# Project Tables - Field Descriptions

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## DoWH Projects Table

| Group | Field Name | Description | Data entry | Required? |
|---|---|---|---|---|
| Identifier | Asset ID | Auto-generated ID in the System. | Auto-generated | - |
| Reference | PIP Number | The Public Investment Program (PIP) is the PNG budget appropriation for the fiscal year that has been approved by National Executive Council and the Parliament during the Parliament Budget session. The PIP number determines the budget appropriation that the project is funded from. There may be multiple projects using the same PIP number. | Any characters (maximum 30) | No |
| Reference | IFMS Number | Integrated Financial Management System (IFMS) is an integrated accounting system used in release of Warrants, Issuance of Cash Fund Certificates, Reconciliation, Approval, printing of cheques, monitoring and reporting of the Financial Management Statement and Expenditures. The IFMS number is the account vote number in line with the PIP number used in disbursing program funds. | Any characters (maximum 30) | No |
| Reference | AWM ID | Auto-generated ID that is calculated within 24 hours of the Project record being created. Combines the AWM road-number, type of work (short code) and the Asset ID. | Auto-generated | - |
| Reference | Funder ID | Only relevant for Donor-funded projects. This is the unique ID that they use to reference the Project. | Any characters (maximum 30) | No |
| Project Details | Project Name | The name of the project should start with the road name, then briefly describe the type of work and the names of the start and end locations. | Any characters (maximum 254) | Yes |
| Project Details | Project Description | A brief description of the project, including the type of work and location information (such as chainage). | Any characters (maximum 254) | Yes |

| Group | Field Name | Description | Data entry | Required? |
|---|---|---|---|---|
| Project Details | Type Of Work | The main type of work that the project involves. See the description of each Type Of Work in the Knowledgebase under the Projects section. | Dropdown list | Yes |
| Project Details | Emergency Works | Select 'Yes' if the project is defined as Emergency Works. Emergency Works projects should be less than 500,000 kina. | Boolean (Yes or No) | No |
| Project Details | Missing Link | Select 'Yes' if the project is part of the Missing Links programme. | Boolean (Yes or No) | No |
| Project Details | Funding Scheme | The source of the project funding. A Funding Agency might have multiple schemes. | Dropdown list | No |
| Project Details | Project Status | The current status of the project. See the description of each Status in the Knowledgebase under the Projects section. | Dropdown list | Yes |
| Project Details | Responsible Division | The Division that is responsible for the monitoring of the project | Dropdown list | No |
| Project Details | Monitoring Officer | The Officer who is responsible for completing the monthly monitoring update. This would most likely be the PCE or a Project Engineer. | Dropdown list | No |
| Project Details | Approving Officer | The Officer responsible for approving the project monitoring data each month. For projects managed by a provincial office this will be the PWM. | Dropdown list | No |
| Project Details | Responsible HQ Officer | The Staff member from Headquarters who is responsible for the monitoring and reporting of the Project. | Dropdown list | No |
| Project Details | Region | The Region that the Project is located in. | Dropdown list | Yes |
| Project Details | Province | The Province that the Project is located in. If the Project crosses multiple Provinces, then this is generally the Province that the Project starts from. | Dropdown list | Yes |
| Project Financials | Original Allocated Funding | The total funding that has been allocated to this project. | Decimal number (no commas or spaces) | No |

