Adding Project Records

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HOW TO - Add a Project Record into the System

In this article, we will show you how to add a Project record into the AWM System.

Step-by-Step Guide Video

The video below provides a detailed walkthrough and the article includes a step-by-step guide.

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Setting Up for this Work

Materials used as inputs

In order to add 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:

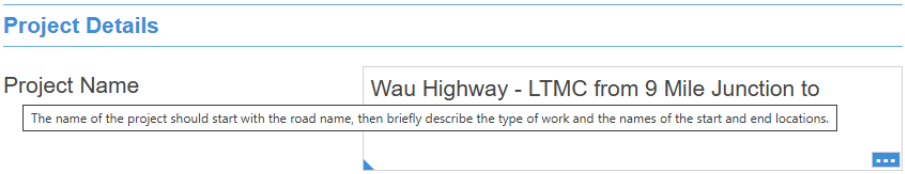
Data Layer	Description

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.
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 add a Project record

How do I know what information to enter?

Description of fields can be found in the Field Descriptions article. When using the table, you can also hover your mouse over the field to see a brief description of the field (see below example).



You should also pay attention to the type of data that can be entered as described in Field Description article (data entry column), for example – do not use commas (,) when entering the financial information.

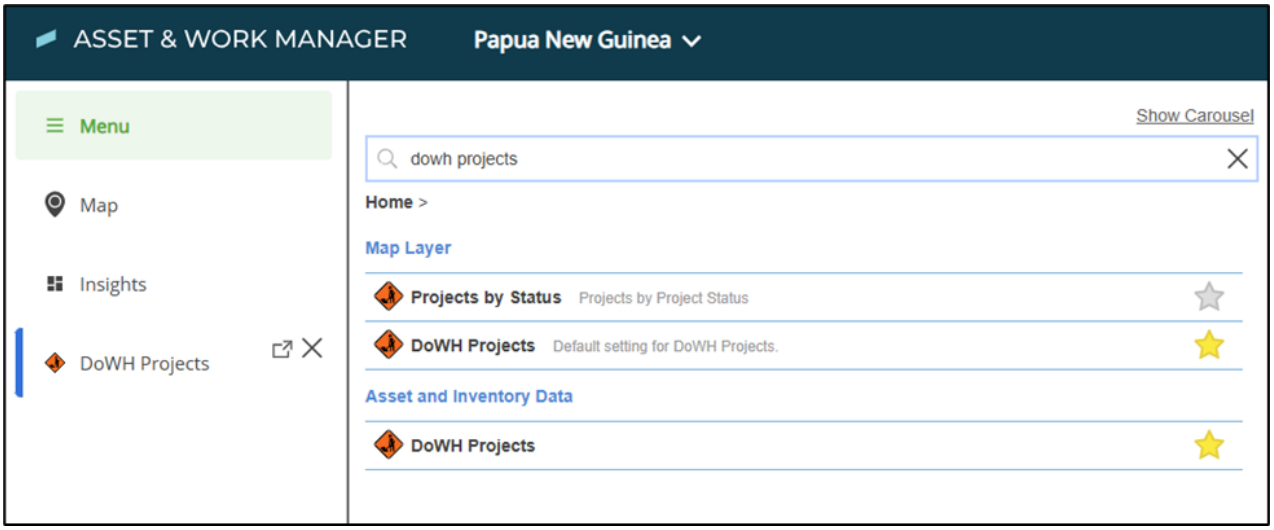
Step-by-step Guide for adding the Project

1. Firstly, you should identify a project that needs to be added to the System – a project should be added to the system when:

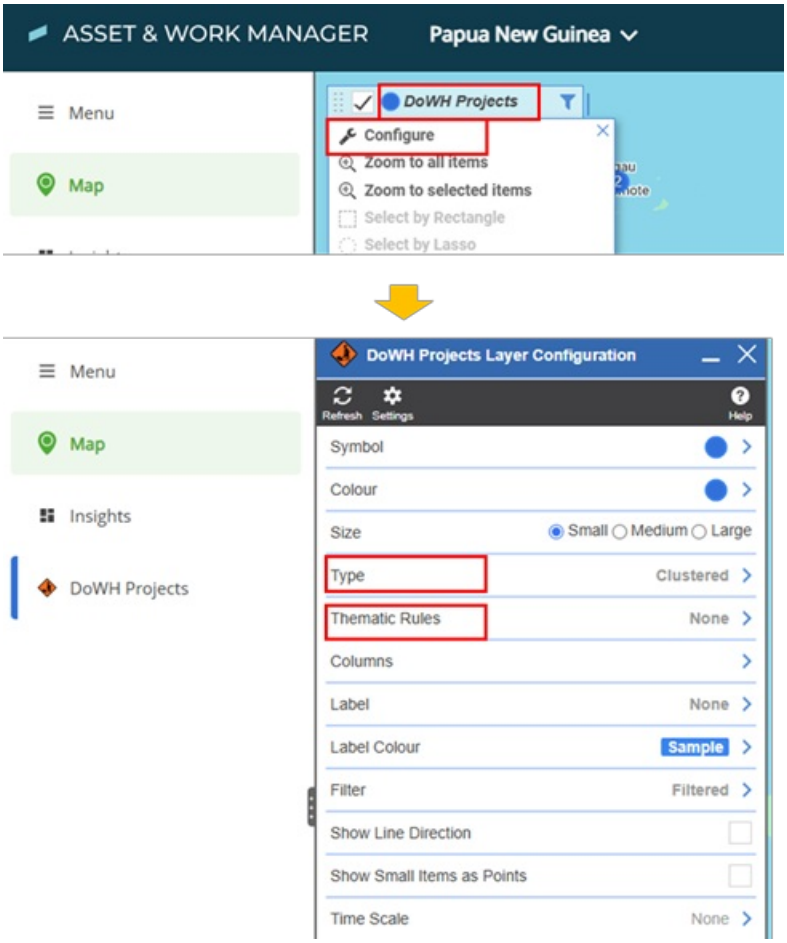
- It is not already in the System (see step 7 on how to check)
- It needs to be monitored and reported on an ongoing monthly basis or
- It is a proposed project that should be added for all stakeholders to be able to view.

NOTE: If you want to add the project but it is not on a road currently in the System, you can still add this project – following the instructions in this article.

