

HOW TO - Edit a Project

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This article provides guidance on how to edit projects (and associated contracts) in the AWM system.

Step-by-Step Guide Video

In this video, using an example, we demonstrate how to edit a project record.

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Setting Up for this Work

Materials used as inputs

In order to edit a project and/or contract, you will need some reference documents that contain information about the project. This might include your most recent Monthly or Quarterly project report(s) or a spreadsheet file with a list of projects and associated information such as estimated cost, location, type of work etc.

Relevant Data Layers

To support this process, the user should add the following data layers to the system.

These layers are as follows:

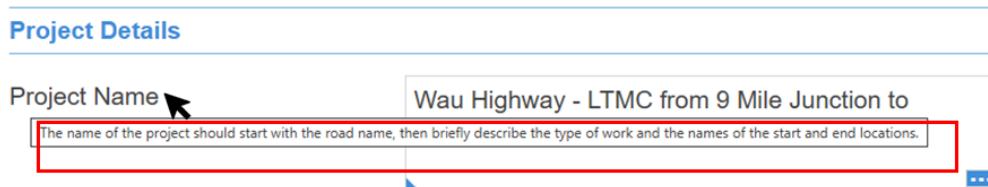
Data Layer	Description
DoWH Projects	Table of all Projects that have been added to the System. Contains information about project location, financials, status etc.
DoWH Contracts	Table of all Contracts that have been added to the System. Containing information about contract financials, contractor details etc.

Data Layer	Description
Carriageway Sections	Each road is split into one or more sections and in AWM these are called Carriageways. A carriageway holds information about the given segment of road, including ownership, dimension data, pavement type, hierarchy (road classification), network type and terrain.
Data Fix Request	Table for recording fixes that need to be made – for this exercise, this is likely to be missing roads or mistakes in the centrelines.

How to edit a Project record

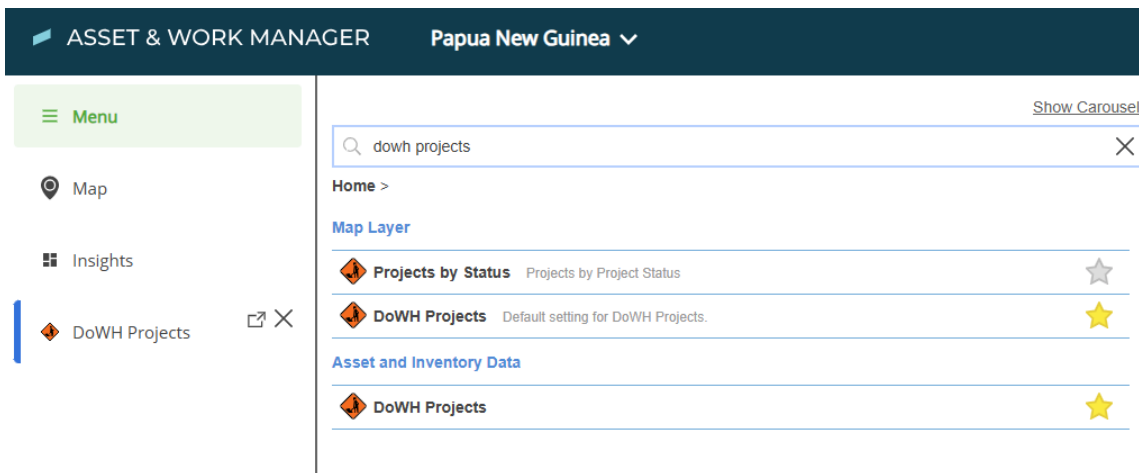
How do I know what information to enter?

A description of what should be entered for each field is available in the [Field Descriptions](#) article. When using the table view in the System, you can also hover your mouse over the field to see a brief description of the field (see below example).

