



DR07: Project coordination tools that work

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Successful, low-risk project coordination is really the same as Project Team Coordination (See DR03) – but viewed from the perspective of the project rather than the people perspective. Therefore the same tools are effective, all of them available in the **iProjects** Design Management software program (and a few of them available nowhere else).

Accordingly, here is an overview of these tools – the same list as in DR03: To see examples of **TeamWork** and **PF27: Consultants Coordination Verification**, go to DR03:

http://iprojects.net.au/cms/documents/user_guides/DR03_1.pdf

Feature	Benefit
Project Management Planning (PMP) tools	Quickly and easily build comprehensive PMPs
Power, unique <i>TeamWork</i> tools that identify key coordination tasks for 28 design disciplines, customizable to suit any project type, as well as individual projects	Swiftly create project-specific checklists to key tasks for every discipline of the project team, customized to suit any project
Move <i>TeamWork</i> tasks from one discipline to another with a single mouse click	Very low-overhead management of discipline interfaces, supporting the ability to offer cost-effective, detail-oriented project management services
<i>Project Team</i> template	Identifies all team players, their roles, their contact details, and keeps this information up-to-date automatically
<i>Consultants Coordination Verification</i> template	Puts responsibility for inter-discipline coordination on each consultant: they nominate the coordination they require and then must track that it has occurred
Nine checklists cover coordination required for the nine most common engineering and specialty disciplines	Especially when modified to suit particular project types, these checklists will dramatically reduce “gaps and overlaps” and “clashes” in contract documentation
<i>Project Schedule</i> , <i>Project Financial Plan</i> , <i>Project Delivery Budget</i> tools support team efforts	Team stays focused on what really matters
<i>Client Decision Matrix</i> and <i>Information Required Schedule</i> and <i>Resource Plan</i> guide team efforts	Focus is maintained on external inputs required to complete the project; rework is minimized

To see other **DesignRisk** “more info” docs, go to http://iprojects.net.au/index.php/user_guides and scroll down to the bottom: 8.0 DESIGN RISK, and click on the document you’d like to review.