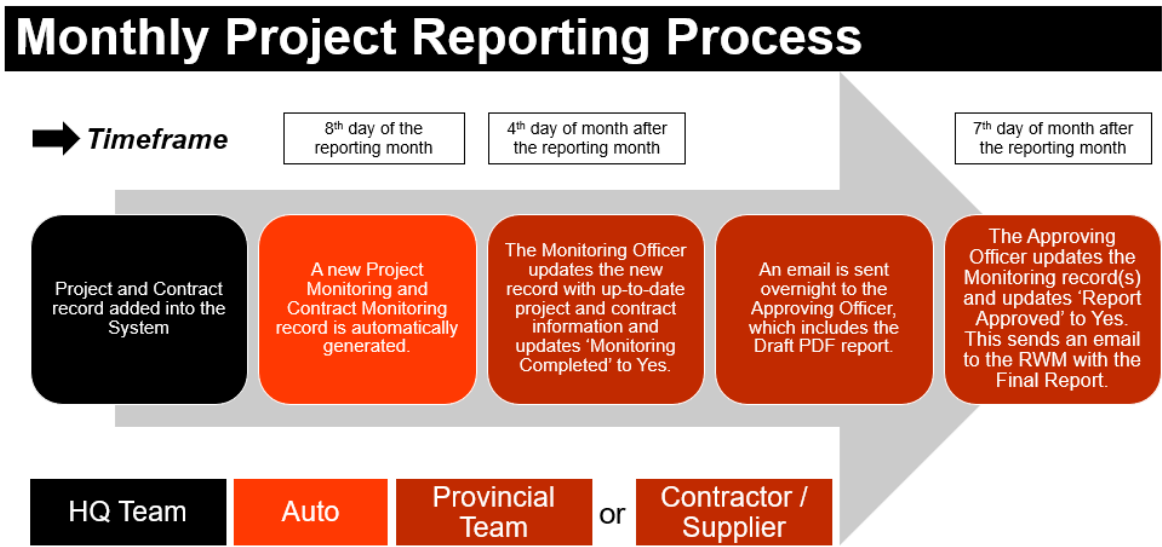


# Monthly Project Monitoring

07/08/2026 9:18 am +10



## HOW TO - Project Monitoring

### Step-by-Step Guide Video

The video below provides a guide on the Monthly Project Monitoring process. It is taken from a recording of an online training session held on 28/01/2025. Apologies for the random start and finish as we only saved the best bits!

Your browser does not support HTML5 video.

### Purpose

Each month, there is an expectation that the Reporting Officer (this may be a Project Engineer or Principal Engineer) and an Approving Officer (in most cases the Provincial Works Manager) produce a Monthly Project Report.

Using the AWM System, this report will be published automatically, once the user correctly updates / edits and approves the appropriate **Project Monitoring** record in the AWM System.

### Setting Up for this Work

#### Relevant Data Layers

To support this process, the user should add the following data layers to the system.

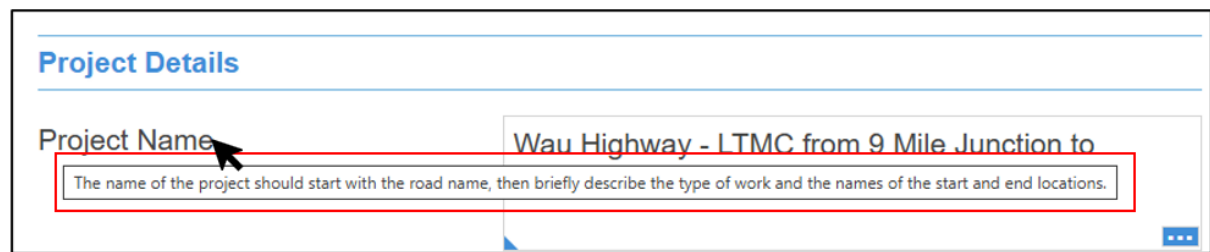
These layers are as follows:

| Data Layer    | Description                                                                                                                                                                                 |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DoWH Projects | Table of all Projects that have been added to the System. Contains information about project location, financials, status etc. The other relevant data layers are available via this layer. |

# How to update a Project Monitoring and Contract Monitoring record

## How do I know what information to enter?

Description of fields and lookup table values can be found at the end of this document in the Appendix. When using the table, you can also hover your mouse over the field to see a brief description of the field (see below example).

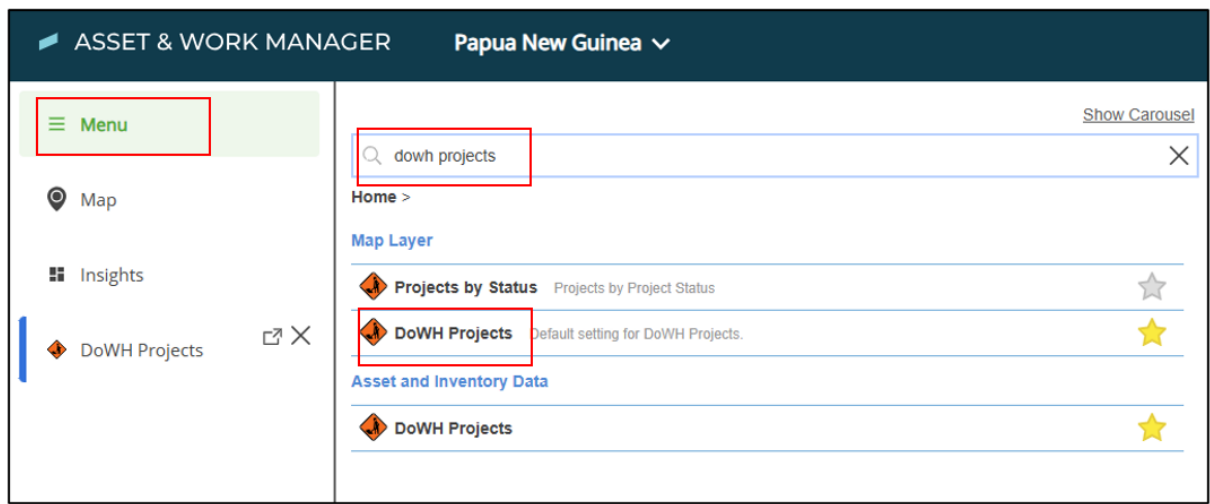


You should also pay attention to the type of data that can be entered as described in the Field Description table (data entry column), for example – do not use commas (,) when entering the financial information.