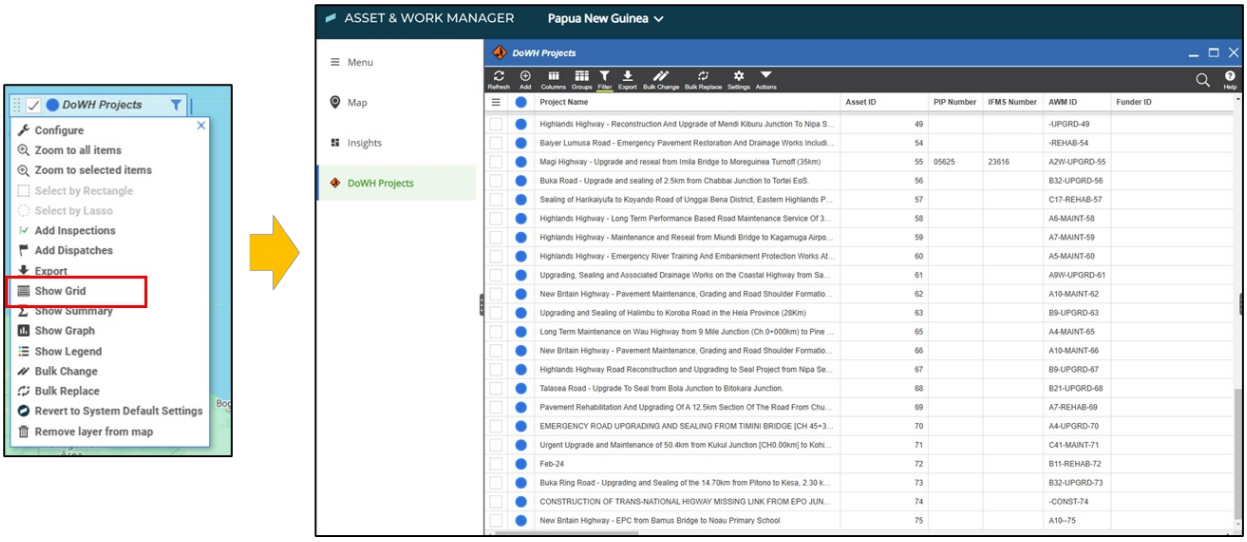
2. In the System, go to the Menu and search for 'DoWH Projects'



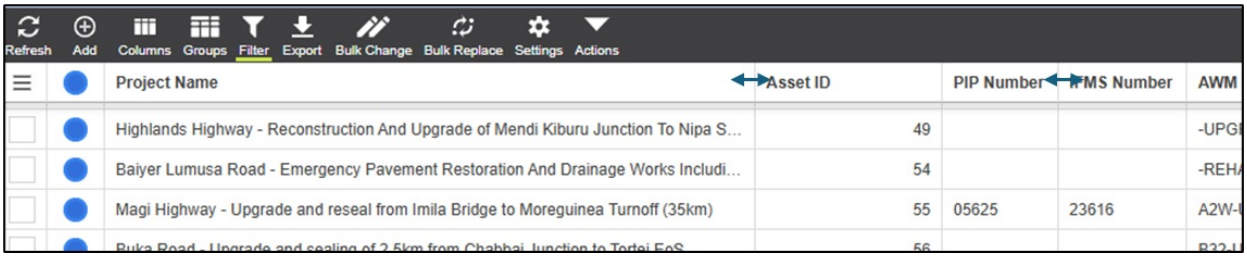
3. Click on the layer name and update configuration using 'Configure' to change how you view the project on the map. For example, you might want to change the 'Type' from *Clustered* to *Standard*, and potentially use Thematic Rules to view Projects by *Type of Work* or *Status* (see example below).



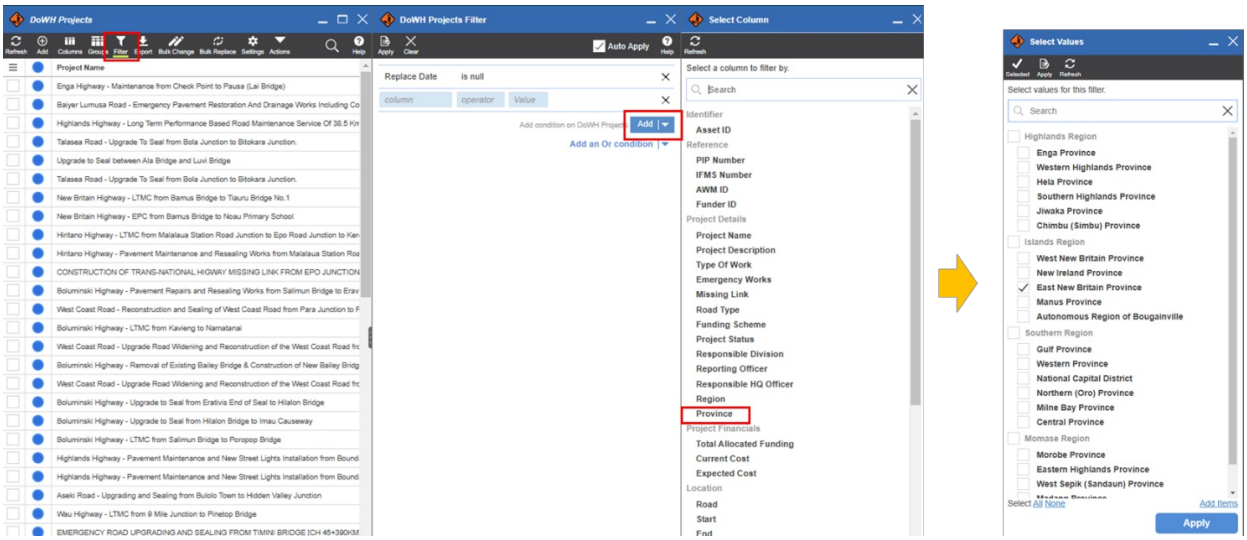
4. To see the list of projects as a data table, click on the layer and select 'Show Grid'.



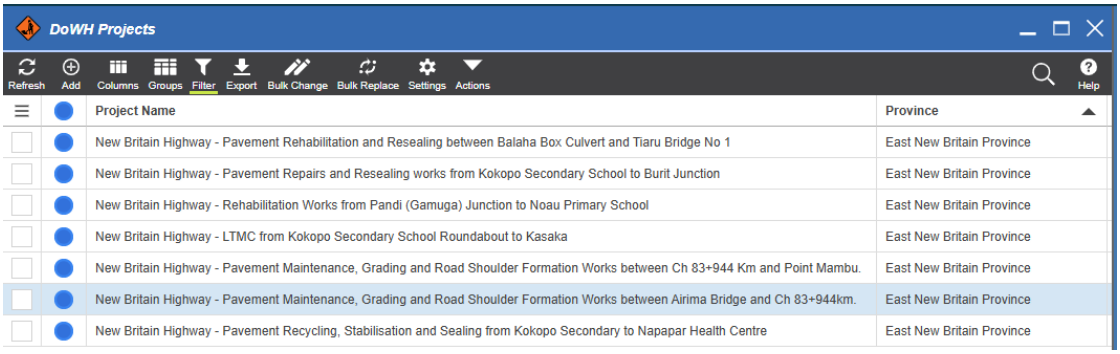
5. You can then adjust the table to more clearly show the list of projects by making the column widths wider or tighter and re-ordering the columns.



6. 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.

