Projects

The WIP or Projects module is one of the exciting development on the MD Asset Management systems. Large amounts are involved and therefore WIP is receiving lots of attention by the AG. Hence it is such an extensive and many times neglected field, it is currently a major issue in most asset registers which leads to negative management reports.

The WIP Module can enable you to build a complete WIP register with the following features:

- Secure access to your WIP data on the Web.
- Secure storage of data in the cloud.
- Management review from any location.
- Information is presented in such a way that it flows with a clear audit trail over the lifespan of the project.
- Information is available per project in the Summary window.
- Individual transactions (additions, transfers etc.) can be viewed in detail per contractor on the drilldown window.
- Retention and commitment is shown on all transactions. Commitment is calculated automatically.

Supporting documents are available from the initiation phase till completion.

# Getting started on project icon

The user should click on project function on the system and the following window will appear.
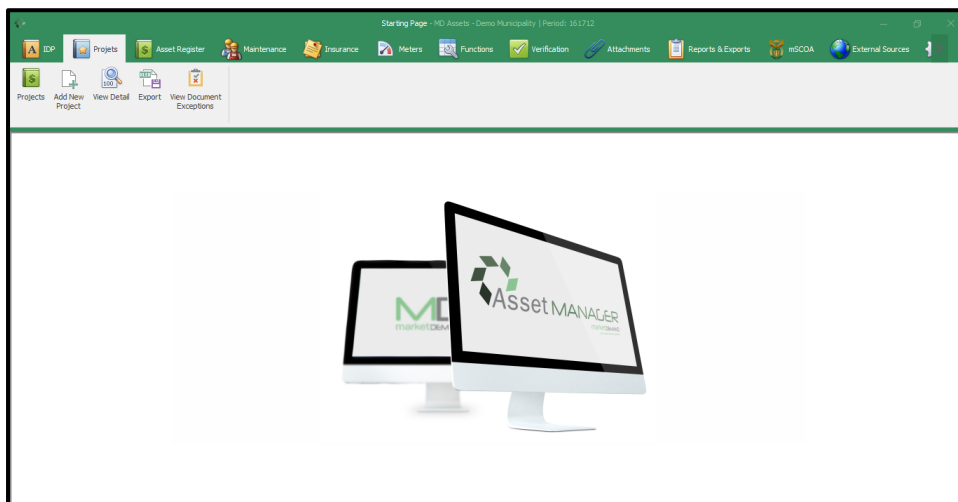
Click on projects and the WIP register summery window will open
This window consists of several columns and represent a summary per project, per rear over the lifespan of all your projects.

This summary contains the projects description, vote numbers, financial data, retention and commitment amounts and other relevant information. The bottom ribbon displays totals for each column per year. User can view all active projects. See below picture.
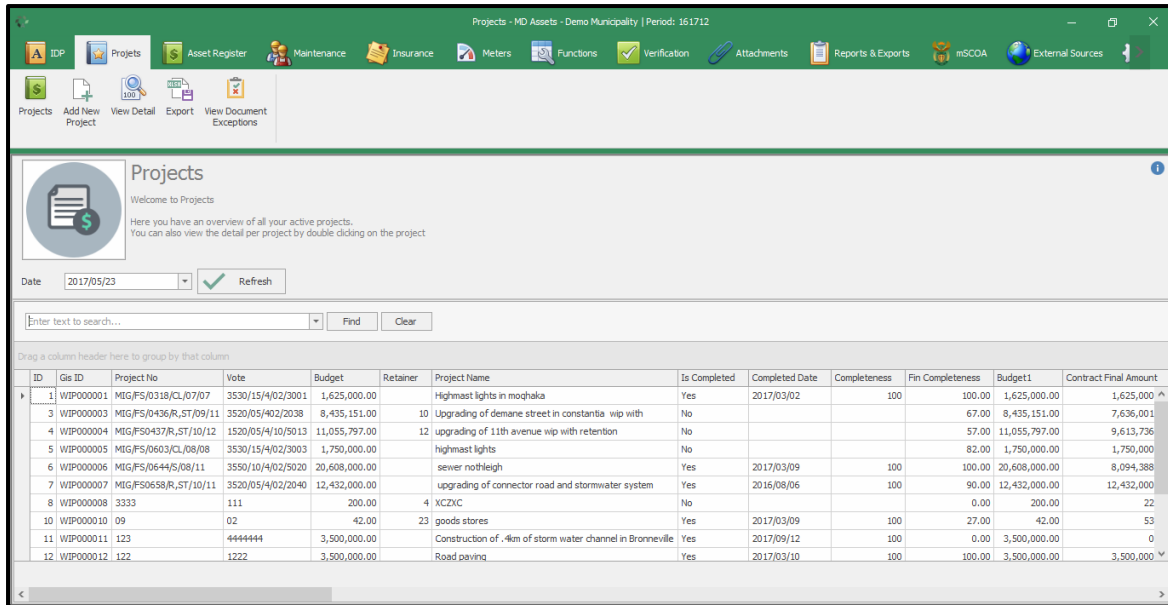
How to view active project