| Group | Field Name | Description | Data entry | Required? |
|---|---|---|---|---|
| Project Financials | Current Allocated Funding | This should be updated if the total funding has increased or decreased since the Original Allocated Funding value was provided. This is a lookup to the most up-to-date monthly project monitoring record. | View-only | No |
| Project Financials | Value of Project Works to Date | Refers to the total monetary value of the project work completed to date. This is a sum of the associated  Contract (s) Value of Works to Date. | View-only | No |
| Location | Road | The Road that the Project is on. | Dropdown list | Yes |
| Location | Start | The Start chainage of the Project. | Whole number (no commas or spaces) | Yes |
| Location | End | The End chainage of the Project. | Whole number (no commas or spaces) | Yes |
| Dimensions | Length | The calculated length of the project in metres (End - Start) | Auto-generated | - |
| Dimensions | Adjustment | The adjusted length of the project - this is used if there is a more accurate measurement of the project length than the calculated value. | Whole number (no commas or spaces) | No |
| Dimensions | Reason | The reason why the length has been adjusted. | Any characters (maximum 30) | No |
| Timeline | Planned Start Date | The agreed date that the Physical Works of the Project commences on. | Date in format: dd/mm/yyyy | No |
| Timeline | Revised Start Date | The updated date if the Start Date has been agreed to be brought forward or extended. | Date in format: dd/mm/yyyy | No |
| Timeline | Revised Completion Date | The agreed date that the Project is completed on. | Date in format: dd/mm/yyyy | No |
| Timeline | Planned Completion Date | The agreed date that the Physical Works of the Project commences on. | Date in format: dd/mm/yyyy | No |
| Report Requirements | Report Required | This determines whether a Project Monitoring monthly reporting record is generated or not. This is calculated based on the Project Status. Only Projects that are in 'Planning and Investigation', 'Design', 'Physical Works' and 'Post Works' require a report. This will update after saving the record. | Auto-generated (Hidden) | - |

| Group | Field Name | Description | Data entry | Required? |
|---|---|---|---|---|
| Report Requirements | Land Acquisition (Req.) | Select 'Yes' if Land Acquisition is a part of the project that requires monitoring. This might reflect the number of properties acquired as a proportion of the total number of properties required to be acquired. As stated in *Section 8.6 Project Management* of the *Provincial Works Manager's Manual* it is the responsibility of the PWM to ensure land acquisitions are done prior to the physical commencement of works. | Boolean (Yes or No) | No |
| Report Requirements | Planning Investigation (Req.) | Select 'Yes' if Planning and Investigation is a part of the project that requires monitoring. In most cases, Major Works projects will have a significant Planning and Investigation stage which should have its progress monitored. | Boolean (Yes or No) | No |
| Report Requirements | Design (Req.) | Select 'Yes' if Design is a part of the project that requires monitoring. In most cases, Major Works projects will have a significant Design stage which should have its progress monitored. | Boolean (Yes or No) | No |
| Report Requirements | Physical Works (Req.) | Select 'Yes' if Physical Works is a part of the project that requires monitoring. | Boolean (Yes or No) | No |
| Report Requirements | Post Works (Req.) | Select 'Yes' if Asset Handover is a part of the project that requires monitoring. *Section 8.5.18 Contract Completion* in the *Provincial Works Manager's Manual* provides a list of the events that are part of this Post-Works stage. | Boolean (Yes or No) | No |
| Report Requirements | Asset Data Supplied (Req.) | Select 'Yes' if Asset Data Supplied is a part of the project that requires monitoring. This field is used to confirm whether all asset data has been supplied to the Asset Management Branch at the end of the project. | Boolean (Yes or No) | No |
| Data Entry Notes | M+E Team Notes | A notes section where the Monitoring and Evaluation team can ask questions about the project information and/or make a note of where they did not have the right information/need more information. | Any characters (maximum 254) | No |
| Data Entry Notes | Provincial Team Notes | A notes section for provincial staff to respond to questions from M+E team, raise any concerns about how they have entered data etc. | Any characters (maximum 254) | No |

| Group | Field Name | Description | Data entry | Required? |
|---|---|---|---|---|
| Audit | Date added | The date that the Project record was added on. | Auto-generated | - |
| Audit | Added by | The user who added the Project record. | Auto-generated | - |
| Audit | Date changed | The date that the Project record was most recently edited. | Auto-generated | - |
| Audit | Changed By | The user who most recently edited the Project record. | Auto-generated | - |