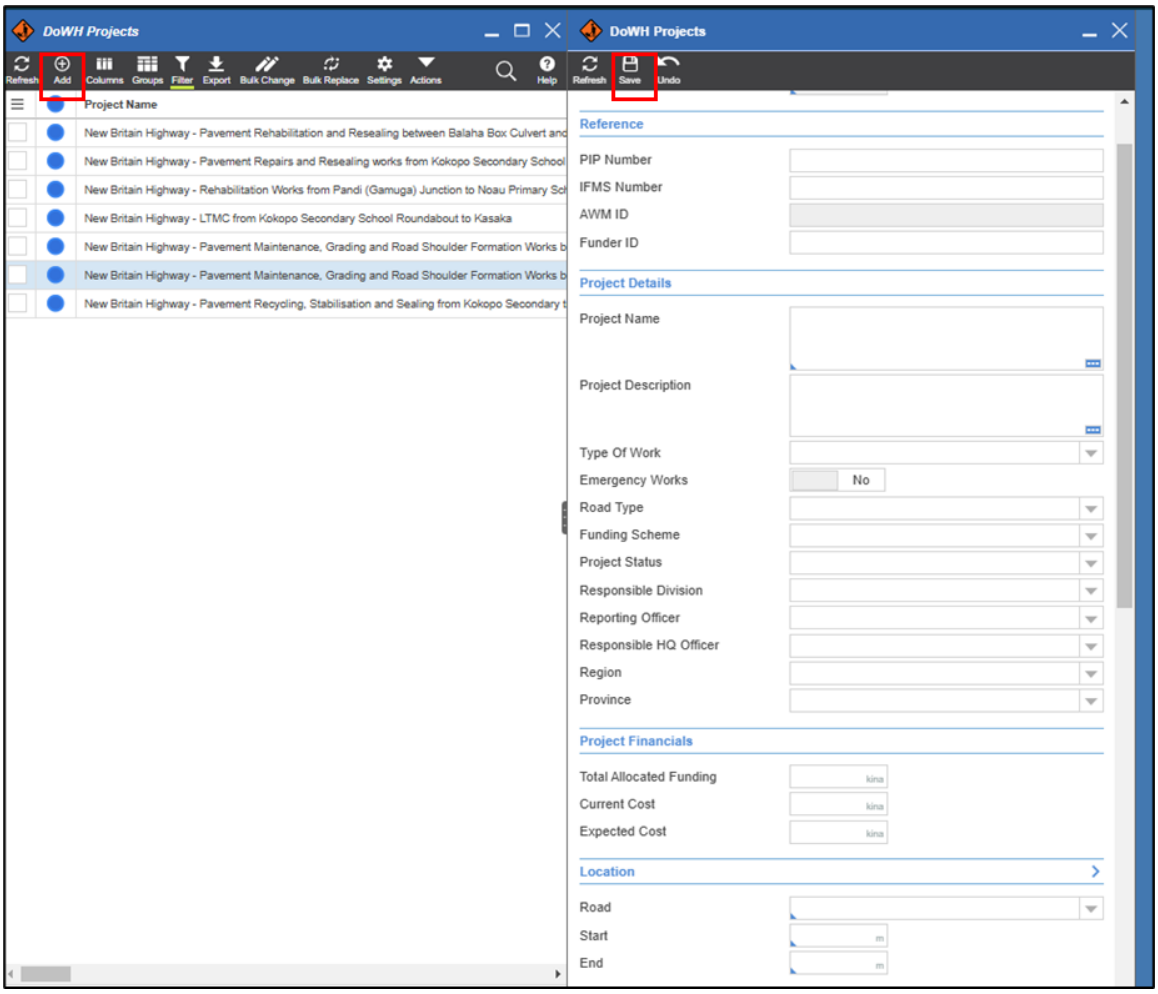


Filtered table only showing East New Britain Province projects:



7. Before you start adding the project, you need to check whether it has already been added or not. The best way to do this is to filter to the Province and/or the Road where the project is located and check that there is not a project name that shows the same type of work at the same location of the road (or structure). If there is already a project, then do not add. Or if you're unsure you can check with your colleagues.

8. A new project can now be added using the 'Add' button located on the black ribbon at the top of the grid. By clicking this button, you open the 'Details' panel which is a blank record where you can enter information about the project.