The user can view the details of the project by double clicking on the existing project, the user will view history and all movement of the project.
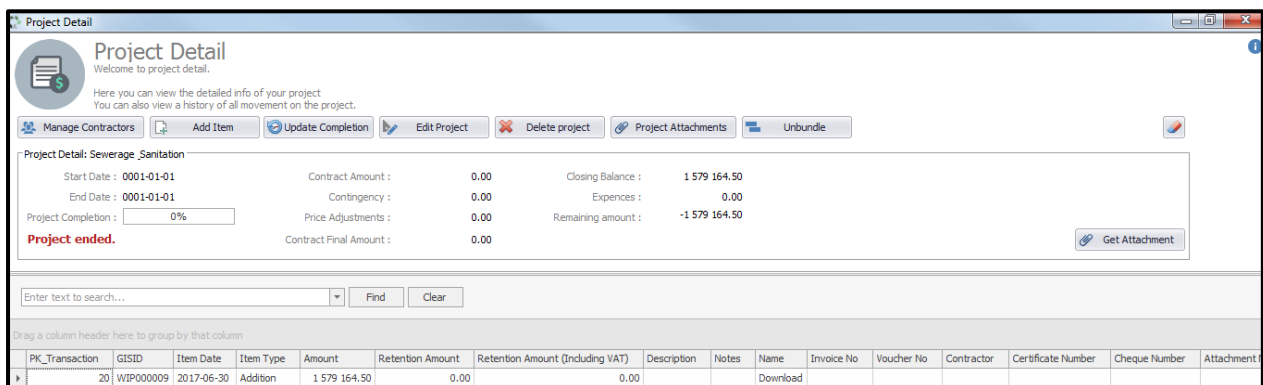

Creating a project

How to create a project

Existing data can be drawn into the MD WIP Module by Market Demand. Thereafter it is maintained by capturing all new projects and transactions, starting off with the Add new Project icon on the top ribbon:

