## **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:					Ain	AIM Capital Projects			
						Add Restore	e IQ		
1. From the WorkDesk, click: <b>Capital Projects</b>				Menu	Menu				
2. Click: <b>NEW</b> ( <i>next to <b>Progress Report</b></i> )				d d	Q Date Manager Q Budget Manager				
3. Click: <sup>Q</sup> Zoom, select <b>Capital Project</b>					ୟ 🖿 ପ୍ ପ୍	Q     Image: Budget Revision       Q     Project Component Group       Q     Project Component			
AiM Progress Report					Q	Capital Program	About Logout		
Save Cancel									
View Extra Description Workflow Notes Log User Defined Fields	CO01       Enter a description of the Progress Report				Status Type Scheduled Dat	tus INITIATION Q PM REPORT Q PROJECT MANAGER PROGRESS REPORT meduled Date			
<u>Status History</u> Related Documents					Cupital Hojece	WATER TREATMENT PLANT - CLEARWELL			
	Weather	RAIN Q	Contract Type Contractor	Construction Contract v	Responsibility Prepared By	PROJECT MANAGER PROJECT MANAGER 11579521	٩		
	Temperature Range Observation Date	Nov 02, 2015 12:42 AM	Address Code Contract	<u> </u>	Submitted De-	JAMES ROSNER			
					Submitted Dat	NOV 02 2015			

- 4. Select **Type**, Click: <sup>Q</sup> 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

## CP-06

CP-06-PROGRES	S REPORT		CPPM - AiM Us		
Project Component				Remove Load Components	
Component Group	Component	Description	Current Budget	Evensed Percent Complete	
7. Add Pro	ject Compon	ents, click: Load Components			

8. To select Components, check boxes to left.

A	iM 🔳	Compone	nt Selection		JAMES	About	Logout
	Done	Cancel					
	Componen	t Group	Component	Description	Estir	nated End	· · · ·
	FEES STAN	D UTIL	CIVIL CONSULTANT	CIVIL CONSULTANT			
	FEES STAN	D UTIL	SOILS INVESTIGATION	SOILS INVESTIGATION			
	FEES STAN	D UTIL	SURVEY	SURVEY			
	FEES STAN	D UTIL	STRUCTURAL CONSULTANT	STRUCTURAL CONSULTANT			
	FEES STAN	D UTIL	MEP CONSULTANT	MEP CONSULTANT			
	FEES STAN	D UTIL	LANDSCAPE CONSULTANT	LANDSCAPE CONSULTANT			
	FEES STAN	D UTIL	SPECIAL CONSULTANT	SPECIAL CONSULTANT			
	FEES STAN	D UTIL	A&E REIMBURSABLE	A&E REIMBURSABLE			
	FEES STAN	D UTIL	CM PRECON SERVICES	CM PRECONSTRUCTION SERVICES			
	FEES STAN	D UTIL	MEASUREMENT&VERIFICATION	MEASUREMENT&VERIFICATION			
	FEES STAN	D UTIL	PERMITS	PERMITS			

- 9. Click: Done
- 10. From Progress Report screen, click: Save