own custom versions – by using the light blue rectangle

The screenshot shows a dialog box titled 'Dupe'. It contains the text 'Please enter the details of the new Discipline to be created.' Below this are two input fields: 'DDNA ID' with the value 'AR' and 'DDNA Title' with the value 'Architecture'. At the bottom right are 'Cancel' and 'OK' buttons.

opposite any template, below the Dup button. Click that, and it will open the dialog box you see right, asking you to assign a new ID and DDNA Title for the new version.

In selecting a new ID: to prevent confusion, you need to use select an ID from the TeamWork ID list (click on the **TeamWork** tab), if the new discipline is listed there.

Suppose it isn't. Next step is to go to the list under TeamWork **OS** (Other Specialists). You'll see another two dozen less common disciplines there – if it's one of them, use that ID.

But you can also create new **Project Type** templates using this feature – for example, Health Care, Education, Aged Care, and so on. The way to do that is to add a numeric subscript to the ID number eg AR2, AR3, etc. See the example below.

When the system completes the process of duplicating the entire project structure for the new template (which takes a few minutes), it opens Custom DDNA and displays the new template, thus:

Discipline/Project Type				
ID	Sample?	Title	Version	Dup
AR	<input checked="" type="checkbox"/>	Architecture	1	<input type="button" value="Dup"/>
AR2	<input type="checkbox"/>	Housing	1	<input type="button" value="Dup"/>
AR3	<input type="checkbox"/>	Aged Care	1	<input type="button" value="Dup"/>
FE	<input checked="" type="checkbox"/>	Facade Engineering	1	<input type="button" value="Dup"/>
IP	<input checked="" type="checkbox"/>	Internal Project	1	<input type="button" value="Dup"/>

  

Stages	
ID	Title
100	Initiation
200	Schematic Design
300	Design Development
400	Coordination
500	Documentation
600	Procurement
700	Delivery

  

Tasks
ID

You can't rename the ID or Title after creating a new version, for complex programming reasons, so it's best to figure it out first.

If you change your mind and want a different Title, use the trashcan to delete the new one, and start over.

## Custom DDNA

Custom DDNA is your **unique** version of the **iProjects** system. Because users can extensively customize the system to suit their practice, the problem arises of how to preserve these custom modifications when a new version of **iProjects** is released.

This issue does not, as far as we know, occur in any other software packages – which (except for templates and examples) do not include data, or “content”. **iProjects** is a **content** resource. That means that it comes loaded with a lot of useful information – ready for you to adapt and modify.

That's why there are two tabs available: **System DDNA** and **Custom DDNA**. When we update your system, we only update the System DDNA – your various Custom versions are unchanged.

If you now select your new template – let's say the **Housing** template shown next page, you can start revising that template to suit the way YOUR office goes about designing a generic housing project.

In the example below, we've selected Stage 200 as an example, opening Task 210 and Action 211, thus displaying the cloned content from the Architecture template. You can change any of these titles and descriptions EXCEPT the names of the Stages, to suit this project type. That template will then be available in your system for your project teams' use in all new housing projects, to be further modified for the particular project if needed.

You can also preselect the tools and checklists you'll want to use – and you can revise and amend the checklists to tailor them to suit that project type. Although this might seem like a lot of bother in the first instance, it will save mountains of time on every subsequent project – AND will sharply reduce errors of omission made by your less-experienced or new staff.

You can also set up the generic Stage Inputs and Outputs to suit the project type.

Lastly, you can open certain tools to further tailor the templates to the project type – particularly PF12, PF14, PF16, PF22, PF25 and PF26 to guide the User in getting it right first time, and **FAST**.

