

Projects: Details Version V5.01.01 15 November 2016

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
Communications
DDNA
Project Team

Project ID

Project No.

Project Name ☆

Project Status

Client Name and address, phone nos, etc [Re-assign](#)

Fantasy Projects
 1 Queens Road
 Melbourne VIC 3004
 Australia
 Ph:

Project Location

Use descriptive shorthand - town or street

Project Address

Street 1

Street 2

City

Code State

Country

[Email Address](#)

PF17 Week Or Month Week Month

Sample Data? Internal Project?

Phase *

Discipline/Project Type

ID	Check	Title
AE	<input checked="" type="checkbox"/>	▶ Architecture Engineering ▲

Controls

Schedule basis:

Week

Month

Start Date

Finish Date

Checklist Initials

CheckSets

QM ABIC

GS 2124

ESD 4000

Risk 4122

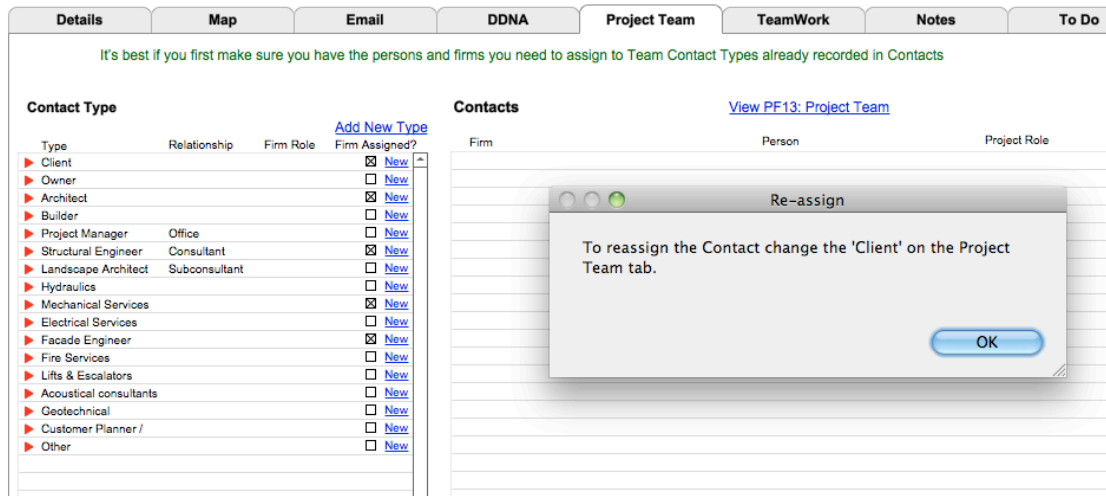
3910

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

Show Me:

ID	Check	Title
PF11	<input checked="" type="checkbox"/>	Project Briefing & Change Log
PF12	<input checked="" type="checkbox"/>	PMP Cover Sheet
PF13	<input checked="" type="checkbox"/>	Project Team
PF14	<input checked="" type="checkbox"/>	Project Set up & Controls
PF15	<input checked="" type="checkbox"/>	Small Project Setup & Controls
PF16	<input checked="" type="checkbox"/>	Quality Control Plan
PF17	<input checked="" type="checkbox"/>	Project Schedule
PF18	<input checked="" type="checkbox"/>	Project Financial Plan
PF19	<input checked="" type="checkbox"/>	Project Delivery Budget
PF21	<input checked="" type="checkbox"/>	Resource Plan
PF22	<input checked="" type="checkbox"/>	Project Risk Log
PF23	<input checked="" type="checkbox"/>	Change Advice & Variation Request
PF24	<input checked="" type="checkbox"/>	Design Variation Log
PF25	<input checked="" type="checkbox"/>	Client Decision Matrix
PF26	<input checked="" type="checkbox"/>	Information Required Schedule
PF27	<input checked="" type="checkbox"/>	Consultants Coordination Verification
PF31	<input checked="" type="checkbox"/>	Drawing Checking Record
PF32	<input checked="" type="checkbox"/>	Design Review Checklist
PF51	<input checked="" type="checkbox"/>	Samples Register
PF61	<input checked="" type="checkbox"/>	Tender Log
PF71	<input checked="" type="checkbox"/>	Request for Substitution
PF72	<input checked="" type="checkbox"/>	Request for Substitution Log
PF73	<input checked="" type="checkbox"/>	RFI Log
PF74	<input checked="" type="checkbox"/>	Construction Variation
PF75	<input checked="" type="checkbox"/>	Construction Variation Log
PF76	<input checked="" type="checkbox"/>	Samples Log
PF77	<input checked="" type="checkbox"/>	Shop Drawings Log
PF81	<input checked="" type="checkbox"/>	Defects Remediation List
PF82	<input checked="" type="checkbox"/>	Lessons Learned
PF83	<input checked="" type="checkbox"/>	Post-occupancy Evaluation
PF91	<input checked="" type="checkbox"/>	Earned Value Worksheet