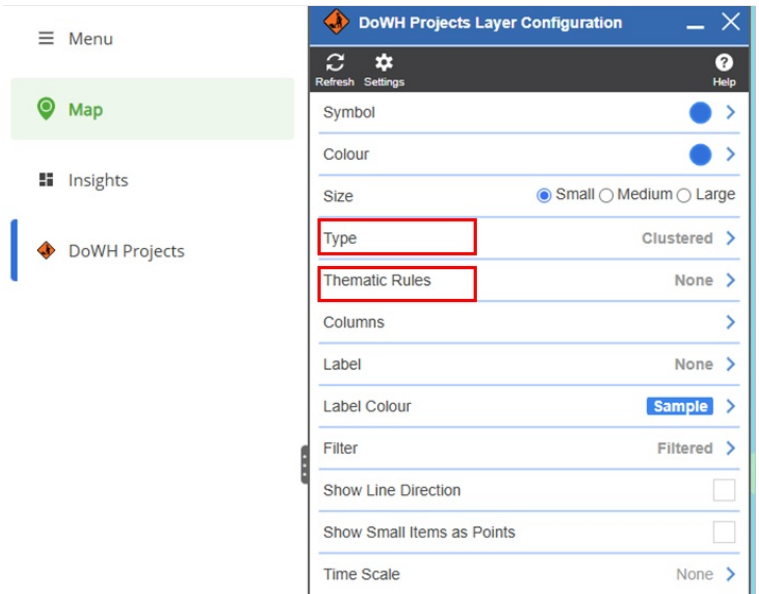
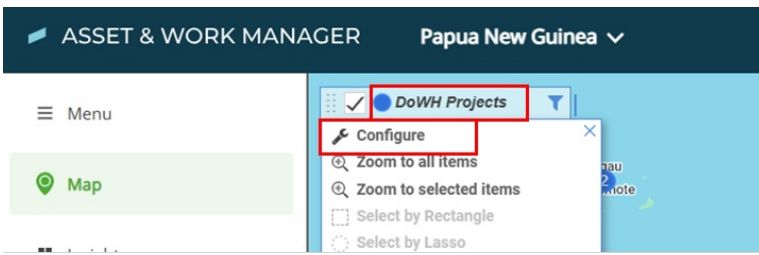


Step-by-step Guide for editing a Project record

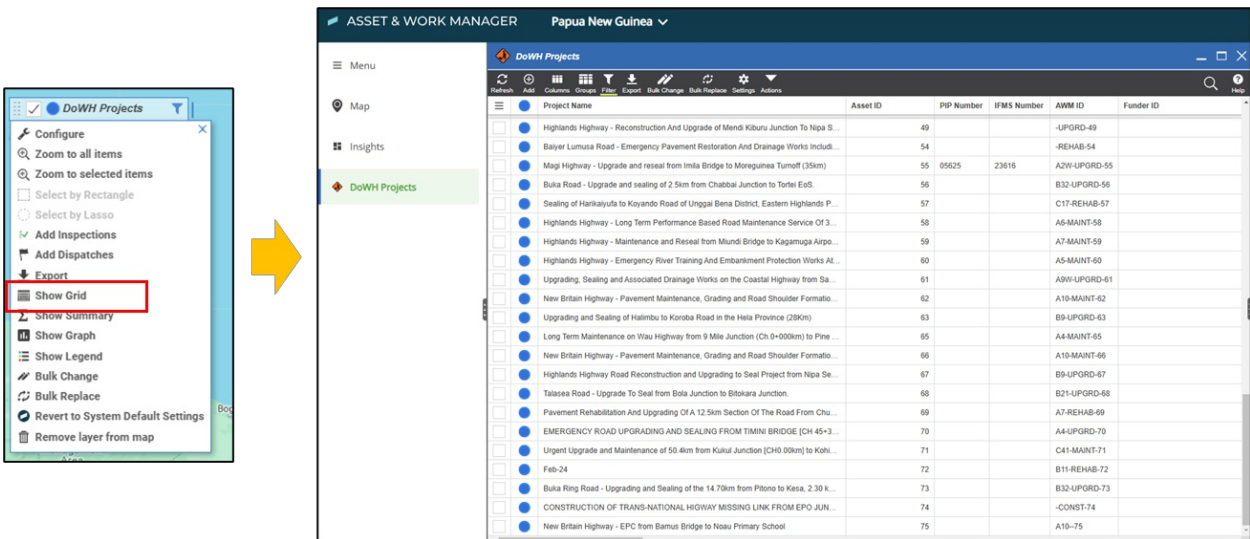
1. In the System, go to the Menu and search for 'DoWH Projects'



2. Click on the layer name and update configuration using 'Configure' to change how you view the project on the map. For example, you might want to change the 'Type' from *Clustered* to *Standard*, and potentially use Thematic Rules to view Projects by *Type of Work* or *Status* (see example below).



