Project Tables - Field Descriptions

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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
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

Group	Field Name	Description	Data entry	Required?
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
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

Group	Field Name	Description	Data entry	Required?
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
Contract Financials	Awarded Contract Value	The original value of the contract agreed.	Decimal number (no commas or spaces)	No

Group	Field Name	Description	Data entry	Required?
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
Physical Works - Required Items	Earthworks (Req.)	Select 'Yes' if Earthworks is in the Contract Scope of Works.	Boolean (Yes or No)	No

Group	Field Name	Description	Data entry	Required?
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