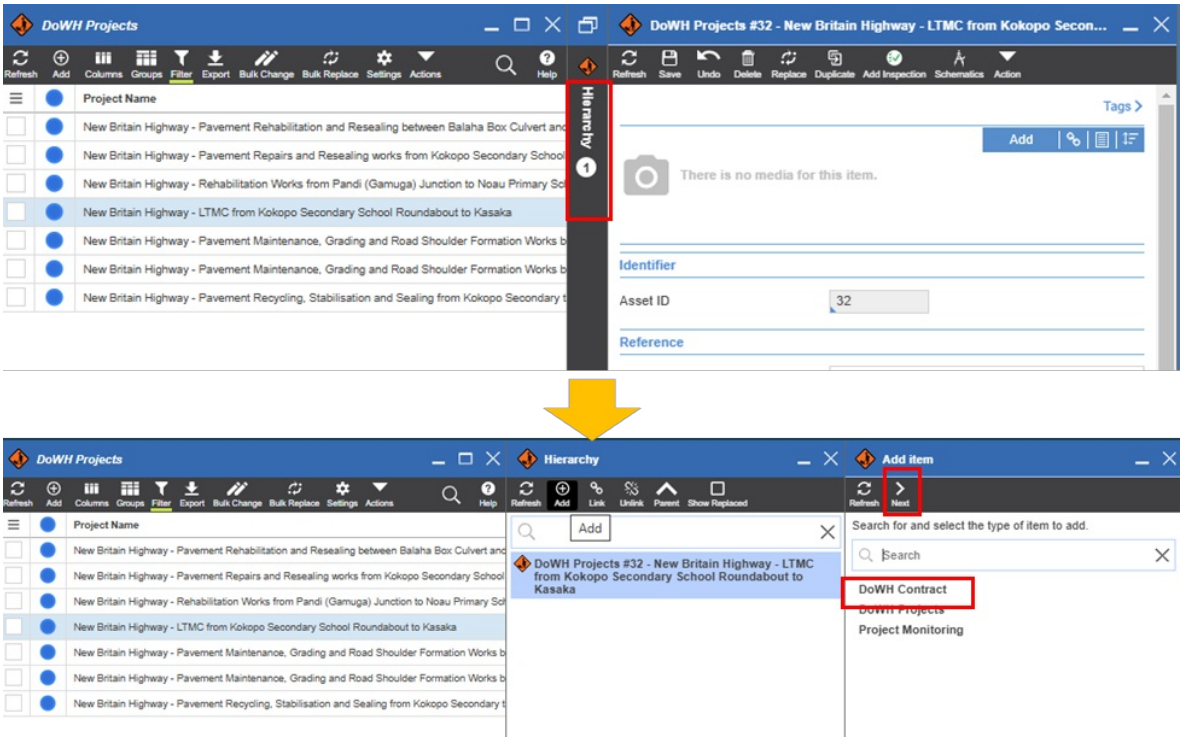


9. See the Field Descriptions article for more details about what data should be entered for which field.

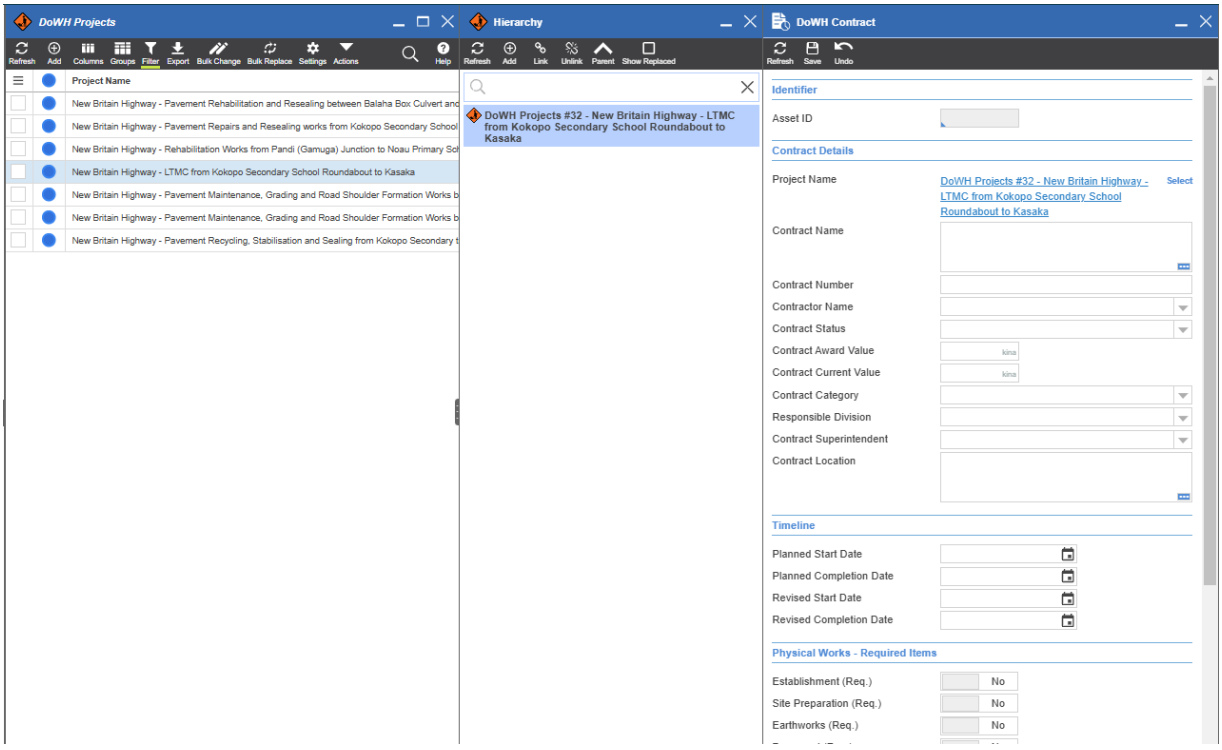
HOW TO - Add a Contract Record into the System

1. A contract record should also be added to the Project if the Contract already exists or is being negotiated and already has a contract number.

2. To add a contract, you need to click on the 'Hierarchy' button next to the details panel. With the Project highlighted, click the 'Add' button on the top ribbon.



3. This will open a new empty Contract record where you can enter information about the Contract.

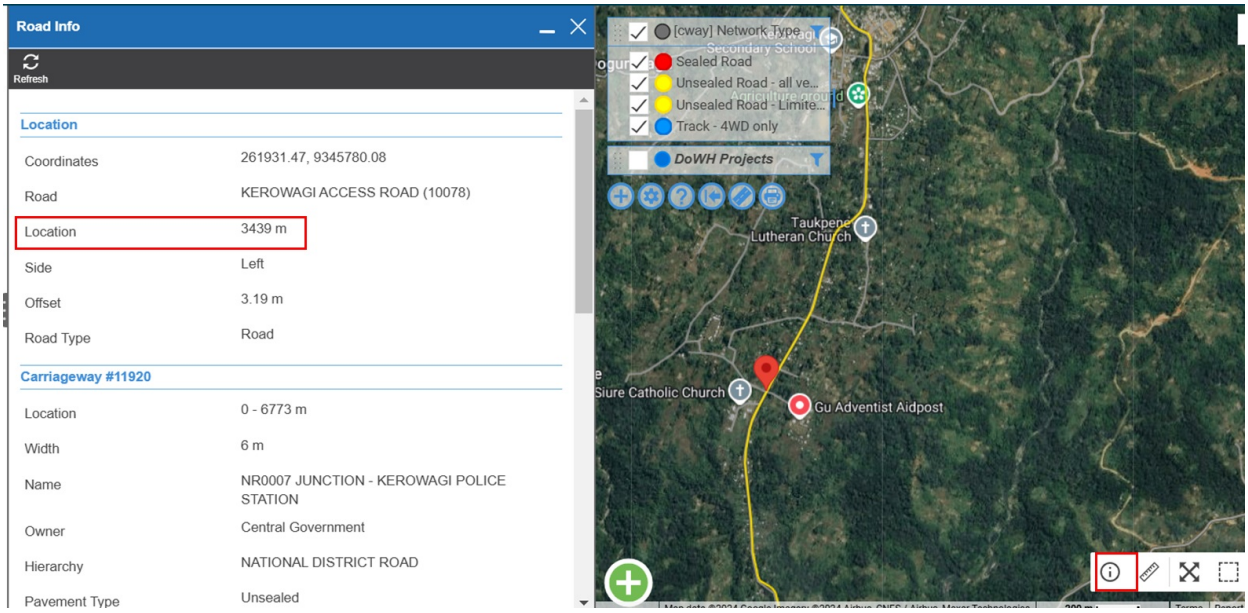


4. See the Field Descriptions article for more details about what data should be entered for which field.

HOW TO - Find the Start and End Locations

To find the Start and End locations, do the following:

- Use the 'From' and 'To' locations found in the Project Name and Project Description fields as a reference, then you need to find these locations on the map.
- Once you've identified the location, you should make sure the Carriageway Section layer is on the map (in Standard view).
- Use the (in the bottom right corner) to identify the chainage. When you have selected the your cursor will change from an arrow to a cross hair ✛ symbol. When you select a point on the carriageway in this mode, it will bring up a panel on the left, find the 'Location' which is a number that represents the chainage location. Enter this in the Start or End (Start should be the From).
- The Start chainage needs to be a lower value than the End chainage, so you may need to switch them around.



If you don't know the Start and End chainage when you are entering the data, you can just use Start = 0 and End = 1, so that you can Save the record, then go and find the correct chainage on the map and then save it again.