CheckList Tools

Show Me:

ID	Check	Title
CL11	<input checked="" type="checkbox"/>	Preagreement
CL12	<input checked="" type="checkbox"/>	Programme Development
CL13	<input checked="" type="checkbox"/>	Environmental Requirements
CL14	<input checked="" type="checkbox"/>	Site information
CL15	<input checked="" type="checkbox"/>	Authorities & Planning Approvals
CL16	<input checked="" type="checkbox"/>	Building Diagnostics
CL17	<input checked="" type="checkbox"/>	Building Survey
CL18	<input checked="" type="checkbox"/>	Design Planning & DA
CL19	<input checked="" type="checkbox"/>	Project Quality & Risk Planning
CL21	<input checked="" type="checkbox"/>	Permit & Concept Studies
CL22	<input checked="" type="checkbox"/>	Traffic and Parking
CL23	<input checked="" type="checkbox"/>	Landscape Architecture
CL24	<input checked="" type="checkbox"/>	Environmental - Siting & Planning
CL25	<input checked="" type="checkbox"/>	Risk / WH&S Design
CL26	<input checked="" type="checkbox"/>	BIM Project Setup
CL31	<input checked="" type="checkbox"/>	Design Development
CL32	<input checked="" type="checkbox"/>	Structural Engineering Input
CL33	<input checked="" type="checkbox"/>	Building Services Engineering Input
CL34	<input checked="" type="checkbox"/>	Environmental Design
CL35	<input checked="" type="checkbox"/>	Environmental Materials Selection
CL36	<input checked="" type="checkbox"/>	Energy & Water Conservation
CL37	<input checked="" type="checkbox"/>	Create BIM Model
CL39	<input checked="" type="checkbox"/>	Package/Fast-tracked Projects
CL41	<input checked="" type="checkbox"/>	Landscape Architecture Coordination
CL42	<input checked="" type="checkbox"/>	Civil Engineering Coordination
CL43	<input checked="" type="checkbox"/>	Structural Engineering Coordination
CL44	<input checked="" type="checkbox"/>	Fire Protection & Hydraulic Engineering
CL45	<input checked="" type="checkbox"/>	Mechanical Services Coordination
CL46	<input checked="" type="checkbox"/>	Lifts & Escalators Coordination
CL47	<input checked="" type="checkbox"/>	Electrical Services Coordination
CL48	<input checked="" type="checkbox"/>	Communications Coordination
CL49	<input checked="" type="checkbox"/>	Kitchen Equipment Coordination
CL51	<input checked="" type="checkbox"/>	Documentation - General
CL52	<input checked="" type="checkbox"/>	Documentation - Detail
CL53	<input checked="" type="checkbox"/>	Specification Production
CL54	<input checked="" type="checkbox"/>	Environmental Specification
CL55	<input checked="" type="checkbox"/>	Architectural Check
CL56	<input checked="" type="checkbox"/>	Renovations Check
CL57	<input checked="" type="checkbox"/>	Furnishings & Fittings
CL58	<input checked="" type="checkbox"/>	Equipment
CL61	<input checked="" type="checkbox"/>	Tendering / Bidding
CL62	<input checked="" type="checkbox"/>	Evaluation & Negotiation of Tender / Bid
CL63	<input checked="" type="checkbox"/>	Award Contract - General
CL64	<input checked="" type="checkbox"/>	Award Contract - AS 2124
CL65	<input checked="" type="checkbox"/>	Award Contract - AS 4000
CL66	<input checked="" type="checkbox"/>	Award Contract - ABIC
CL67	<input checked="" type="checkbox"/>	Tendering - NZS 3910
CL68	<input checked="" type="checkbox"/>	Award Contract - NZS 3910
CL71	<input checked="" type="checkbox"/>	Admin Set-up
CL72	<input checked="" type="checkbox"/>	Documents & Site Conditions
CL73	<input checked="" type="checkbox"/>	Indemnities, Insurances & Time
CL74	<input checked="" type="checkbox"/>	Administration

USER GUIDES

Show Me fields for ProForm and Checklist Tools: Click in the box to see an alphabetical list of selected tools.

Update button for ProForm and Checklist Tools: Click to update list after adding or deleting tools in DDNA.