

Work Instruction - Monthly Project Monitoring

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Purpose

From February 2025 monthly project monitoring will be carried out in the AWM system. It is important that the relevant provincial staff understand their roles and responsibilities, and have the knowledge necessary to perform the required tasks.

Roles and Responsibilities

Updating Project and Contract Monitoring records

The Officer who is assigned as the 'Monitoring Officer' in the Project record is responsible for updating the monthly project monitoring and contract monitoring records. The Monitoring Officer will most likely be the Project Engineer or PCE. The Monitoring Officer should complete the Monitoring record by the 4th of the month after the reporting month.

Validating Project and Contract Monitoring records

The Officer who is assigned as the 'Approving Officer' in the Project record is responsible for approving the monthly project monitoring and contract monitoring records. The Approving Officer will most likely be the PWM unless this is delegated to a PCE. The Approving Officer should validate the Monitoring record by the 7th of the month after the reporting month.

How to update and validate Monthly Project Monitoring records

All of the necessary information required to carry out these tasks are provided in the [Monthly Project Monitoring](#) page. This page contains the following guidance articles:

- HOW TO - Project Monitoring (including step-by-step video)
- HOW TO - Add Photos to Project Monitoring Records
- Monitoring Tables - Field Descriptions

If you need assistance please email elliott.mcbride@ghd.com or support@pngroads.com