HOW TO - Add a Project that is on a road that is not in the AWM System

In some cases, there will be projects that need to have a monthly report generated each month but they are not located on a current national road and therefore, are not represented in the AWM System. For example, a sub-national or provincial road or a structure on one of these roads. We can still add these to the System using the method shown in this video.

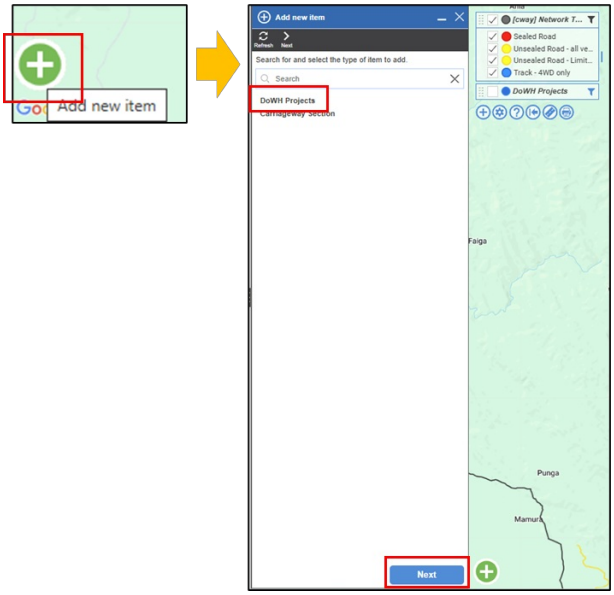
NOTE: If it is a Missing Link project, and the planned route is not in the System, there should be a Data Fix Request created to request it is added to the 'Carriageway Section' data layer with a Network Type = 'Proposed Road'. You can still use this method to add the project while that data fix request is being processed.

Step-by-Step Guide Video

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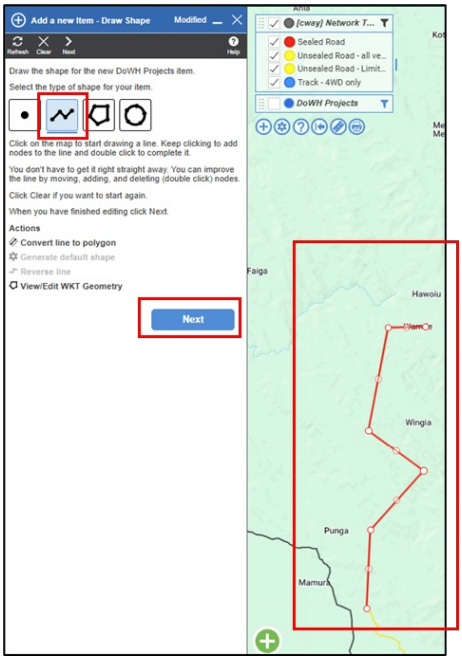
Step-by-step Guide to add a Project not on a National Road

1. Use the green plus ‘Add new item’ button in the bottom left corner. Select the ‘DoWH Projects’ layer and press Next.

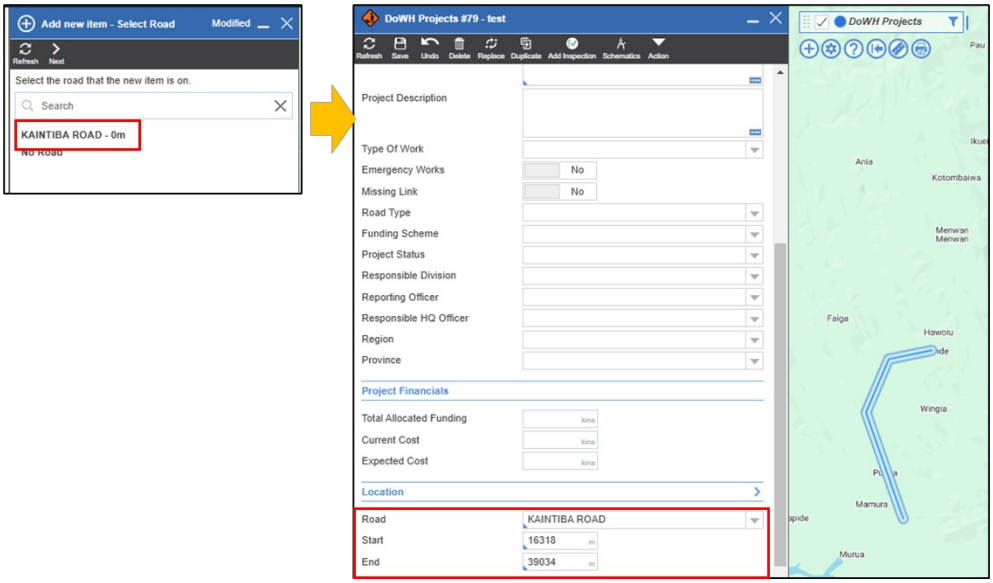


2. You can then draw a line on the map to represent the project location:

- Select the point you want the project to start.
- Click where you want the route to turn.
- When you are finished you should double click on the last point.
- Then select Next.



3. After you click Next you will be asked to select the road the new project is on. Select the first road that appears in the list. NOTE: The System will allocate the Project to this road, but you will still be able to see the location that you drew on the map. In the PDF report this allocated road will be over-written.



4. You can now enter the project details as you would have normally. See the Field Descriptions section below for more details about what data should be entered for which field.

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 do I do if I'm trying to add a new Project but I discover that data is incorrect when I'm searching for the project location?

In this situation you should raise a *Data Fix Request* and recommend the required change.

What if my project is not on one of the roads in the System?

You can still add the project but using a slightly different method to start with.

HOW TO - Edit a Project

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.

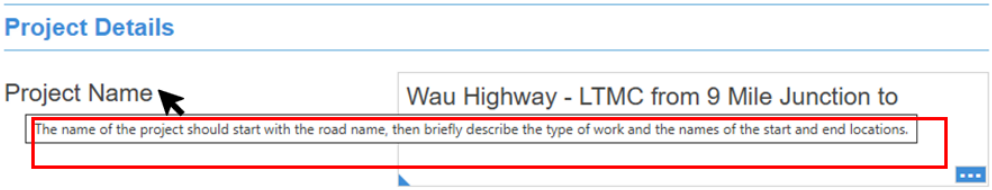
These layers are as follows:

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.
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