3. To see the list of projects as a data table, click on the layer and select 'Show Grid'.



4. You can then adjust the table to more clearly show the list of projects by making the column widths wider or tighter and re-ordering the columns.

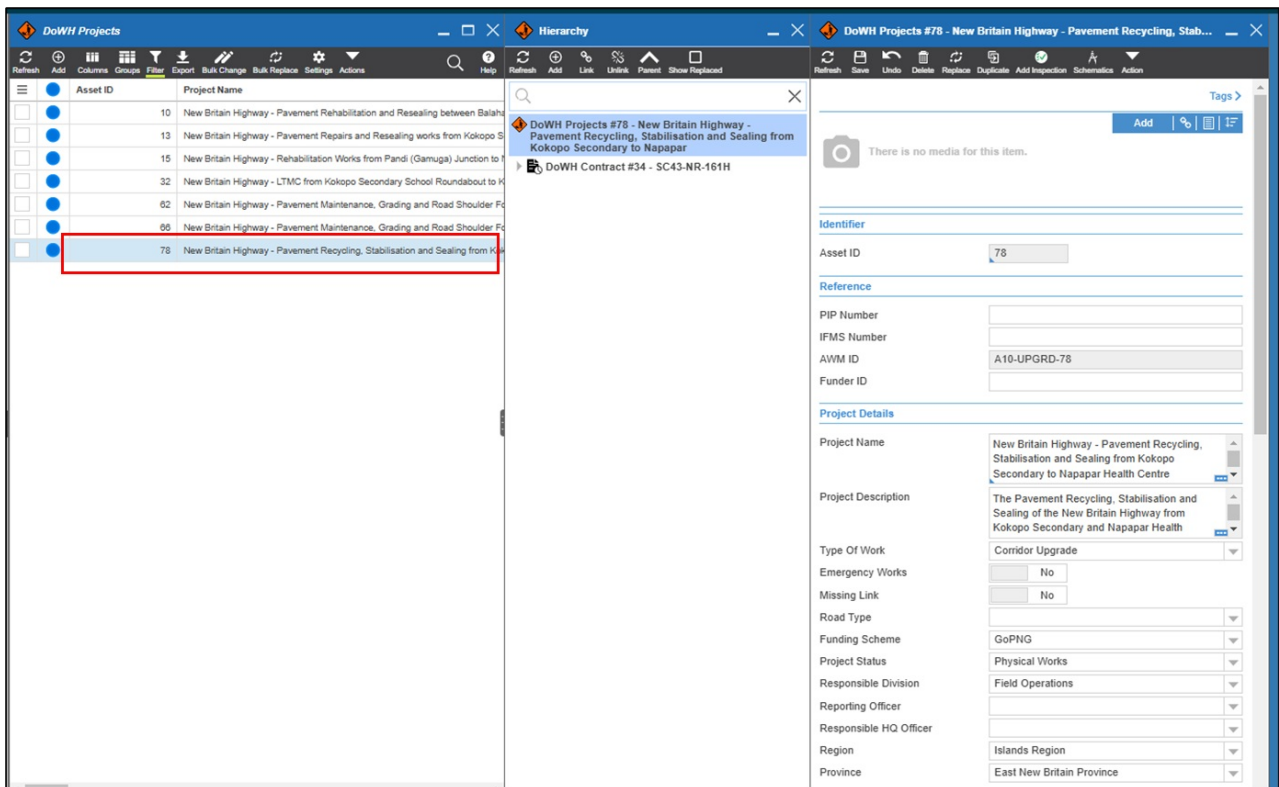
	Project Name	Asset ID	PIP Number	IFMS Number	AWM	
	Highlands Highway - Reconstruction And Upgrade of Mendi Kiburu Junction To Nipa S...		49		-UPG	
	Baiyer Lumusa Road - Emergency Pavement Restoration And Drainage Works Includi...		54		-REH	
	Magi Highway - Upgrade and reseal from Imila Bridge to Moreguinea Turnoff (35km)		55	05625	23616	A2W
	Buka Road - Upgrade and sealing of 2.5km from Chabbai Junction to Todei EnS		56		B22	

