

ProForm Tools

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ProForm Tools

ProForm is a comprehensive collection of more than forty forms (proformas), for use in recording and managing project information. There is no knowledge resource data resident in ProForm, except for the industry knowledge used to create the tools.

In addition to the Common Tools (used across all Stages) a few of the forms are designed to facilitate some generic customisation by customers on a practice-wide basis rather than one a project basis, to save user time and prevent user error. These include PF12: PMP Cover Sheet, PF14: Project Setup & Controls, and especially PF16: Quality Control Plan.

Obviously, many other tools will need to be accessed in more than one Stage, and in many cases they will be updated in successive Stages of the project. We have located them in the Stage where they are typically first needed.

Because there are so many forms and the Tools UserGuides are “image-rich”, which creates large file sizes, we have broken up this section of the UserGuides into sections by Stages as follows (click the blue headings to access the relevant UserGuide):

4.4.1 Common Tools:

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

NOTE:
Some links (blue headings) in the UserGuides are not yet activated.

4.4.2 Stage 100 Tools

- PF11 Project Briefing & Change Log
- PF12 PMP Cover Sheet
- PF13 Project Team
- PF14 Project Setup & Controls
- PF15 Small Project Setup & Controls
- PF16 Quality Control Plan
- PF17 Project Schedule
- PF18 Project Financial Plan
- PF19 Project Delivery Budget

4.4.3 Stage 200 Tools

- PF21 Resource Plan
- PF22 Project Risk Log
- PF23 Change Advice & Variation Request
- PF24 Design Variation Log
- PF25 Client Decision Matrix
- PF26 Information Required Schedule
- PF27 Consultants Coordination Verification

4.4.4 Stages 300-600 Tools

- PF31 Drawing Checking Record
- PF32 Design Review Checklist
- PF51 Samples Register
- PF61 Tender Log

4.4.5 Stages 700-800 Tools

- PF71 Request for Substitution
- PF72 Request for Substitution Log
- PF73 RFI Log
- PF74 Construction Variation
- PF75 Construction Variation Log
- PF76 Samples Log
- PF77 Shop Drawings Log
- PF81 Defects Remediation List
- PF82 Lessons Learned
- PF83 Post-occupancy Evaluation

4.4.6 Stage 900 Tools

- PF91 Earned Value Worksheet

Related UserGuides and other guides that you may want to review:

Information on **Checklists**: [UserGuide 4.5](#).

Information on **Teamwork**: [UserGuide 4.7](#).

Information on **Design DNA**: [UserGuide 4.3](#).

Information on modifying standard forms: FAQ [Layouts \(2011-02-07\): Can I modify form layouts?](#)