

This guide steps through the process of creating a Project Management template against any defects noted in the inspection reports – this allows the client to follow and update maintenance progress through to completion. There are two levels of project management available – the ‘Project System’ is more basic and is initiated from the External or Internal Condition templates. It allows for the creation of four categories: Water Quality, Safety, Structural and Security. ‘General Projects’ is a more detailed system and has a variety of sections that can be created, including OPEX and CAPEX templates. It is also linked to a color coded maintenance calendar for long term project outcomes (details on the last page). Reports from both sections can be created at any time to give an update on the project running times and outcomes.

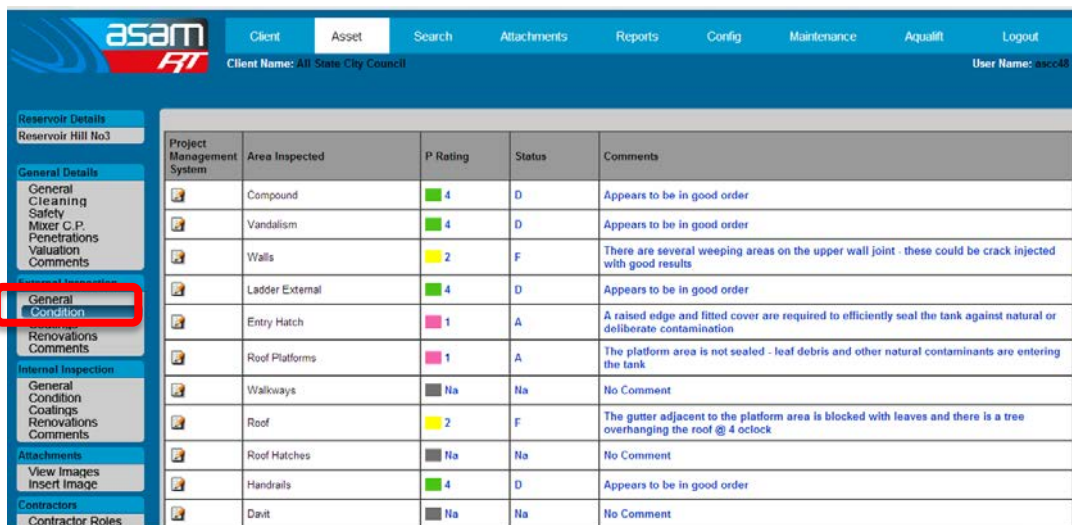
Please note that some of the more advanced features of the Project Management System may only be available under an editing license for ASAM. Please contact the ASAM administrators listed below for more details.

Projects may include:

- Entry Hatch and platform upgrades
- Ladder removals and installs
- Roof repairs or replacements
- Re-coating works
- Safety installations
- Ventilation upgrades
- Or any other works relating to the inspection reports!

Login to ASAM and open an asset of interest.

1. Login to ASAM and open an asset of interest that has issues identified from an inspection such as wall leakage, unsealed hatches, roof gutters blocked etc.
2. Open a Condition report for the external or internal feature of interest.



Project Management System	Area Inspected	P Rating	Status	Comments
	Compound	4	D	Appears to be in good order
	Vandalism	4	D	Appears to be in good order
	Walls	2	F	There are several weeping areas on the upper wall joint - these could be crack injected with good results
	Ladder External	4	D	Appears to be in good order
	Entry Hatch	1	A	A raised edge and fitted cover are required to efficiently seal the tank against natural or deliberate contamination
	Roof Platforms	1	A	The platform area is not sealed - leaf debris and other natural contaminants are entering the tank
	Walkways	Na	Na	No Comment
	Roof	2	F	The gutter adjacent to the platform area is blocked with leaves and there is a tree overhanging the roof @ 4 o'clock
	Roof Hatches	Na	Na	No Comment
	Handrails	4	D	Appears to be in good order
	Daft	Na	Na	No Comment

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For assistance contact: david@aqualift.com.au 0418 762 420 or jill@asam.com.au 0417 399 198