The user should complete all the fields in order to create a new project, the project window can also be used to update information for existing projects.
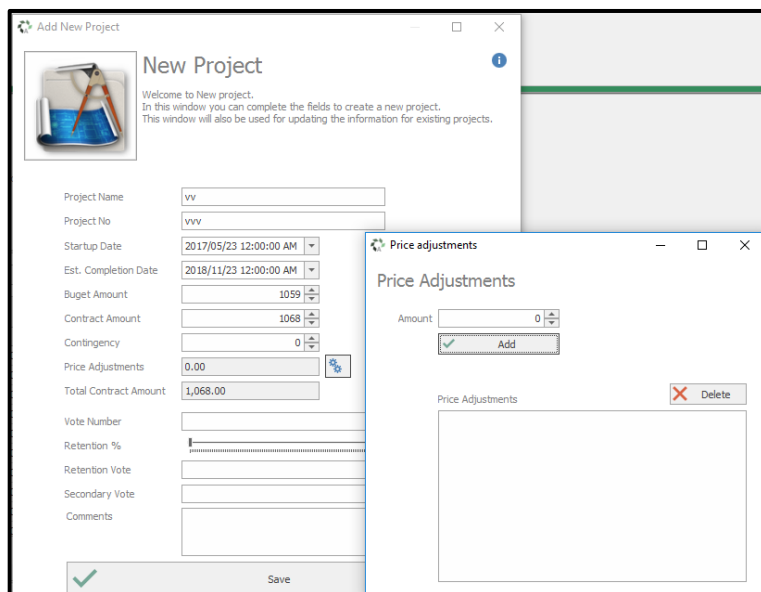See below picture.
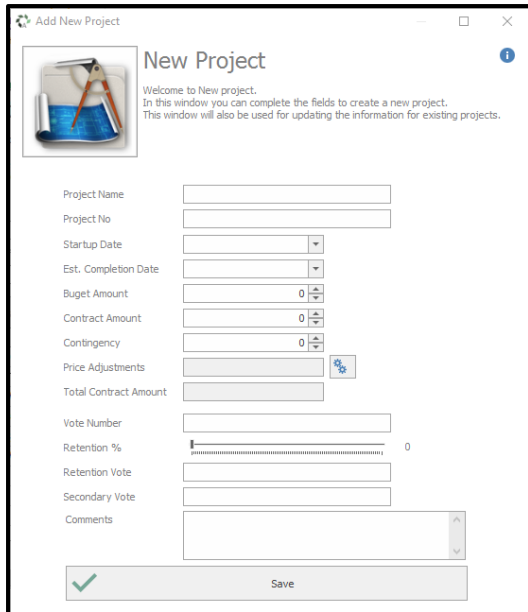
The system makes use of captured information to provide you with accurate information and calculations, therefore, it is critical that your input data is correct and complete.
Before you can capture movement documents (invoices etc.), you will be required to setup /create a project and the project engineers / contractors.

Always attach supporting documents from initiating and approval documents, invoices, payment certificates and final bill of quantities.

- Set up the basics of your new project in this window.
- Insert the unique project name/description.
- Select the estimated dates by using the dropdown function.
- Add amounts and numbers with due care as some is used in automatic calculations.
- Use the slider to insert the retention amount applicable to the contract.
- Save/Add.

