

Progress Report Definition

The **Progress Report** Screen enables the capture of day-to-day project observations as well as progress reporting at the capital project component level. This includes the tracking of weather conditions and provides a mechanism for associating drawings, pictures, other types of documentation pertinent to the capital project.


The ability to track on-site progress reports at the component level is vital to managing risk. The progress report can easily update multiple capital project components at once.

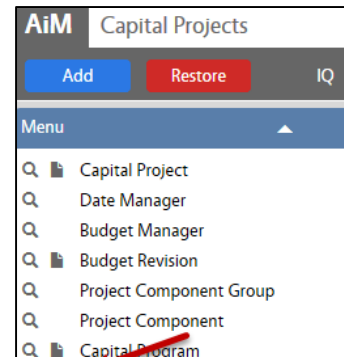
The Progress Report Screen has a Copy Icon added to the screen header. This also links responsibilities to the progress report. Clicking the Responsibility field links to the Capital Project, Project Team View in order to link specific employees to the responsibilities.


Responsibility: ADMINISTRATIVE ASSISTANT

The administrative assistant to the respective department will perform the following procedures in AiM for creating a Progress Report in AiM.

Create a Progress Report:

1. From the WorkDesk, click: **Capital Projects**
2. Click: **NEW** (next to **Progress Report**)
3. Click:  Zoom, select **Capital Project**



4. Select **Type**, Click:  Zoom
5. Enter a **description** of the Progress Report
6. Finish filling out the record by entering the following fields:
 - a. Scheduled Date
 - b. Weather
 - c. Contract
 - d. Responsibility

Project Component			Remove	Load Components	
Component Group	Component	Description	Current Budget	Expensed	Percent Complete

7. Add Project Components, click: **Load Components**

8. To select Components, check boxes to left.

AiM Component Selection				JAMES	About	Logout
Done	Cancel	Component Group	Component	Description	Estimated End	
<input type="checkbox"/>		FEES STAND UTIL	CIVIL CONSULTANT	CIVIL CONSULTANT		
<input type="checkbox"/>		FEES STAND UTIL	SOILS INVESTIGATION	SOILS INVESTIGATION		
<input type="checkbox"/>		FEES STAND UTIL	SURVEY	SURVEY		
<input type="checkbox"/>		FEES STAND UTIL	STRUCTURAL CONSULTANT	STRUCTURAL CONSULTANT		
<input type="checkbox"/>		FEES STAND UTIL	MEP CONSULTANT	MEP CONSULTANT		
<input type="checkbox"/>		FEES STAND UTIL	LANDSCAPE CONSULTANT	LANDSCAPE CONSULTANT		
<input type="checkbox"/>		FEES STAND UTIL	SPECIAL CONSULTANT	SPECIAL CONSULTANT		
<input type="checkbox"/>		FEES STAND UTIL	A&E REIMBURSABLE	A&E REIMBURSABLE		
<input type="checkbox"/>		FEES STAND UTIL	CM PRECON SERVICES	CM PRECONSTRUCTION SERVICES		
<input type="checkbox"/>		FEES STAND UTIL	MEASUREMENT&VERIFICATION	MEASUREMENT&VERIFICATION		
<input type="checkbox"/>		FEES STAND UTIL	PERMITS	PERMITS		

9. Click: **Done**

10. From Progress Report screen, click: **Save**