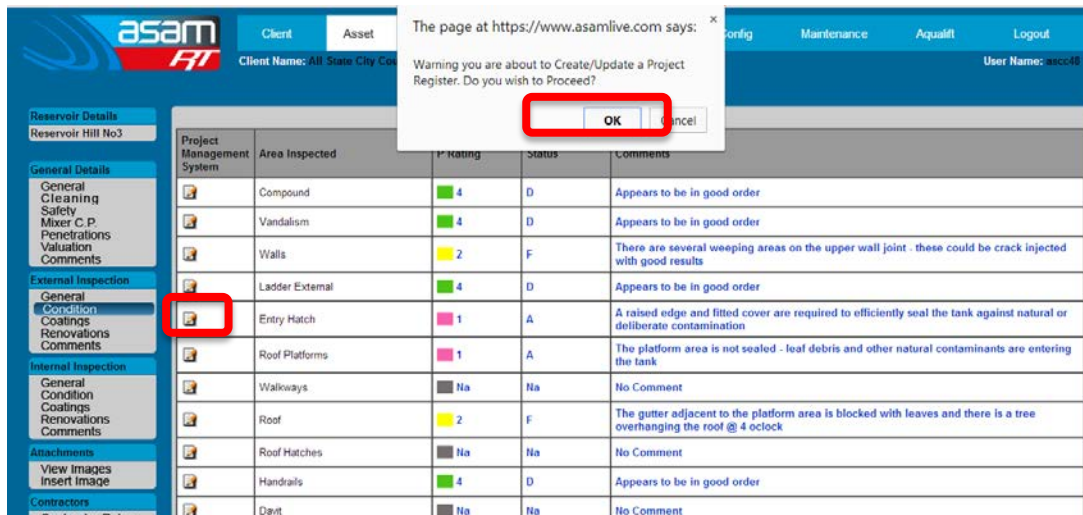
Project Management Version 1.0 Last updated 10.07.2014

The Project Management system

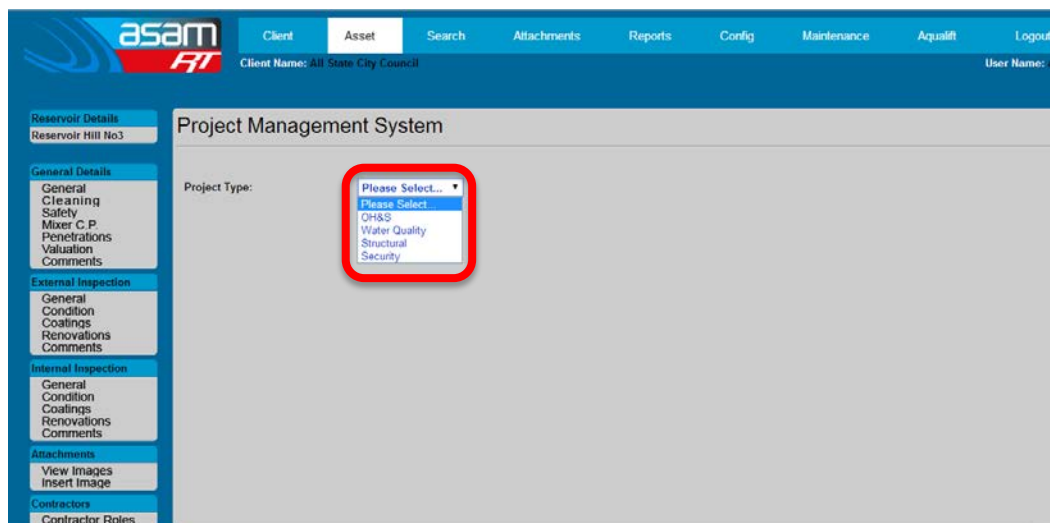


3. Against the area of interest, select the button for 'Project Management System' and say OK to proceed if this is the intent.

A project registry can be deleted at a later date if this is just a demonstration of the system.



4. Select the appropriate category for the project.



5. A Project Management template (Water Quality in this case) is created listing the basic information from the inspection record. Fields can then be filled with dates and text as the project develops. As sections are signed off, the Progress colors change from Red (no action has occurred) through to Green (all sections of the project are complete), followed by Grey (the project has been archived for future reference)

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- After entering information, remember to save by selecting the 'Update' button.

- To review, edit, or create a report, select 'Project System' to view the current list of projects and their progress (which are color coded to denote sign-offs).