The new project created will be added on the existing register and will be at the bottom, double click on it to view. See below picture.
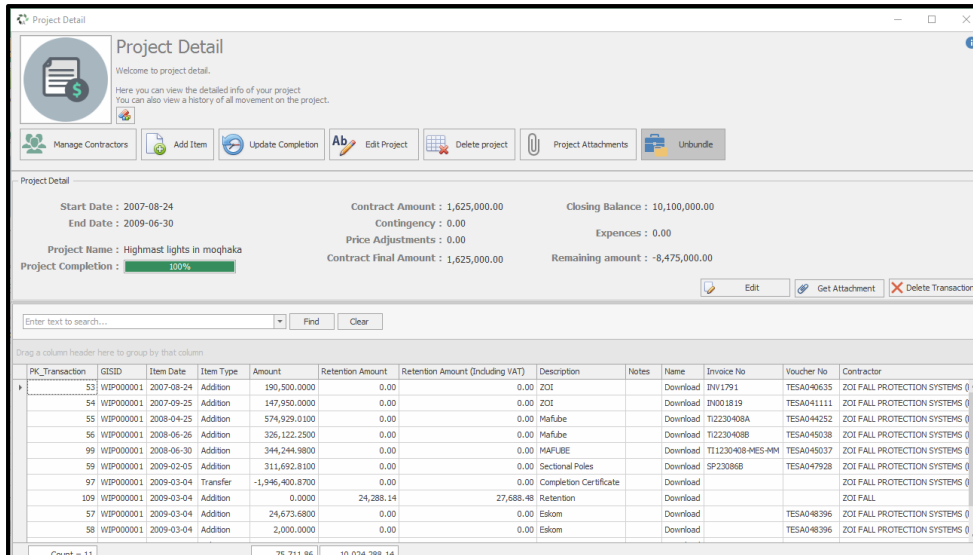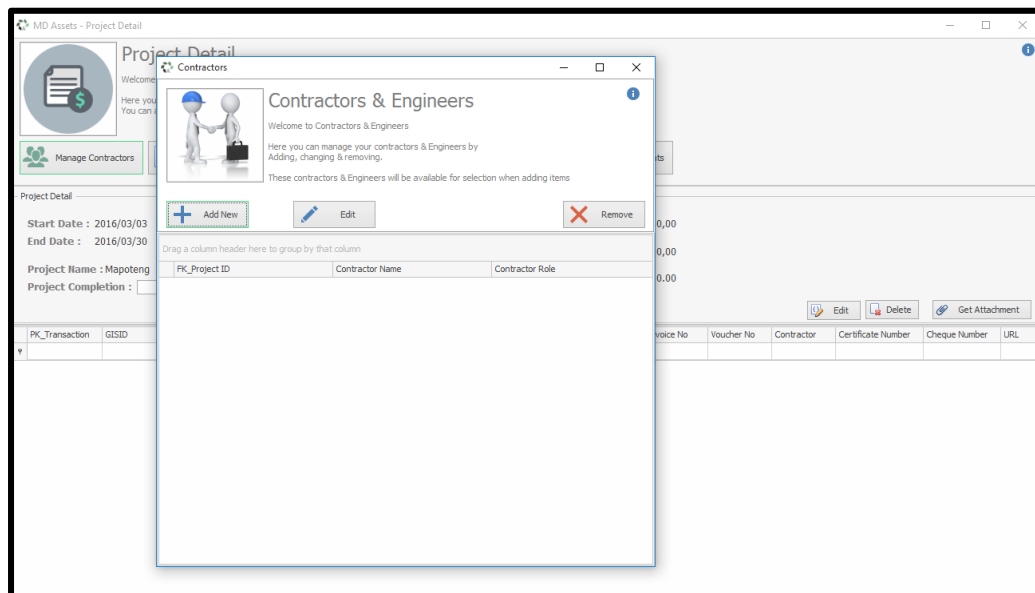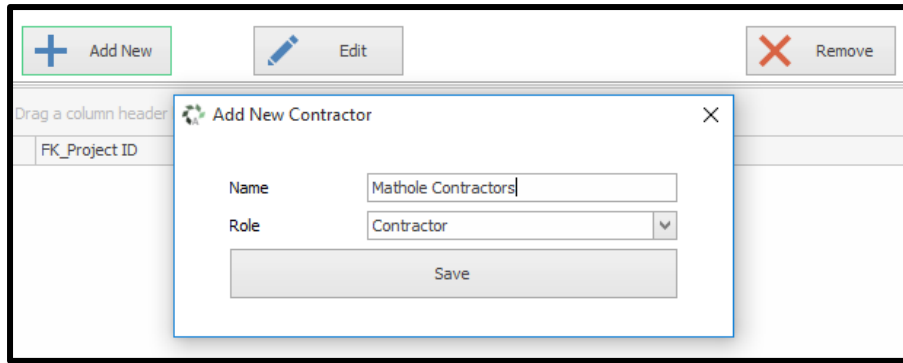
Setup Contractors and Engineers

Contractors can be managed in the system. The system allows you to add, change and remove contractors.

Adding new

Double click on the existing project to open/view the project, Click manage contractors, Contractors and engineer's window will appear. The user can manage contractors and engineers by adding, changing and removing records.

Click add new to add anew contractor.
Fill in the name and the role of the contractor and click save

The system will confirm if the new contractor has been added successfully.

The contractors and engineers will be available for selection when adding items.

How to edit a contractor

The user should first select the project in order to edit, then click edit project. The selected contractor will be highlighted in green. Edit the contractor or role and click save to save the changes made.
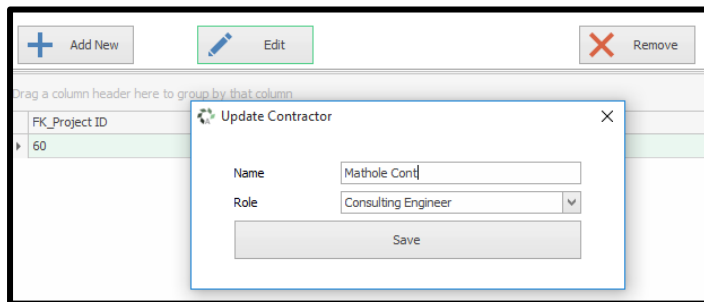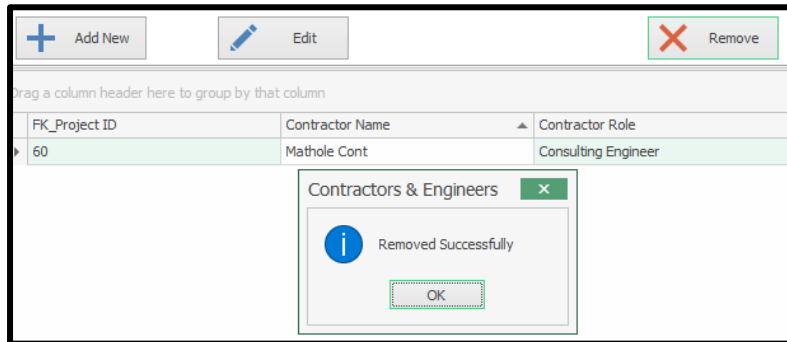

