

# Project Monitoring Preparation - Work Instruction

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## Purpose

In preparation for monthly project monitoring beginning in February 2025, it is important that all of the projects that need to have a monthly report are entered in the AWM System.

## Roles and Responsibilities

### Adding Projects

The Monitoring and Evaluation Branch at DoWH Headquarters are responsible for adding the projects data into the System currently. However, any of the Provincial or Regional Staff may also add projects if their project is not in the System and they would prefer to add it themselves.

### Validating Projects

The Provincial Staff and most specifically the Officer responsible for reporting on the Project and Contract should be responsible for making sure that the information about the project in the System is correct.

## How to add and edit Projects and Contracts

Use the following guidance documents and resources:

- [HOW TO – Add Project Data](#)
- [HOW TO - Add Projects Data on a road that is not in the AWM System](#)
- [HOW TO – Edit Project Data](#)
- [HOW TO - Add Photos to Project Monitoring Records](#)
- [Project Tables Field Descriptions](#)

## Support

If you need assistance please email [elliott.mcbride@ghd.com](mailto:elliott.mcbride@ghd.com) or [support@pngroads.com](mailto:support@pngroads.com)

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