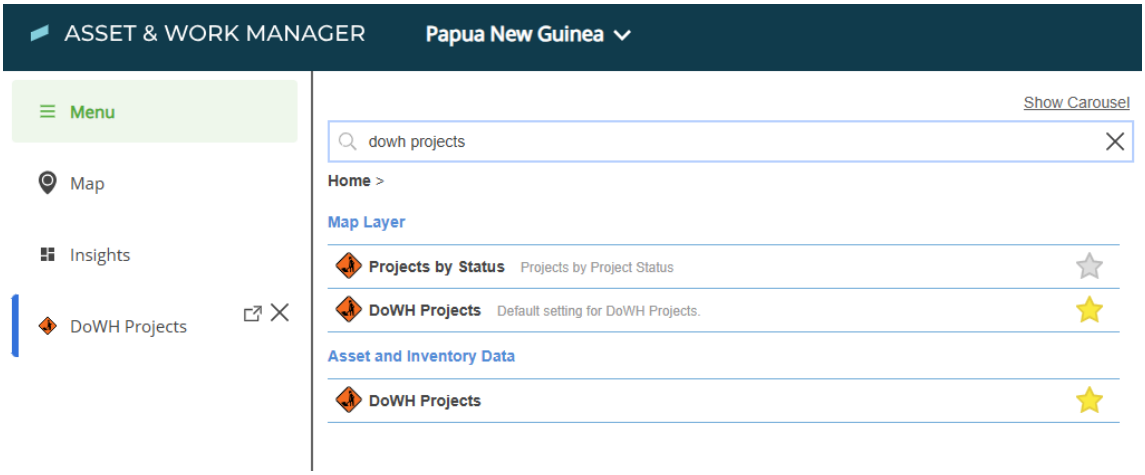
How do I know what information to enter?

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).

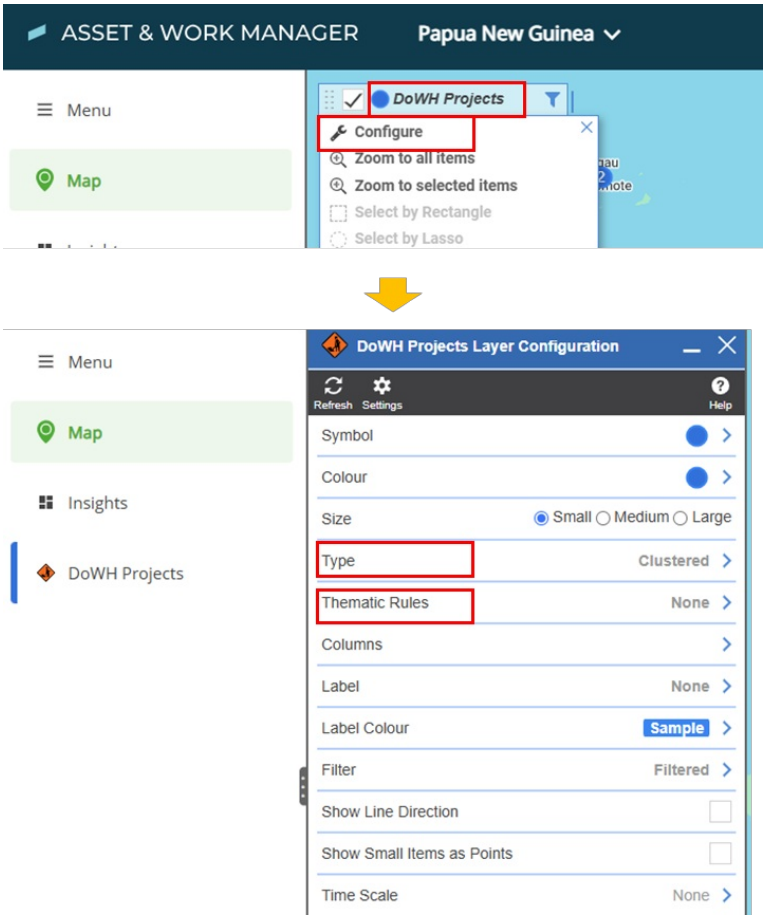


Step-by-step Guide for editing a Project record

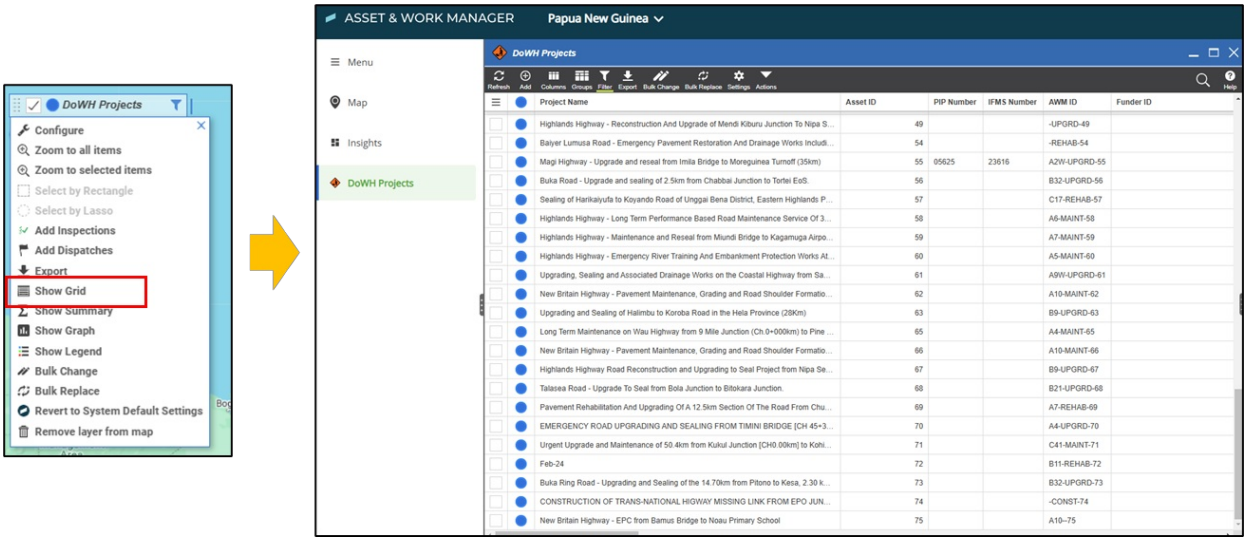
1. In the System, go to the Menu and search for 'DoWH Projects'



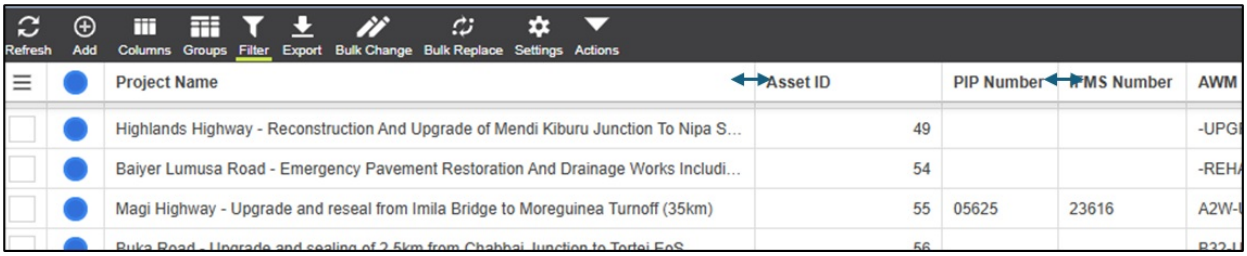
2. Click on the layer name and update configuration using 'Configure' to change how you view the project on the map. For example, you might want to change the 'Type' from *Clustered* to *Standard*, and potentially use Thematic Rules to view Projects by *Type of Work* or *Status* (see example below).