The system will confirm if the changes made is successful, click ok to continue.

How to remove a contractor

First select the contractor you want to remove, click manage contractors and click remove function.

The system will confirm if the contractor has been removed successfully, click ok to continue.

Adding invoices to your project (Transaction detail).

When you have completed the above setup of basic project details, as well as the details of contractors / engineers, you will be able to move forward and capture any invoices related to the project.

On the summary view, select / double click on the project that you want to work on to open the now familiar Project Detail drilldown. Click add item and transaction detail window will open.
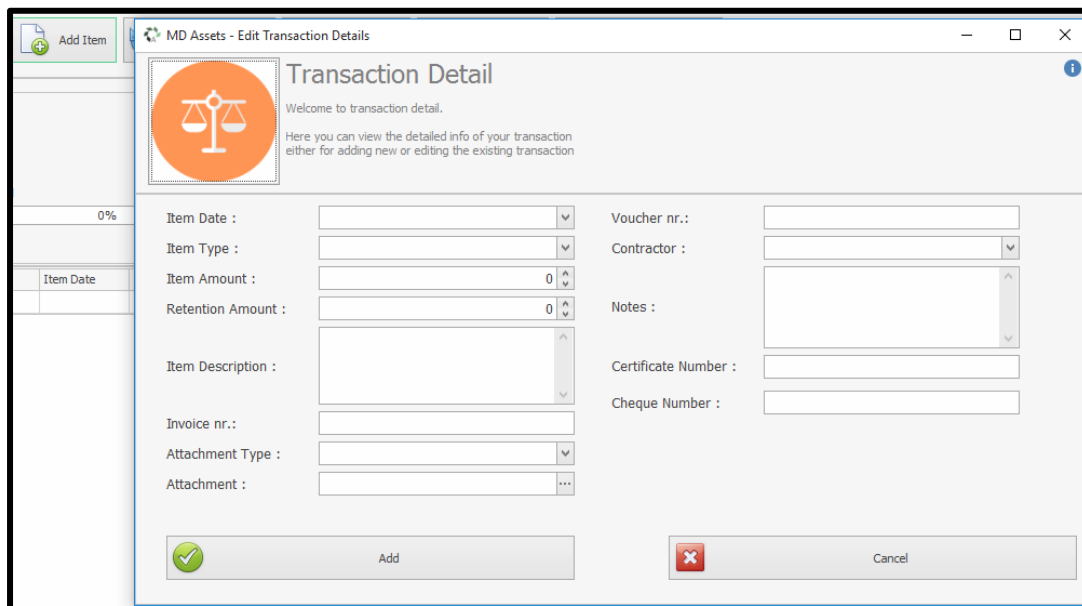
- Amount must be added with cents.
- Under Item Description you can add (shortly) anything of relevant importance describing the purpose of the invoice / transaction.
- Insert the full invoice number. Exactly as it appears on invoice.
- Attach the pre-scanned invoice document pack and Attachment.
- NB!! This is supporting documents that will be requested by the AG. If invoices are not added it will be flagged in the WIP Exceptions report.
- Select the correct contractor / engineer to whom this payment is made from the dropdown. This name list has been pre-populated from the details that you have captured earlier for this project.

- Notes: Anything of importance related to this transaction.
- Click Add to continue.

