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**
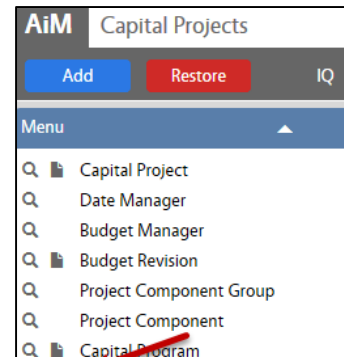
4. Select **Type,** Click: 🔍 Zoom

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

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

8. To select Components, check boxes to left.

9. Click: **Done**

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