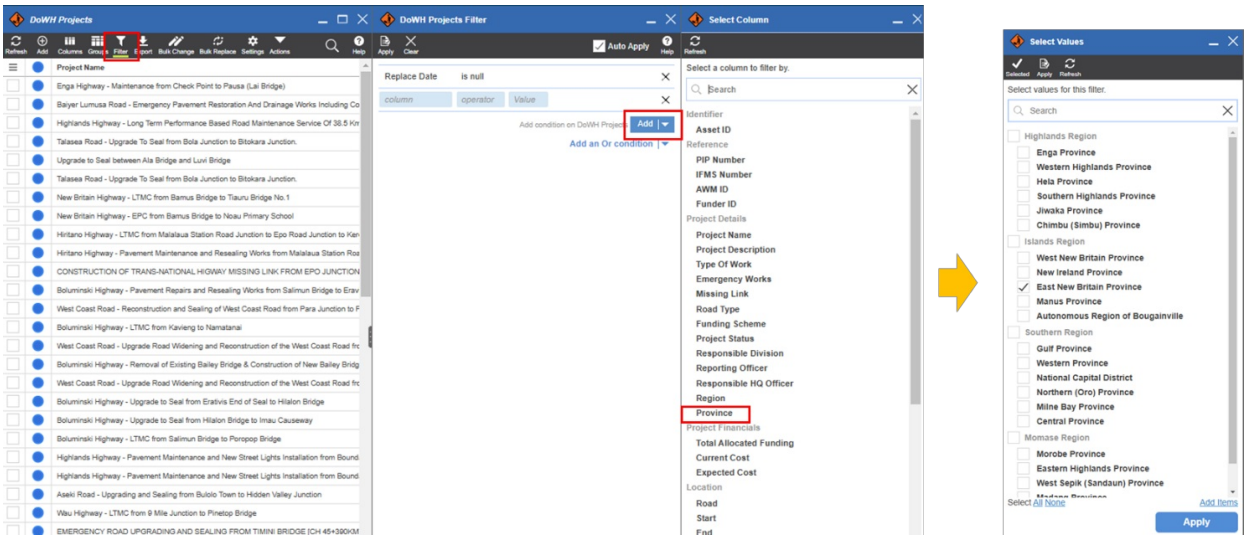
3. To see the list of projects as a data table, click on the layer and select 'Show Grid'.



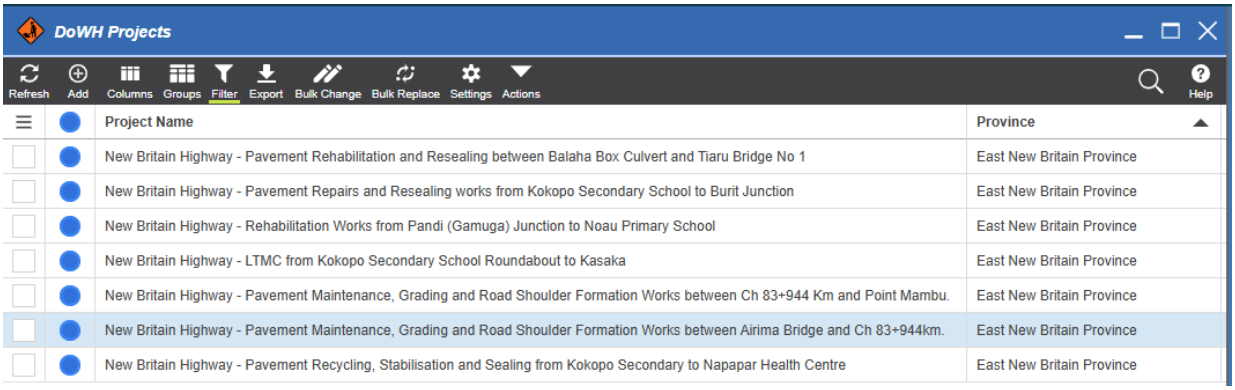
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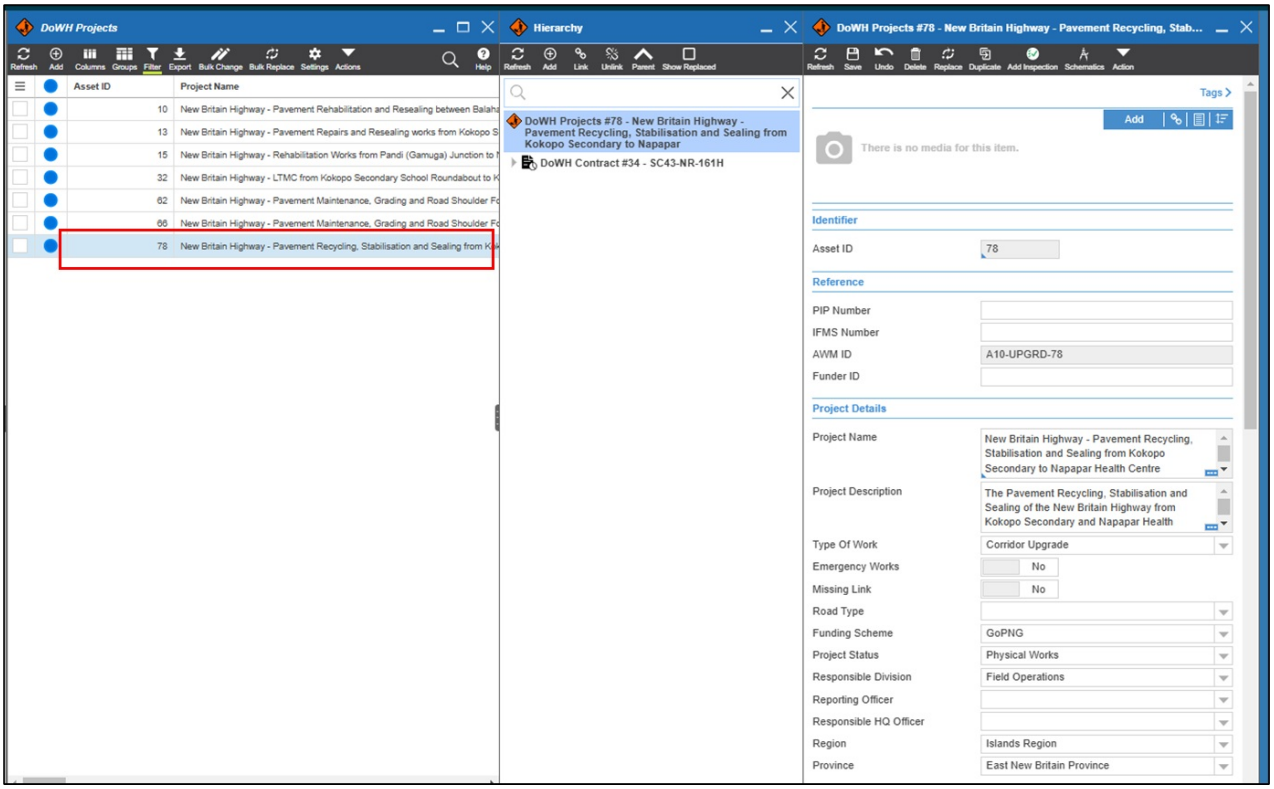
5. You can use the 'Filter' option to only show the projects that you are interested in. For example, you might want to only see projects in your Region, Province or that are on a specific road.