Once the item has been added, click add and the system will confirm if the changes made has been added successfully.
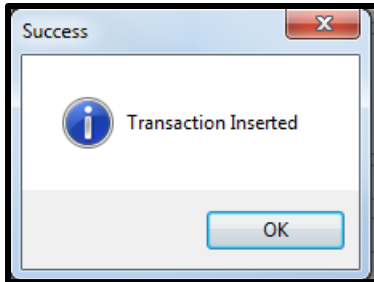

Updating Completion

The user can indicate how far he is with the project e.g. 50%, Slide the indicator to the right with the completion button to change the physical completeness of the project.
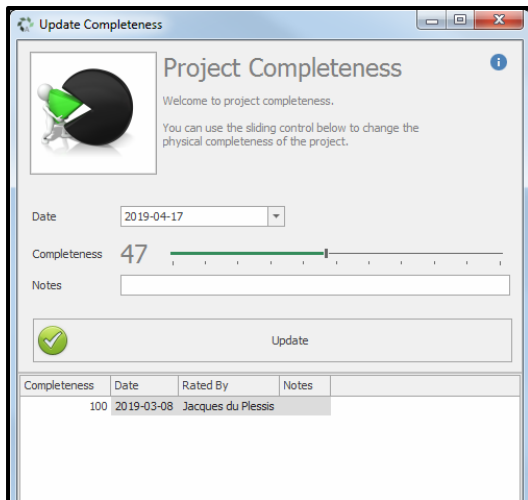

How to edit a project

The function enables the user to edit basic details that were previously added to the project. Select the desired project from the projects list/ view In the Project drilldown sheet, click on Edit Project in the top ribbon. Update the project and click save.
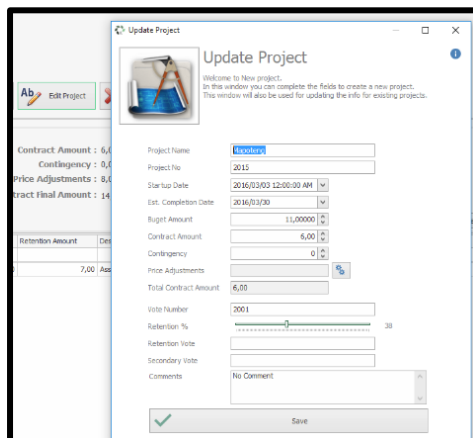
How to delete a Project

The delete project icon (see above) can be found in the top ribbon on the Project Detail drilldown sheet. Administrative rights will only be assigned to this function. Do not click as it will delete a completed project!

N.B Contact helpdesk if you need to use this function.
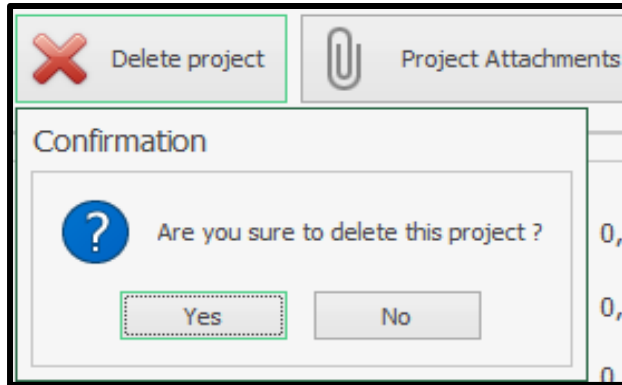

How to add Project Attachments

Project attachments comprises all documents that is relevant and must be attached as supporting documents for a project. (Note that invoices are not included here as you must attach it in the Add an Item window with the invoice detail).