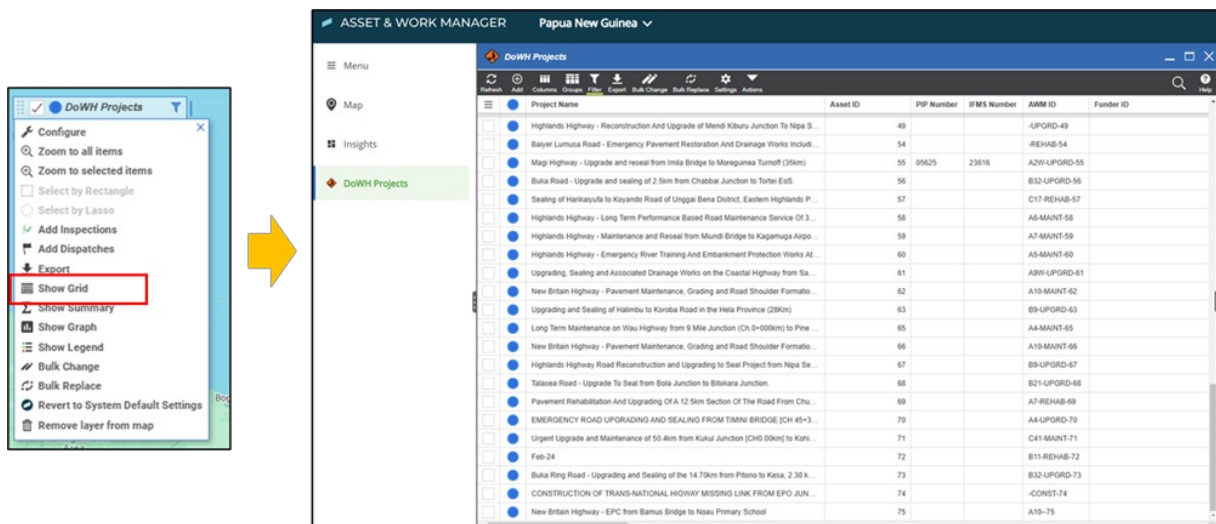
There is also an instruction video titled 'How to add a Project' which runs through a complete example. This can be found in the [HOW TO - Add Project and Contract Records into the System](#) article.

# Accessing the Project and Contract Monitoring records

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



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



3. 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.

| Project Name                                                                         | Asset ID | PIP Number | IFMS Number | AWM   |
|--------------------------------------------------------------------------------------|----------|------------|-------------|-------|
| Highlands Highway - Reconstruction And Upgrade of Mendi Kiburu Junction To Nipa S... | 49       |            |             | -UPG  |
| Baiyer Lumusa Road - Emergency Pavement Restoration And Drainage Works Includi...    | 54       |            |             | -REHA |
| Magi Highway - Upgrade and reseat from Imila Bridge to Moreguinea Turnoff (35km)     | 55       | 05625      | 23616       | A2W-  |
| Buka Road - Upgrade and sealing of 2.5km from Chabbai Junction to Todei EoS          | 56       |            |             | B32 U |

4. 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.

**Select Values**

Select values for this filter:

Search

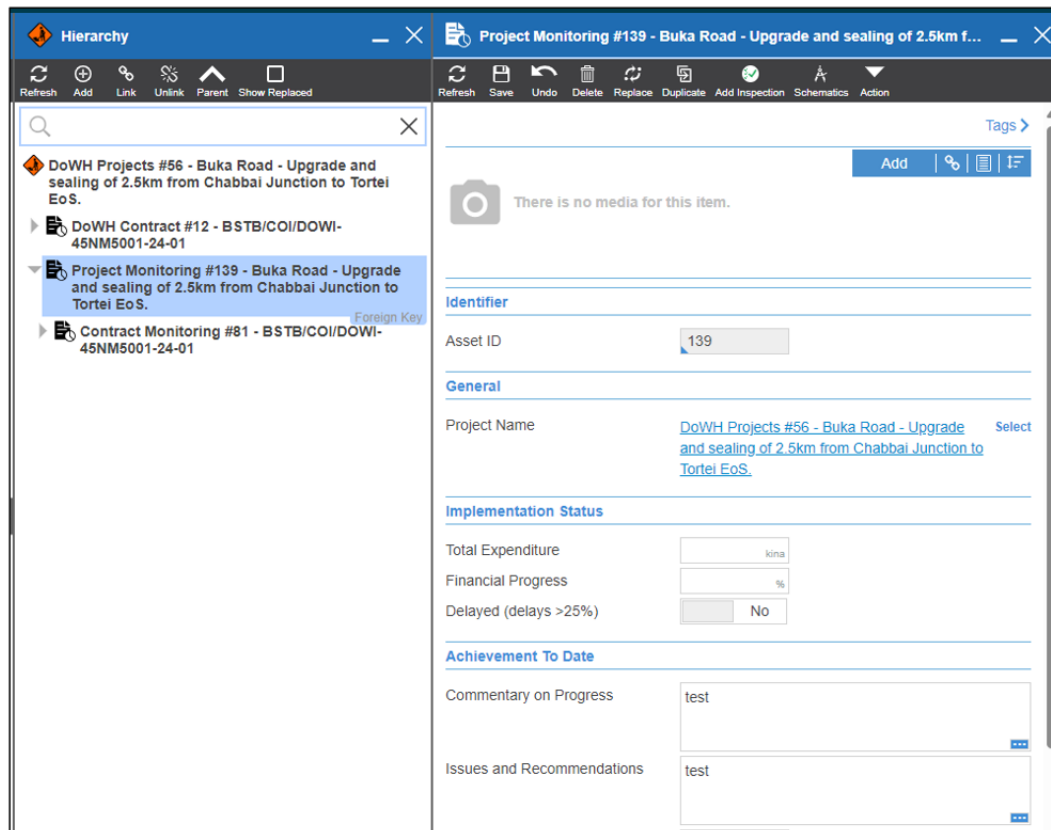
- Highlands Region
- Enga Province
- Western Highlands Province
- Hela Province
- Southern Highlands Province
- Jiwaka Province
- Chimbu (Simbu) Province
- Islands Region
- West New Britain Province
- New Ireland Province
- ☒ East New Britain Province
- Manus Province
- Autonomous Region of Bougainville
- Southern Region
- Gulf Province
- Western Province
- National Capital District
- Northern (Oro) Province
- Milne Bay Province
- Central Province
- Morobe Province
- Eastern Highlands Province
- West Sepik (Sandaun) Province