5. You can use the 'Filter' option to only show the projects that you are interested in. For example, you might want to only see projects in your Region, Province or that are on a specific road.

Filtered table only showing East New Britain Province projects:

	Project Name	Province
	New Britain Highway - Pavement Rehabilitation and Resealing between Balaha Box Culvert and Tiaru Bridge No 1	East New Britain Province
	New Britain Highway - Pavement Repairs and Resealing works from Kokopo Secondary School to Burit Junction	East New Britain Province
	New Britain Highway - Rehabilitation Works from Pandi (Gamuga) Junction to Noau Primary School	East New Britain Province
	New Britain Highway - LTMC from Kokopo Secondary School Roundabout to Kasaka	East New Britain Province
	New Britain Highway - Pavement Maintenance, Grading and Road Shoulder Formation Works between Ch 83+944 Km and Point Mambu.	East New Britain Province
	New Britain Highway - Pavement Maintenance, Grading and Road Shoulder Formation Works between Airima Bridge and Ch 83+944km.	East New Britain Province
	New Britain Highway - Pavement Recycling, Stabilisation and Sealing from Kokopo Secondary to Napapar Health Centre	East New Britain Province

6. Now that you can see all the projects in your Province, you can click on a project record, which will open the 'Details' panel which is where you can edit information about the project.

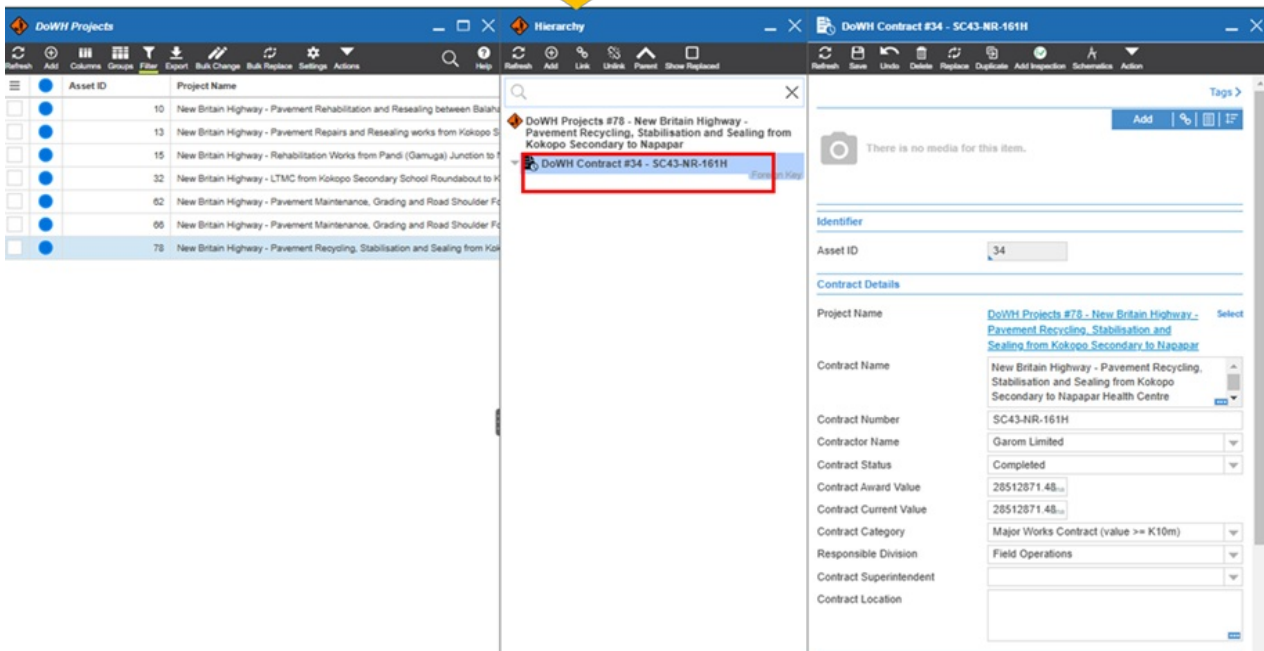
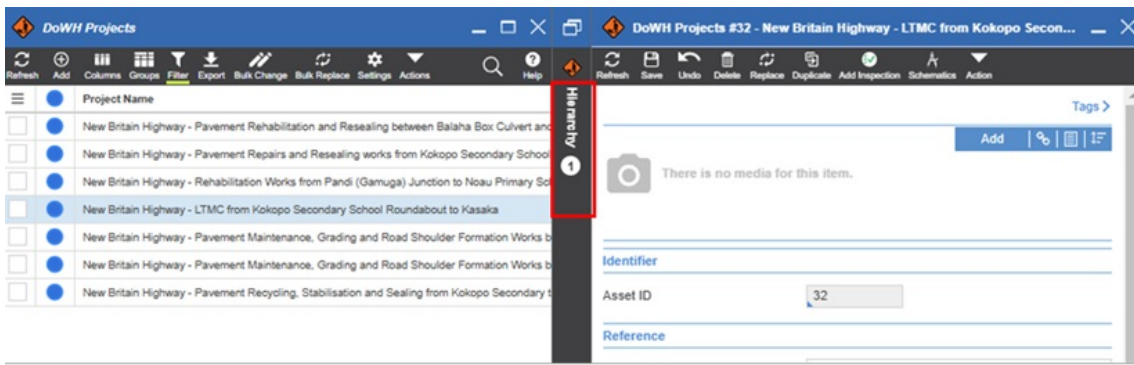