In the Project Detail drilldown, click on Project Attachments. (Top ribbon).
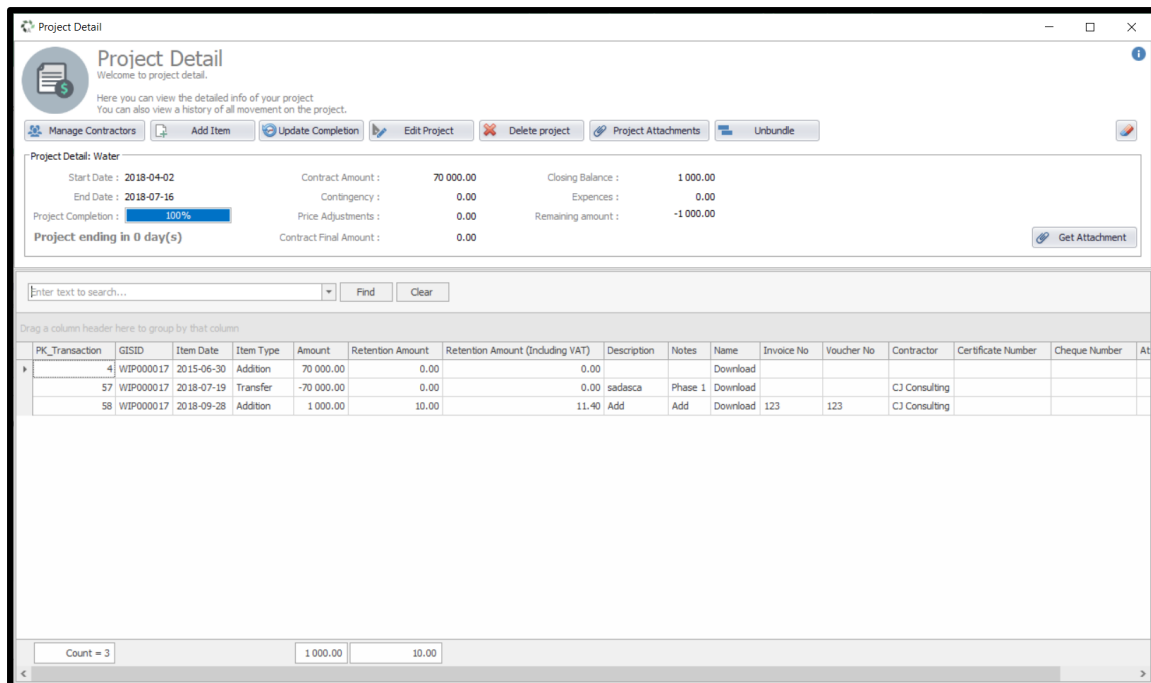

In the Project Attachment window, select the file type: (Advertisement, Tender Adjudication, Contract, Completion certificate or Bill of Quantities).
Browse and attach the pre-scanned document. See below picture.
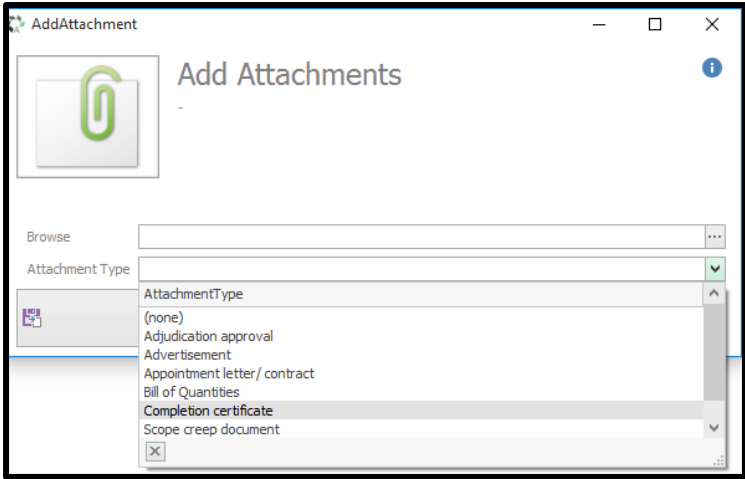
How to unbundle a project