Select All None Add Items Apply

Filtered table only showing East New Britain Province projects:



7. By clicking on the Project Monitoring record you should see the Monitoring record in the Details panel.



The screenshot displays a software interface for managing project monitoring records. On the left, a 'Hierarchy' panel lists several records, with 'Project Monitoring #139 - Buka Road - Upgrade and sealing of 2.5km from Chabbai Junction to Tortel EoS.' highlighted. The main panel on the right shows the details for this specific record. It includes a toolbar with various actions like Refresh, Save, Undo, Delete, Replace, Duplicate, Add Inspection, Schematics, and Action. Below the toolbar, there's a section for 'Identifier' with a field for 'Asset ID' set to '139'. The 'General' section contains the 'Project Name' field, which is a long text field with a blue triangle in the corner indicating it's a required field. The 'Implementation Status' section has three fields: 'Total Expenditure' (with a unit dropdown set to 'kina'), 'Financial Progress' (with a unit dropdown set to '%'), and 'Delayed (delays >25%)' (with a dropdown set to 'No'). The 'Achievement To Date' section has two text areas: 'Commentary on Progress' and 'Issues and Recommendations', both containing the text 'test'.

### Approving the Project and Contract Monitoring records – Approving Officer

1. The *Approving Officer* is the person responsible for signing off on the report to state that the information is accurate to the best of their knowledge. In most cases, this will be the PWM, but they may delegate this role to a PCE for example. If the project is at a *Planning and Investigation* or *Design* stage, then this may differ.
2. Once the Monitoring Officer has turned the 'Monitoring Completed' option to Yes in the Monitoring Actions record, this will trigger an email to be sent to the Approving Officer overnight. This email includes an attachment of the data in Draft Report format which they will use to perform their review.
3. The Approving Officer should read the report and make sure that the financial data, % completed information (for example, the Scope of Works Items on the Contract record) and commentary is all accurate. If they would like to make changes, then they need to request that the Monitoring Officer makes these changes on their behalf, or they update the data in the Project Monitoring and/or Contract Monitoring records themselves.
4. Once the Approving Officer is satisfied that all the information is accurate, then they need to go to the Monitoring Actions record, update the 'Monitoring Approved' button to Yes and select Save.
5. This will trigger the final approved report to be sent to the RWM via email with the Approving Officer also cc'd in the email.

## 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 there are no updates from the previous month?

If there is a significant stoppage to the project, then you could change the Project Status to 'On hold' on the Project record. If it is likely that the project will start up again in the following month then it may be easier to keep the Project Status as 'Physical Works' and just write in the commentary that there has been no progress and state a reason why.

#### ***What if there is no Contract attached to my Project?***

You can still create a report but there will be no Contract information. If there is a Contract but there is just no record in the system, then you need to add a Contract record - see the [HOW TO - Add Project and Contract Records into the System](#) guide.

#### ***What if I have sent the Draft report but I need to re-send it?***

In this case, you should communicate with the Approving Officer which updates you need to make and make sure that these flow through into the final report. But if you do need the draft report to be run again - you can make your changes, then go to the Monitoring Actions record, and update *Monitoring Updated* from Yes to No and then back to Yes (you should see the Date below update) and then select Save. This will send the draft report again.

## **HOW TO - Monitoring Officer - Project Monitoring Actions**

1. The *Monitoring Officer* is the person responsible for collecting data for the project. In most cases this will be the Project Engineer who is also responsible for collating data for the fortnightly project report. If the project is at a *Planning and Investigation* or *Design* stage, then this may differ.
2. When you first click on the record you should see a series of fields for which you need to enter data. To save you time, some of these values will be carried across from the previous month's report and will need to be updated.
3. See the [Field Descriptions](#) section for more details about what data should be entered for which field. When the data is entered, select 'Save'.
4. Add Photos – you should add photos that show the progress or issues that are discussed in the 'Commentary on Progress' and 'Issues and Recommendations' section. This will provide evidence of what is being stated in the report. See the [Add Photos to Project Monitoring Records](#) article for a guide on how to do this.
5. If there is a Contract Monitoring record (in most cases there is), then update this as well and select Save.
6. Finally, you will need to open the Monitoring Actions record and, if you are happy with the information you have entered for both the Project and Contract Monitoring record, then turn the 'Monitoring Completed' button to Yes and select Save.
7. This will trigger an email to be sent to the Approving Officer (most likely the PWM) with an attachment of the data in Draft Report format which they will use to perform their review. The Monitoring Officer will also be sent this email as a 'cc'. If the Approving Officer would like changes to be made, they may ask the Monitoring Officer to perform these or do these themselves.

