System Admin: Custom DDNA & System DDNA
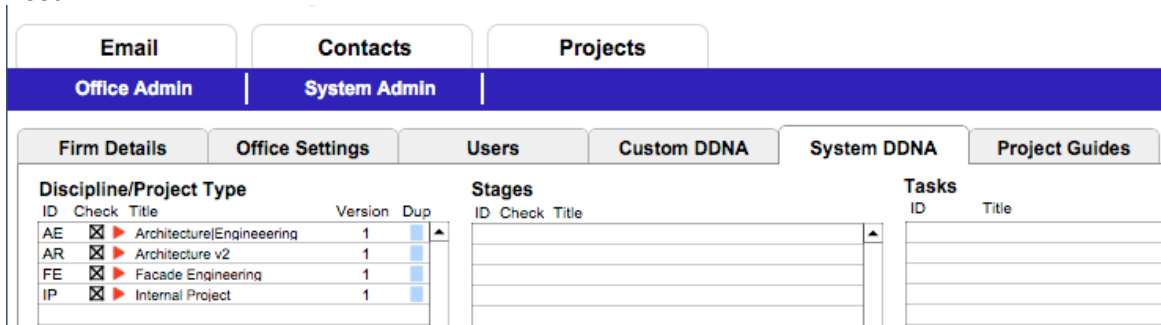
Version V5.01.01 15 November 2016

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 section of Building Tech website (http://www.buildingtech.com/iprojects), and click on **iProjects Story** this is in the about section. 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
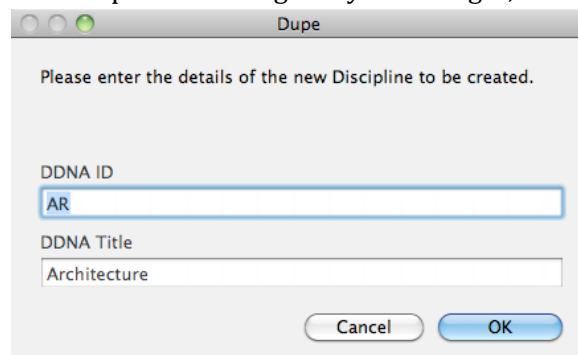need.

System DDNA

System DDNA is what we provide to you as a starting point. In this release there are four templates, as you can see above.

Creating a Custom DDNA Set

You can create your own custom versions – by using the light blue rectangle ▮ 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.
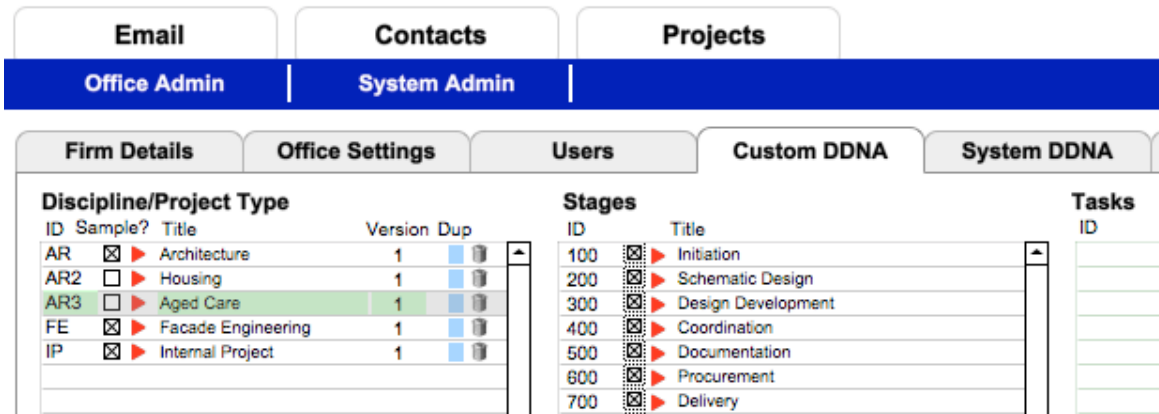
Suppose it isn't. Next step is to go to the list under TeamWork **OS** (Other Specialists). You'll see another two dozen less common

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, similar to the below image.

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 <u>your</u> *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 his 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*.

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