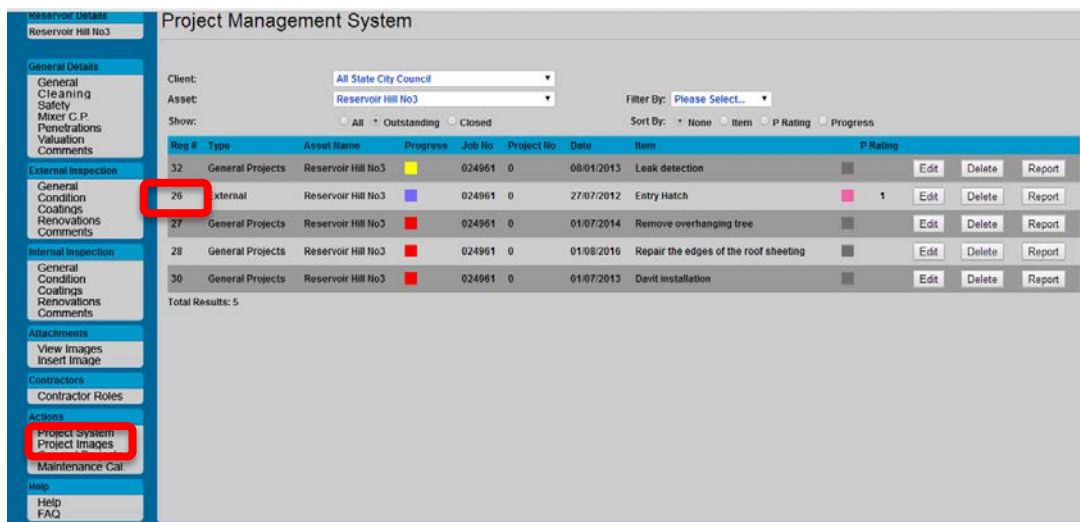
Reg #	Type	Asset Name	Progress	Job No	Project No	Date	Item	P Rating
32	General Projects	Reservoir Hill No3	Yellow	024961	0	08/01/2013	Leak detection	
26	External	Reservoir Hill No3	Blue	024961	0	27/07/2012	Entry Hatch	1
27	General Projects	Reservoir Hill No3	Red	024961	0	01/07/2014	Remove overhanging tree	
28	General Projects	Reservoir Hill No3	Red	024961	0	01/08/2016	Repair the edges of the roof sheeting	
30	General Projects	Reservoir Hill No3	Red	024961	0	01/07/2013	Davit installation	

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- Images can be viewed or inserted against each project. It is recommended that Image file names are prefixed with the Registration #, followed by a sequential number (eg. 26 001, 26 002, 26 003 etc.). This allows for a photographic record to be assembled and stored as the project develops.




- Choose a project and then select 'View' to display the images. Click on the appropriate thumb nail to display full size. Right click to copy and save elsewhere.



- A project report can be created at any stage for printing or be exported into the various electronic formats such as Word, PDF, Excel etc.

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ASAM Project Management System Report

11/07/2014

Date:	7/07/2011	Client Name:	All State City Council	
WS #:	0	Reservoir Name:	Reservoir Hill No3	
Job No:	024961	Project Number:	0	
Cleaning Due:	7/7/2012	Inspection Due:	7/7/2012	Register No: 26
Raised By:	jilasam49	Date:	7/7/2012	
Map Standard:	WGS 84			
Co-ord 1:	S 032 24 159	E 152 13 040		
Co-ord 2:				

Project Category -	Water Quality	External
Maintenance Item:	Priority:	Status:
Entry Hatch	1	A

Comments:

A raised edge and fitted cover are required to efficiently seal the tank against natural or deliberate contamination

Action taken by nominated staff member/contractor:

An aluminium checkerplate section with the hatch frame welded in will be placed over the existing platform area.

Accepted or modified and approved for action:	Date: 28/07/2012	Yes	
Comments:			
Quote requested from Fizula Fabrication Pty Ltd for hatch renovations. 29/07/12 Quote received for reno works.	Date: 8/08/2012	Yes	
Comments:			
Finance approved but needs to be spent before Dec 2012.	Date: 1/09/2012	Yes	
Comments:			
Fizula Fabrication Pty Ltd given the go ahead for the hatch repair. Barry F is to supervise works on site. 02/09/2012 FF Pty Ltd have delayed works until 20/09/2012 due to other work commitments. 18/09/2012 BF contacted FF to determine start time, but project has been further delayed for another week due to material availability. 27/09/2012 BF contacted FF and works is programmed to be onsite for the 30/09/2012.	Date:	No	
Work Order completed and accepted:	Date:	No	
Comments:			

12. A maintenance programming calendar for an individual or multiple assets can be created when using the 'General Projects' system. There are 9 color coded categories available (see legend below). This calendar allows for different departments within an organisation to create and keep up to date with programs of works, that are scheduled for assets over the coming years.

Reservoir Details
Reservoir Hill No3

General Details
General
Cleaning
Safety
Mixer C.P.
Penetrations
Validation
Comments

External Inspection
General
Condition
Coatings
Renovations
Comments

Internal Inspection
General
Condition
Coatings
Renovations
Comments

Attachments
View Images
Insert Image

Contractors
Contractor Roles

Actions
Project System
General Projects
Maintenance Cal

Maintenance Calendar

Client: All State City Council Display Multiple Projects ✓

Asset: All Select 10yr Group: Pope1

Project Filter (Default All): All

Reservoir	Year 2011/2012	Year 2012/2013	Year 2013/2014	Year 2014/2015	Year 2015/2016	Year 2016/2017	Year 2017/2018	Year 2018/2019	Year 2019/2020	Year 2020/2021
Broad St										
Cliff Hill										
High St No1										
High St No2										
Reservoir Hill No1										
Reservoir Hill No3										

LEGEND

Ext. Coating Roof Renewal Ext. Coating & Roof Renewal Int. Coating Int. Coating & Roof Renewal Misc CAPEX Misc OPEX Lev1 Insp Lev2 Insp

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