## **HOW TO - Approving Officer - Project Monitoring Actions**

1. The *Approving Officer* is the person responsible for signing off on the report to state that the information is accurate to the best of their knowledge. In most cases, this will be the PWM, but they may delegate this role to a PCE for example. If the project is at a *Planning and Investigation* or *Design* stage, then this may differ.
2. Once the Monitoring Officer has turned the 'Monitoring Completed' option to Yes in the Monitoring Actions record, this will trigger an email to be sent to the Approving Officer overnight. This email includes an attachment of the data in Draft Report format which they will use to perform their review.
3. The Approving Officer should read the report and make sure that the financial data, the % of completed information (for example, the Scope of Works Items on the Contract record) and commentary is all accurate. If they would like to make changes, then they need to request that the Monitoring Officer makes these changes on their behalf, or they update the data in the Project Monitoring and/or Contract Monitoring records themselves.
4. Once the Approving Officer is satisfied that all the information is accurate, then they need to go to the Monitoring Actions



record, update the 'Monitoring Approved' button to Yes and select Save.

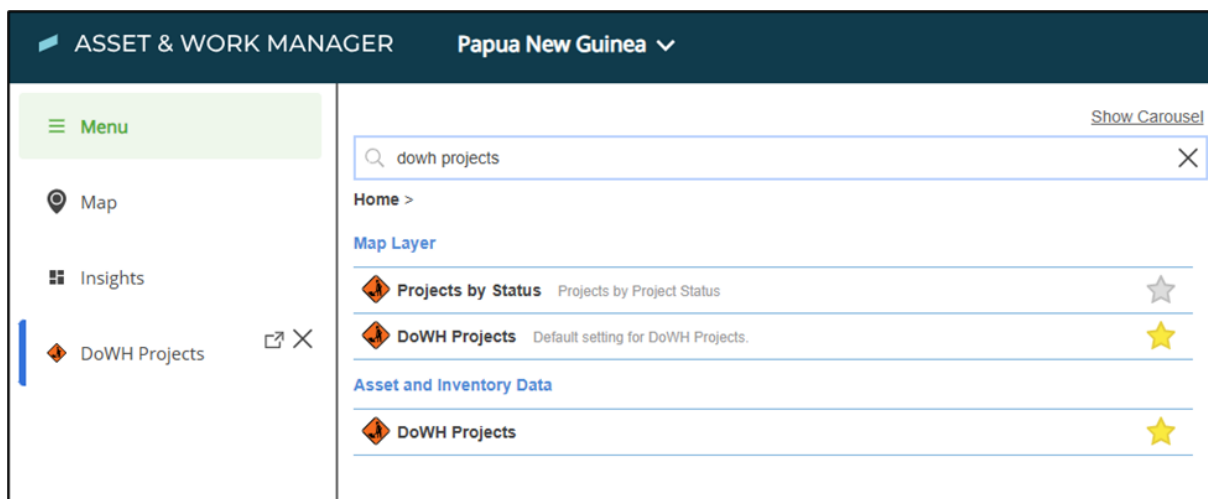
5. This will trigger the final approved report to be sent to the RWM via email with the Approving Officer also cc'd in the email.

## HOW TO - Add Photos to Project Monitoring Records

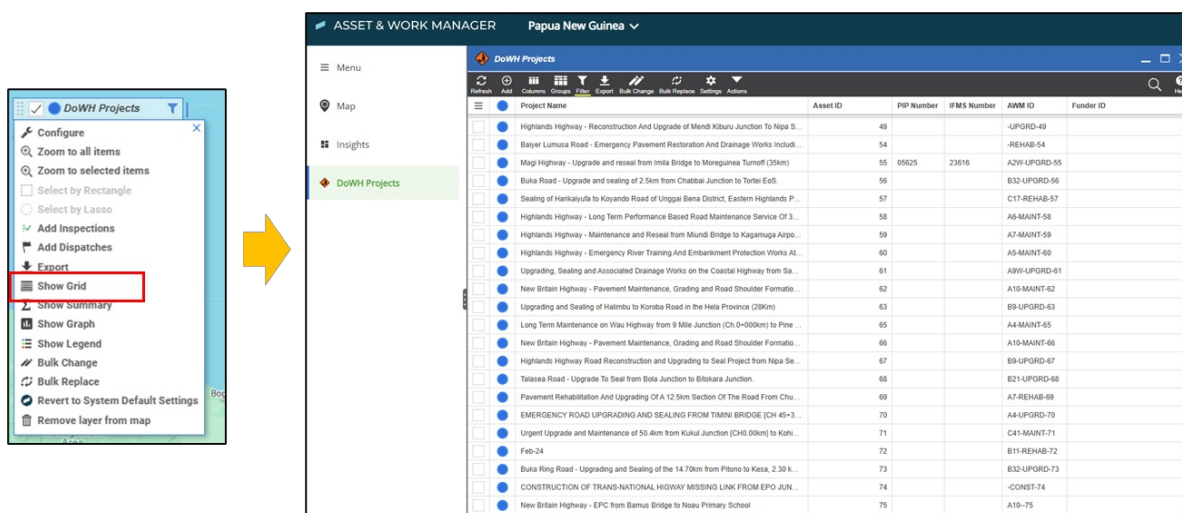
While we want to add progress and issues photos to the project and contract monitoring records, you might want to also add some photos to the Project and Contract records to show some significant before and after photos, and documents such as the actual Contract document.

