Project Validation - Work Instruction

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1. Are 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 replace with a new officer. If the Officer's name is not available in the list, please request for it to be added to rexie.rei@pngroads.com and support@pngroads.com
5. Are 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. Does 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'.