7. See the [Field Descriptions](#) article for more details about what data should be entered for which field. Some ways you might want to edit the project:

- Make sure that the Location is correct. To do this you need to edit the *Start* and *End* locations (see video guide for how to do this).
- Update the *Project Status* – if the Project has moved from ‘Design’ to ‘Physical Works’, this will need to be updated. Or if the project has been put on hold or cancelled, this also needs to be updated.
- Update the Financial Details – if there has been a variation to increase the project scope, or a reduction in scope, then the *Total Allocated Funding*, *Current Cost* and *Expected Cost* should all be updated.
- Update the personnel responsible for the project. To do this update the *Reporting Officer* and/or the *Responsible HQ Officer*.

Step-by-step Guide for editing the Contract

1. To edit a contract, you need to click on the ‘Hierarchy’ button next to the details panel. Select the Contract record, which sits below the Project record.



2. This will open the Contract record where you can edit information about the Contract.

3. See the [Field Descriptions](#) article for more details about what data should be entered for which field. Some ways in which you might want to edit the contract:

- Update the *Contract Status* – if the Contract has moved from ‘Pending’ to ‘Active’, this will need to be updated. Or if the Contract has been put on hold or cancelled, this also needs to be updated.
- Update the Financial Details – if there has been a variation to increase the project scope, or a reduction in scope, then the *Contract Award Value* and *Contract Current Value* should be updated.
- Update the personnel responsible for the project. To do this update the *Contract Superintendent*.

Frequently Asked Questions

Do I need to fill out every single field?

It is best to provide as much detail as possible about the project and contract. However, if you do not know the right answer, and cannot confirm it with your colleague, then you can leave it blank.

Fields with the blue triangle in the corner indicate this is a ‘required field’ and you will not be able to submit the form without entering a value.

What if I don't know the right data to enter?

If you don't know the answer, the first thing to do is to speak to your colleagues and ask if they have the right information. If they cannot help you then you can ask the Monitoring and Evaluation team, and/or send an email to support@pngroads.com or elliottmcbride@ghd.com

What if my project is not in the System?

You can add the project using the 'How to add a Project' guidance documentation.