To add photos to the project, follow the steps below:

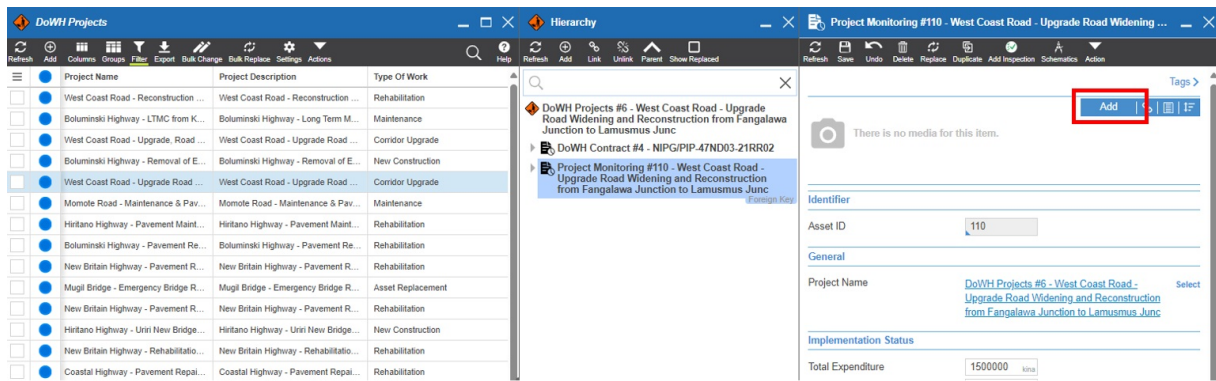
1. Open the project by searching for 'DoWH Projects' in the menu.



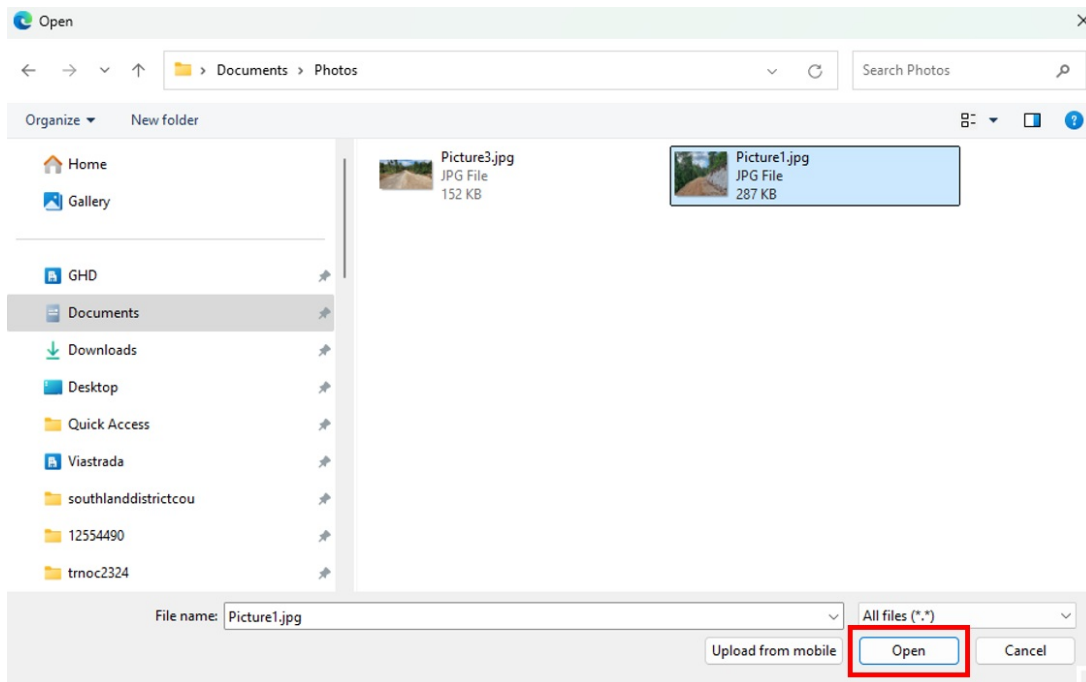
2. To see the list of projects as a data table, click on the layer and select 'Show Grid'.



3. Select the project you want to open, as well as the Project Monitoring contract. You may you need to click on the 'Hierarchy' button next to the details panel to expand this. With the Project and Contract highlighted, click the 'Add' button.



4. This will result in a pop-up of your computer's filing system. Find the image you want to use and click open.

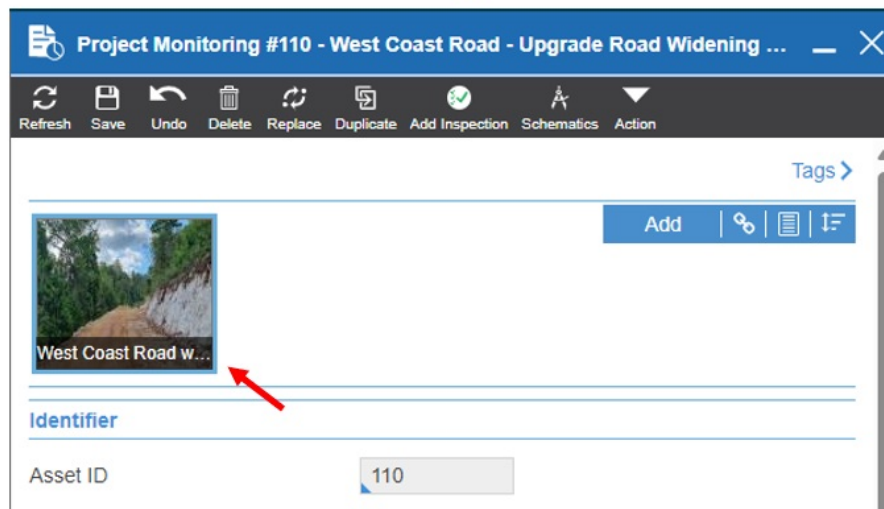


Alternatively, if you are accessing AWM on your mobile phone or tablet, you can upload a photo directly from your photo library on your device.