## DoWH Contracts Table

| Group | Field Name | Description | Data entry | Required? |
|---|---|---|---|---|
| Identifier | Asset ID | Auto-generated ID in the System. | Auto-generated | - |
| Contract Details | Project Name | The name of the Project that the Contract has been procured for. | Lookup to Projects Table | Yes |
| Contract Details | Contract Name | The name of the Contract agreed with the Contractor | Any characters (maximum 254) | No |
| Contract Details | Contract Number | The Contract Number (or ID) that is used for reference by DOWH and the Contractor. | Any characters (maximum 60) | Yes |
| Contract Details | Contractor Name | The name of the Contractor - this is derived from a list of recognised Contractors. | Dropdown list | No |
| Contract Details | Contract Status | Indicates whether the contract is 'Pending', 'Active', 'Completed', 'On Hold' or 'Cancelled'. | Dropdown list | No |
| Contract Financials | Awarded Contract Value | The original value of the contract agreed. | Decimal number (no commas or spaces) | No |
| Contract Financials | Current Contract Value | This will be the same as the Contract Award Value unless there has been a variation to change the contract value and scope (either increased or decreased). This is a look-up to the most up-to-date data from the Monthly Contract Monitoring record. | View-only | No |
| Contract Financials | Contract Category | The DoWH Contract Category based on the kina value of the contract. | Dropdown list | No |

| Group | Field Name | Description | Data entry | Required? |
|---|---|---|---|---|
| Contract Details | Contract Superintendent | The Contract Superintendent as specified in the contract document. | Dropdown list | No |
| Contract Details | Contract Location | Use to describe the location of the contract (for example, this may be only a section of the project location, in which case the start and end chainage from AWM could be provided). | Any characters (maximum 254) | No |
| Timeline | Planned Start Date | The agreed date that the Contract commences on. This is likely the same as the Project Planned Start Date. | Date in format: dd/mm/yyyy | No |
| Timeline | Planned Completion Date | The agreed date that the Contract is completed on. This is likely the same as the Project Planned Completion Date. | Date in format: dd/mm/yyyy | No |
| Timeline | Revised Start Date | The updated date if the Start Date has been agreed to be brought forward or extended. This is likely the same as the Project Revised Start Date. | Date in format: dd/mm/yyyy | No |
| Timeline | Revised Completion Date | The updated date if the Completion Date has been agreed to be brought forward or extended. This is likely the same as the Project Revised Completion Date. | Date in format: dd/mm/yyyy | No |
| Physical Works - Required Items | Establishment (Req.) | Select 'Yes' if Establishment is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Site Preparation (Req.) | Select 'Yes' if Site Preparation is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Earthworks (Req.) | Select 'Yes' if Earthworks is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Pavement (Req.) | Select 'Yes' if Pavement is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Surfacing (Req.) | Select 'Yes' if Surfacing is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Drainage (Req.) | Select 'Yes' if Drainage is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Road Markings (Req.) | Select 'Yes' if Road Markings is in the Contract Scope of Works. | Boolean (Yes or No) | No |

| Group | Field Name | Description | Data entry | Required? |
|---|---|---|---|---|
| Physical Works - Required Items | Road Structures (Req.) | Select 'Yes' if Road Structures is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | River Training and Bed and Bank Protection (Req.) | Select 'Yes' if River Training and Bed and Bank Protection is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Vegetation Control (Req.) | Select 'Yes' if Vegetation Control is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Street Lighting (Req.) | Select 'Yes' if Street Lighting is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Traffic Signals plus ITS (Req.) | Select 'Yes' if Traffic Signals plus ITS is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Street Signs (Req.) | Select 'Yes' if Street Signs is in the Contract Scope of Works. | Boolean (Yes or No) | No |
| Physical Works - Required Items | Railings and Barriers (Req.) | Select 'Yes' if Railings and Barriers is in the Contract Scope of Works. | Boolean (Yes or No) | No |