The user should click on unbundle function and the project unbundle window will appear.
This is a function that will give the user access to unbundle the project.
The system will indicate if there's no assets to unbundle or not yet completed. See below pictures.
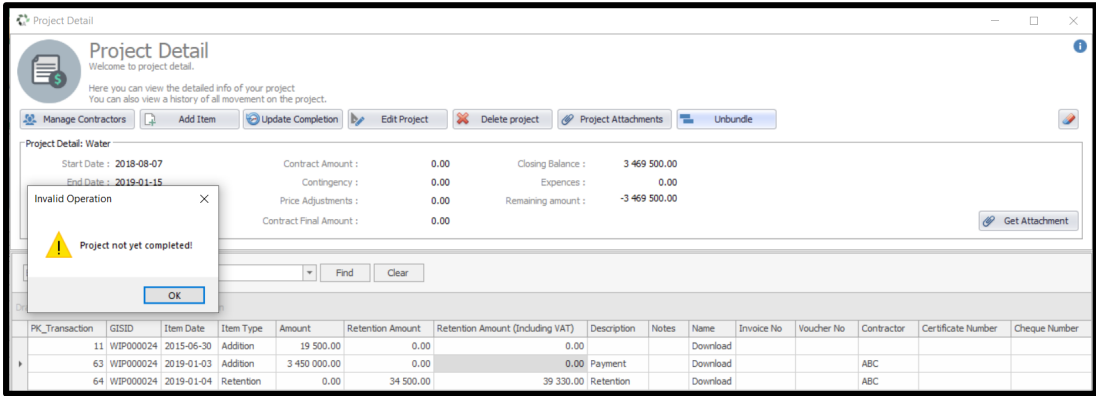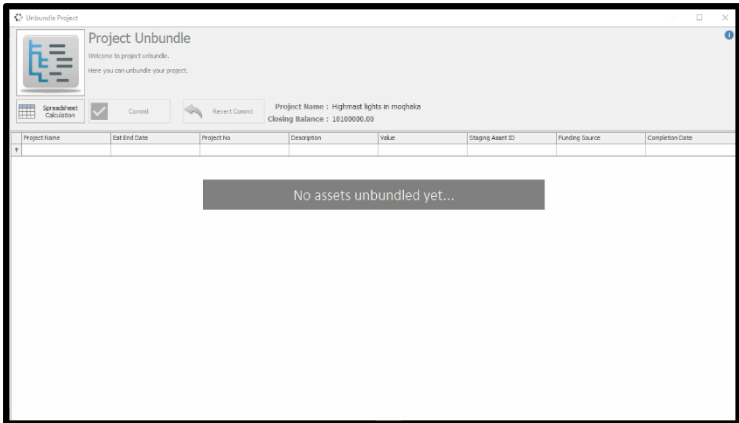
The user has access to export and save the created project in excel spread sheet anywhere by clicking export function.

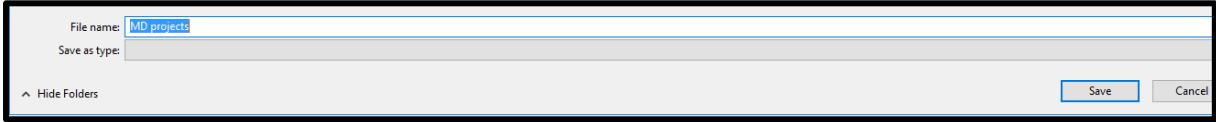## Viewing document exception

The user can click on view document exception function to open the WIP document exception and the following window will appear. See below picture.

ID	Project Name	All Attach...	Advertise...	Tender Doc...	Adjudication a...	Appointment letter/...	Completion cer...	Bill of Qua...	Scope creep do...	Total Moveme...	Missing Movemen...
1	Highmast lights in moqhaka	19	0	0	0	0	0	0	0	9	2
3	Upgrading of demane street in constanti...	70	0	0	0	0	0	0	0	35	0
4	upgrading of 11th avenue wip with reten...	30	0	0	0	0	0	0	0	9	0
5	highmast lights	14	0	0	0	0	0	0	0	7	0
6	sewer nothleigh	32	0	0	0	0	0	0	0	16	0
7	upgrading of connector road and storm...	26	0	0	0	0	0	0	0	11	3
8	XCZXC	1	0	0	0	0	0	0	0	1	0
10	goods stores	0	0	0	0	0	0	0	0	0	1
11	Construction of .4km of storm water cha...	0	0	0	0	0	0	0	0	0	2
12	Road paving	0	0	0	0	0	0	0	0	0	2
13	Gus toets	0	0	0	0	0	0	0	0	0	2
14	Paving & Storm	0	0	0	0	0	0	0	0	0	2
15	Pving of road in Ward 1	0	0	0	0	0	0	0	0	0	3
16	Asset verification 2017 TEBOGO	0	0	0	0	0	0	0	0	0	1
17	7MIG/Highmast light	0	0	0	0	0	0	0	0	0	1