5. Click on the image to open further information on the image. Enter a description for the image and hit Save.







## Monitoring Tables - Field Descriptions

The following tables outline the field descriptions involved with project and contract monitoring.

### Project Monitoring

| Group               | Field Name                 | Description                                                                                                                                                                                                                                                                                                                                                                                                    | Data entry                    | Require |
|---------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------|
| Identifier          | Asset ID                   | Auto-generated ID in the System.                                                                                                                                                                                                                                                                                                                                                                               | Auto-generated                | -       |
| General             | Project Name               | The name of the Project that the Monitoring record is attached to. This field links the record to Project table.                                                                                                                                                                                                                                                                                               | Auto-generated                | -       |
| General             | Report Month               | The month that the monitoring report record is relating to.                                                                                                                                                                                                                                                                                                                                                    | Auto-generated                |         |
| General             | Report Deadline Date       | The deadline that the monitoring report must be approved by.                                                                                                                                                                                                                                                                                                                                                   | Auto-generated                |         |
| Achievement to Date | Commentary on Progress     | A description of the project progress, including reference to the contracts involved.                                                                                                                                                                                                                                                                                                                          | Any characters (maximum 5000) | No      |
| Achievement to Date | Issues and Recommendations | A list of issues related to the Project and recommendations of how these issues can be resolved.                                                                                                                                                                                                                                                                                                               | Any characters (maximum 5000) | No      |
| Achievement to Date | Land Acquisition           | The progress (1-100%) of the Land Acquisition stage of the project. 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. | Number between 0 to 100       | No      |
| Achievement to Date | Planning and Investigation | The progress (1-100%) of the Planning and Investigation stage of the project. In most cases, Major Works projects will have a significant Planning and Investigation stage which should have its progress monitored.                                                                                                                                                                                           | Number between 0 to 100       | No      |
| Achievement to Date | Design                     | The progress (1-100%) of the Design stage of the project. In most cases, Major Works projects will have a significant Design stage which should have its progress monitored.                                                                                                                                                                                                                                   | Number between 0 to 100       | No      |

| Group                 | Field Name                     | Description                                                                                                                                                                                                                                  | Data entry                           | Required? |
|-----------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------|
| Achievement to Date   | Physical Works                 | The progress (1-100%) of the Physical Works stage of the project.                                                                                                                                                                            | Number between 0 to 100              | No        |
| Achievement to Date   | Post-Works                     | The progress (1-100%) of the Post-Works stage of the project. <i>Section 8.5.18 Contract Completion</i> in the <i>Provincial Works Manager's Manual</i> provides a list of the events that are part of this Post-Works stage.                | Number between 0 to 100              | No        |
| Achievement to Date   | Asset Data Supplied            | Select 'Yes' once the DoWH has been provided Asset data upon the project's completion. Otherwise this stays as 'No'.                                                                                                                         | Boolean (Yes or No)                  | No        |
| Achievement to Date   | Delayed (delays >25%)          | Indicates if there is a greater than 25% delay between the expected Overall Progress versus actual Overall Progress (%).                                                                                                                     | Boolean (Yes or No)                  | No        |
| Project Budget        | Current Allocated Funding      | This should be updated if the total funding has increased or decreased since the Original Allocated Funding value was provided.                                                                                                              | Decimal number (no commas or spaces) | No        |
| Project Budget        | Total Current Contracts Value  | This is the sum of the most up-to-date Current Contract Values.                                                                                                                                                                              | View-only                            | No        |
| Project Budget Status | Value of Project Works to Date | The sum of the Contract 'Value of Works to Date'. I.e., if there are multiple contracts then this value should combine their Value of Works to Date figures. If there is only one contract for the project then it should be the same value. | Auto-generated                       | No        |
| Project Budget Status | Financial Progress             | The calculation of Value of <i>Project Works to Date</i> / <i>Current Allocated Funding</i> (represented as a %)                                                                                                                             | Auto-generated                       | No        |

## Contract Monitoring

| Group                 | Field Name                    | Description                                                                                                                                                 | Data entry                           | Required? |
|-----------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------|
| Identifier            | Asset ID                      | Auto-generated ID in the System.                                                                                                                            | Auto-generated                       | -         |
| General               | Contract Number               | The Contract Number (or ID) that is used for reference by DoWH and the Contractor.                                                                          | Auto-generated                       | -         |
| General               | Project Monitoring Report     | The Project Monitoring record that this Contract record is attached to.                                                                                     | Auto-generated                       | -         |
| Implementation Status | Overall Contract Progress     | The progress (1-100%) to represent the overall progress of the Contract.                                                                                    | Decimal number (no commas or spaces) | No        |
| Implementation Status | Achievement Since Last Report | Commentary on what has been achieved on the Contract since the previous month (or last time the Monitoring record was updated)                              | Any characters (maximum 5000)        | No        |
| Implementation Status | Issues & Recommendations      | A list of issues related to the performance of the Contractor and recommendations of how these issues can be resolved.                                      | Any characters (maximum 5000)        | No        |
| Implementation Status | Delayed (delays >25%)         | Indicates if there is a greater than 25% delay between the expected Overall Contract Progress versus actual Overall Contract Progress (%).                  | Boolean (Yes or No)                  | No        |
| Contract Value        | Awarded Contract Value        | The original value of the contract agreed. Lookup to the DOWH Contract record.                                                                              | View-only                            | No        |
| Contract Value        | 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). | Decimal number (no commas or spaces) | No        |