Firm Details	Office Settings	Users	Custom DDNA	System DDNA	Project Guides	Value Lists	TeamWork	Profiles																																																								
<div> <div> <b>Discipline/Project Type</b>  <table border="1"> <thead> <tr> <th>ID</th> <th>Sample?</th> <th>Title</th> <th>Version</th> <th>Dup</th> </tr> </thead> <tbody> <tr> <td>AR</td> <td><input checked="" type="checkbox"/></td> <td>Architecture</td> <td>1</td> <td><input type="button" value="i"/></td> </tr> <tr> <td>AR2</td> <td><input type="checkbox"/></td> <td>Architecture 2</td> <td>1</td> <td><input type="button" value="i"/></td> </tr> <tr> <td>AR3</td> <td><input type="checkbox"/></td> <td>Housing</td> <td>1</td> <td><input type="button" value="i"/></td> </tr> <tr> <td>FE</td> <td><input checked="" type="checkbox"/></td> <td>Facade Engineering</td> <td>1</td> <td><input type="button" value="i"/></td> </tr> <tr> <td>IP</td> <td><input checked="" type="checkbox"/></td> <td>Internal Project</td> <td>1</td> <td><input type="button" value="i"/></td> </tr> </tbody> </table> </div> <div> <b>Instructions</b> See also <a href="#">User Guides</a>            This screen enables the Practice Office Administrator to revise the DDNA Set for a particular Client/Office.            Click the red triangles to access Tasks, Actions, Inputs, Outputs and Tools for any Stage.            To create a new Project Type, click the light blue Dup button against the discipline you want to         </div> </div> <div> <b>Stages</b>  <table border="1"> <thead> <tr> <th>ID</th> <th>Title</th> </tr> </thead> <tbody> <tr><td>100</td><td>Initiation</td></tr> <tr><td>200</td><td>Schematic Design</td></tr> <tr><td>300</td><td>Design Development</td></tr> <tr><td>400</td><td>Coordination</td></tr> <tr><td>500</td><td>Documentation</td></tr> <tr><td>600</td><td>Procurement</td></tr> <tr><td>700</td><td>Delivery</td></tr> <tr><td>800</td><td>Completion</td></tr> <tr><td>900</td><td>Management</td></tr> <tr><td>E00</td><td>Expenses</td></tr> <tr><td>S00</td><td>Subconsultants</td></tr> <tr><td>V00</td><td>Variations</td></tr> </tbody> </table> </div> <div> <b>Task description</b>            Using the inputs from Task 110, prepare a Site Analysis, including relevant Actions selected to suit project requirements. Amend lists of services in Actions to describe scope of services offered.            # This Task includes RAIA Core Services (Actions 211, 215 and 216).         </div> <div> <b>Action description</b>            Assist Client in site selection by agreed specific services, such as: identification of potential sites or site; on-site investigations; movement systems, traffic &amp; parking studies; topographic analysis; Analysis of title, zoning &amp; legal restrictions; Studies of availability of labour force to staff owner's building; Studies of availability of construction materials, equipment &amp; labour; Studies of construction markets; overall site analysis &amp; evaluation; and/or comparative site         </div>									ID	Sample?	Title	Version	Dup	AR	<input checked="" type="checkbox"/>	Architecture	1	<input type="button" value="i"/>	AR2	<input type="checkbox"/>	Architecture 2	1	<input type="button" value="i"/>	AR3	<input type="checkbox"/>	Housing	1	<input type="button" value="i"/>	FE	<input checked="" type="checkbox"/>	Facade Engineering	1	<input type="button" value="i"/>	IP	<input checked="" type="checkbox"/>	Internal Project	1	<input type="button" value="i"/>	ID	Title	100	Initiation	200	Schematic Design	300	Design Development	400	Coordination	500	Documentation	600	Procurement	700	Delivery	800	Completion	900	Management	E00	Expenses	S00	Subconsultants	V00	Variations
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**Common Tools**  

ID	Title
CF	Communication Form
PF01	Internal Project
PF02	Project Document Register & Transfer
PF03	Incoming Project Document Register

**CheckSet Indicator**  
☐ QM ☐ ESD ☐ Risk ☐ BW-1 ☐ MW-1  
☒ GS ☐ BIM ☐ 2124 ☐ SW-1

**Stage ProForms**  

ID	Title
PF21	Consultants Coordination Verification
PF22	Project Risk Log
PF23	Change Advice & Variation Request
PF24	Design Variation Log
PF25	Client Decision Matrix
PF26	Information Required Schedule

**Stage CheckLists**  

ID	Title
CL21	Permit & Concept Studies
CL22	Traffic and Parking
CL23	Landscape Architecture
CL24	Environmental - Siting & Planning
CL25	Risk / WH&S Design
CL26	BIM Project Setup

**Stage Inputs**  

ID	Title
IP21	Approved P&AP
IP22	Kickoff meeting minutes
IP23	Research results

**Stage Outputs**  

ID	Title
OP21	Schematic design studies
OP22	Preliminary project cost report
OP32	Project feasibility report
OP33	Nominated forms & checklists

*In short, these features dramatically simplify design processes for practices that specialize in particular project types – while reducing errors and raising quality.*