Filtered table only showing East New Britain Province projects:



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.

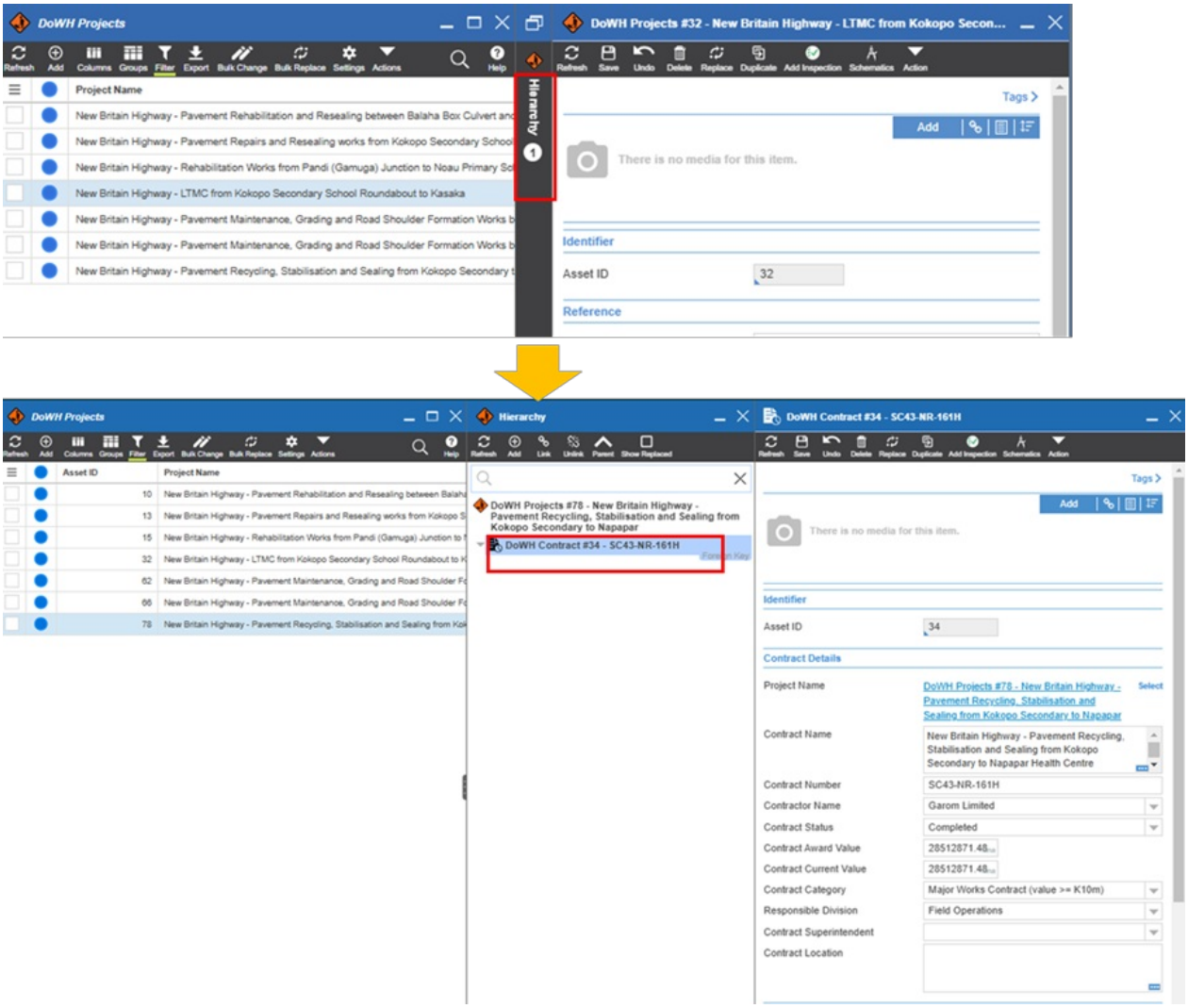


7. See the Field Descriptions article for more details about what data should be entered for which field. Some ways you might want to edit the project:

- 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 elliotmcbride@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.

Project Tables - Field Descriptions

The following tables outline the field descriptions involved with adding a project record. There are separate ones for adding a project vs. a contract.

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

Group	Field Name	Description	Data entry	Required?
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
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

Group	Field Name	Description	Data entry	Required?
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
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

Group	Field Name	Description	Data entry	Required?
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)	-
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

Group	Field Name	Description	Data entry	Required?
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
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

Group	Field Name	Description	Data entry	Required?
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
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

Group	Field Name	Description	Data entry	Required?
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
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

Project Validation Checklist

1. Is there missing **reference IDs** that could be added? For example, if you are using an ID in your other reporting lines, can we use this in the system? Such as PIP.
2. Is the **Type of Work** correct?
3. Is the **Project Status** correct? For example, if this project is now completed but is still on 'Physical Works' it needs to be updated to 'Completed'

4. Are the **Monitoring Officer** and **Approving Officer** correct? Sometimes these roles change – please update if a role has been delegated or if the officer has moved to a different region and has been replaced with a new officer.

5. Is the **Road**, **Start** and **End** chainage correct? Check in the map view that the start and end of the line representing the project is accurate. (The chainage in the System may be slightly different from the chainage you are familiar with). Please note, the AWM system does not yet represent the updated 2025 Gazette.

6. Has the original funding been increased or decreased? (this will need to be adjusted in the **Project Monitoring** record for the month you are editing data). This automatically updates the **Current Allocated Funding.**

7. Do the **Revised Start Date** and/or **Revised End Date** need to be updated? For example, if it has been agreed in contract that the project will run for an extra six months – this should be updated in the Revised End Date.

8. Are the **Report Requirements** correct? For example, does the contract include a Defects Liability Period? If so, please turn this option to Yes.

9. Do you need to add a **DoWH Contract** record? If the project is in the Physical Works stage, we know there must be a contract attached. You can use the Works Kuru to guide you in this process.

10. Once all of this has been checked, you can provide any notes in the **Provincial Team Notes** field. This helps the Network, Monitoring and Evaluation (NME) team understand the changes you have made.

11. Then move the **Project Validated** button to 'Yes'.