| Group                     | Field Name                                 | Description                                                                                             | Data entry                           | Required? |
|---------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------|-----------|
| Contract Financial Status | Value of Works to Date                     | Refers to the total monetary value of the project work completed to date.                               | Decimal number (no commas or spaces) | No        |
| Contract Financial Status | Claim Certified                            | Represents the amount of a contractor's claim for payment that has been reviewed and formally approved. | Decimal number (no commas or spaces) | No        |
| Contract Financial Status | Claim Paid                                 | The total actual amount paid to the contractor to date.                                                 | Decimal number (no commas or spaces) | No        |
| Contract Financial Status | Financial Progress                         | The calculation of <i>Value of Works to Date / Current Contract Value</i> (represented as a %).         | Auto-generated                       | No        |
| Physical Works            | Establishment                              | The progress (1-100%) of the Establishment stage of the project.                                        | Number between 0 to 100              | No        |
| Physical Works            | Site Preparation                           | The progress (1-100%) of the Site Preparation stage of the project.                                     | Number between 0 to 100              | No        |
| Physical Works            | Earthworks                                 | The progress (1-100%) of the Earthworks stage of the project.                                           | Number between 0 to 100              | No        |
| Physical Works            | Pavement                                   | The progress (1-100%) of the Pavement stage of the project.                                             | Number between 0 to 100              | No        |
| Physical Works            | Surfacing                                  | The progress (1-100%) of the Surfacing stage of the project.                                            | Number between 0 to 100              | No        |
| Physical Works            | Drainage                                   | The progress (1-100%) of the Drainage stage of the project.                                             | Number between 0 to 100              | No        |
| Physical Works            | Road Markings                              | The progress (1-100%) of the Road Markings stage of the project.                                        | Number between 0 to 100              | No        |
| Physical Works            | Road Structures                            | The progress (1-100%) of the Road Structures stage of the project.                                      | Number between 0 to 100              | No        |
| Physical Works            | River Training and Bed and Bank Protection | The progress (1-100%) of the River Training and Bed and Bank Protection stage of the project.           | Number between 0 to 100              | No        |
| Physical Works            | Vegetation Control                         | The progress (1-100%) of the Vegetation Control stage of the project.                                   | Number between 0 to 100              | No        |
| Physical Works            | Street Lighting                            | The progress (1-100%) of the Street Lighting stage of the project.                                      | Number between 0 to 100              | No        |
| Physical Works            | Traffic Signals plus ITS                   | The progress (1-100%) of the Traffic Signals plus ITS stage of the project.                             | Number between 0 to 100              | No        |
| Physical Works            | Street Signs                               | The progress (1-100%) of the Street Signs stage of the project.                                         | Number between 0 to 100              | No        |
| Physical Works            | Railings and Barriers                      | The progress (1-100%) of the Railings and Barriers stage of the project.                                | Number between 0 to 100              | No        |

## Monitoring Actions

| Group | Field Name | Description | Data entry | Required? |
|-------|------------|-------------|------------|-----------|
|-------|------------|-------------|------------|-----------|

| Group      | Field Name                | Description                                                                                                                                                                          | Data entry          | Required? |
|------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------|
| Identifier | Asset ID                  | Auto-generated ID in the System.                                                                                                                                                     | Auto-generated      | -         |
| General    | Project Monitoring        | The Project Monitoring record that this Monitoring Actions record is attached to.                                                                                                    | Auto-generated      | -         |
| General    | Monitoring Officer        | This is the Officer who is responsible for updating the 'Monitoring Completed' button.                                                                                               | Auto-generated      | -         |
| General    | Monitoring Completed      | Move to 'Yes' after the initial data has been entered and the Draft Report is ready to be sent to the Reviewer(s).                                                                   | Boolean (Yes or No) | No        |
| General    | Monitoring Completed Date | The date that the Draft Report is sent - this is generated by the Fabric system and is sent back to AWM (to provide assurance that the report data has been received and processed). | Auto-generated      | -         |
| General    | Approving Officer         | This is the Officer who is responsible for updating the 'Monitoring Approved' button.                                                                                                | Auto-generated      | -         |
| General    | Monitoring Approved       | Move to 'Yes' after the data has been reviewed and amended (if required). This will activate the final PDF Report to be generated and sent.                                          | Boolean (Yes or No) | No        |
| General    | Monitoring Approved Date  | The date that the Final Report is sent - this is generated by the Fabric system and is sent back to AWM (to provide assurance that the report data has been received and processed). | Auto-generated      | -         |

## Updates to Project Monitoring process - May 2025

Due to feedback provided from Department staff, we have made some changes to the Projects and Project Monitoring modules of the AWM System.

This article provides more detail about these updates, including the updated field descriptions. We will use an example of a project with two contracts to demonstrate.

## Update to Project Monitoring Header

Now when you open the Project Monitoring record, you will see the report month and when it is due to be approved.

General

Report Month

May 2025

Report Deadline Date

08/06/2025

Project Name

DoWH Projects #551 - test project 1 Select

## Entering Financial Data on Project and Contract setup

We have set up the entry of financial data throughout the duration of the project to be entered on the Project and Contract Monitoring record but displayed as 'view-only' fields (in grey) on the **DoWH Project** and **DoWH Contract** records. This is so that a user can quickly see the most up-to-date financial data about the project.

### DoWH Projects



When you create a Project, you are only asked to input the 'Original Allocated Funding' for the project.

Project Financials

Original Allocated Funding

0

kina

Current Allocated Funding

kina

Value Of Project Works To Date

kina

Example: we know we have a budget of 1,200,000 kina so we would enter this in the Original Allocated Funding field.

| Field                          | Description                                                                                                                                                                                                | Data Entry                           |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Original Allocated Funding     | The total funding that has been allocated to this project.                                                                                                                                                 | Decimal number (no commas or spaces) |
| 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                            |
| 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                            |

DoWH Contracts

When you create the Contract as part of that Project, you will be asked to input the 'Awarded Contract Value' and select the Contract Category.

Contract 1:

Contract Value

Awarded Contract Value

700000

kina

Current Contract Value

700000

kina

Contract Category

Proforma Contract (value < K1m)

▼

Contract 2:

Contract Value

Awarded Contract Value

500000

kina

Current Contract Value

500000

kina

Contract Category

Proforma Contract (value < K1m)

▼

| Field                  | Description                                | Data Entry                           |
|------------------------|--------------------------------------------|--------------------------------------|
| Awarded Contract Value | The original value of the contract agreed. | Decimal number (no commas or spaces) |



| Field                  | Description                                                                                                                                                                                                                                            | Data Entry    |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 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     |
| Contract Category      | The DoWH Contract Category based on the kina value of the contract.                                                                                                                                                                                    | Dropdown list |

### Contract Monitoring

Now when you go to update the Contract Monitoring table you will have the ability to update the current contract value under the Contract Value section.

#### Contract 1:

##### Contract Value

|                        |             |
|------------------------|-------------|
| Awarded Contract Value | 700000 kina |
| Current Contract Value | 800000      |

Example: The Current Contract Value has been updated to 800,000 kina because of a variation in the contract.

#### Contract 2:

##### Contract Value

|                        |             |
|------------------------|-------------|
| Awarded Contract Value | 500000 kina |
| Current Contract Value | 500000 kina |

| Field                  | Description                                                                                                                                                 | Data Entry                           |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Awarded Contract Value | The original value of the contract agreed. Lookup to the DoWH Contract record.                                                                              | View-only                            |
| 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). | Decimal number (no commas or spaces) |

The Contract Financial Status section is where you enter data relating to how the budget is being spent each month on the project.

#### Contract 1:

##### Contract Financial Status

|                        |             |
|------------------------|-------------|
| Value of Works to Date | 100000 kina |
| Claim Certified        | 100000 kina |
| Claim Paid             | 100000 kina |
| Financial Progress     | 13 %        |

NOTE: The Financial Progress calculation is updated when the record is saved.

In this example, Value of Works to Date = 100,000, Current Contract Value = 800,000.

$Financial\ Progress = 100,000 / 800,000 = 0.125$  (13%)

#### Contract 2:

##### Contract Financial Status

|                        |       |      |
|------------------------|-------|------|
| Value of Works to Date | 50000 | kina |
| Claim Certified        | 50000 | kina |
| Claim Paid             | 50000 | kina |
| Financial Progress     | 10    | %    |

| Field                  | Description                                                                                             | Data Entry                           |
|------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------|
| Value of Works to Date | Refers to the total monetary value of the project work completed to date.                               | Decimal number (no commas or spaces) |
| Claim Certified        | Represents the amount of a contractor's claim for payment that has been reviewed and formally approved. | Decimal number (no commas or spaces) |
| Claim Paid             | The total actual amount paid to the contractor to date.                                                 | Decimal number (no commas or spaces) |
| Financial Progress     | The calculation of <i>Value of Works to Date</i> / <i>Current Contract Value</i> (represented as a %).  | Auto-generated                       |

#### Project Monitoring

Under the Project Monitoring record there is a Project Budget and Project Budget Status section.

##### Project Budget

|                               |         |      |
|-------------------------------|---------|------|
| Current Allocated Funding     | 1300000 | kina |
| Total Current Contracts Value | 1300000 | kina |

Example: Since we agreed to add a variation of an additional 100,000 kina for Contract 1, it is agreed that the allocated funding is increased from 1,200,000 to 1,300,000.

| Field                         | Description                                                                                                                     | Data Entry                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Current Allocated Funding     | This should be updated if the total funding has increased or decreased since the Original Allocated Funding value was provided. | Decimal number (no commas or spaces) |
| Total Current Contracts Value | This is the sum of the most up-to-date Current Contract Values.                                                                 | View-only                            |

## Project Budget Status

|                                |        |      |
|--------------------------------|--------|------|
| Value Of Project Works To Date | 150000 | kina |
| Financial Progress             | 12     | %    |

Example: Together, the two contracts 'Value of Works to Date' equals 150,000 (100000+50000), the updated 'Current Allocated Funding' equals 1,300,000.

$Financial\ Progress = 150,000 / 1,300,000 = 11.5\ (12\%)$

| Field                          | Description                                                                                                                                                                                                                                  | Data Entry     |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Value of Project Works to Date | The sum of the Contract 'Value of Works to Date'. I.e., if there are multiple contracts then this value should combine their Value of Works to Date figures. If there is only one contract for the project then it should be the same value. | Auto-generated |
| Financial Progress             | The calculation of Value of <i>Project Works to Date</i> / <i>Current Allocated Funding</i> (represented as a %)                                                                                                                             | Auto-generated |

## After Monitoring Updates

Once records are updated in the Monitoring records, you will see the DoWH Projects and Contracts records will be updated with the most up-to-date information.

### DoWH Projects

#### Project Financials

|                                |         |      |
|--------------------------------|---------|------|
| Original Allocated Funding     | 1200000 | kina |
| Current Allocated Funding      | 1300000 | kina |
| Value Of Project Works To Date | 150000  | kina |

### DoWH Contracts

#### Contract 1:

##### Contract Value

|                        |                                 |      |
|------------------------|---------------------------------|------|
| Awarded Contract Value | 700000                          | kina |
| Current Contract Value | 800000                          | kina |
| Contract Category      | Proforma Contract (value < K1m) | ▼    |

#### Contract 2:

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**Contract Value**

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|                        |                                                            |
|------------------------|------------------------------------------------------------|
| Awarded Contract Value | <div>500000</div> <div>kina</div>                          |
| Current Contract Value | <div>500000</div> <div>kina</div>                          |
| Contract Category      | <div>Proforma Contract (value &lt; K1m)</div> <div>▼</div> |

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