GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Public Works Department

PWD Project Monitoring System

USER MANUAL

A role-based guide for the officers of **Monitoring**, **Working** and **Supporting** Offices

Ministry of Housing and Public Works

Dhaka, Bangladesh

NOVEMBER 2026

Acknowledgements and Contributors

This manual is the work of many hands across the Public Works Department. It was prepared under the direction of the Chief Engineer and compiled with the help of the officers named below, whose knowledge of the field and of the system shaped every chapter.

Md. Khalequezzaman Choudhury

Chief Engineer

Public Works Department, Bangladesh
Purta Bhaban, Segunbagicha, Dhaka

Contributors

#	Name	Designation	Office
1	Shekhar Chandra Biswas	Superintending Engineer	PWD MIS Circle, Dhaka
2	Samia Tamanna Haque	Executive Engineer	PWD MIS Division 3, Dhaka
3	Fariba Halim Aurin	Executive Engineer (Administration & Protocol)	Chief Engineer’s Office, PWD, Dhaka
4	Md. Oli-ur-Rahaman	Assistant Engineer	PWD R&D Unit, Dhaka
5	Md. Ashafuddowla	Technical Officer	PWD MIS Division 3, Dhaka

CONTENTS

Table of Contents

Acknowledgements & Contributors 2

Why PPMS? 4

Activities in PPMS 5

The activities need multiple offices' collaboration 6

Understanding the interface 8

1 · PPMS at a glance 12

Part A — Monitoring Offices 14

2 · Including upcoming projects 15

3 · Including approved projects (DPP/RDPP) 22

4 · Version control 33

5 · Monitoring activity 44

Part B — Working Offices 47

6 · Upcoming projects 48

7 · Approved projects: the project page 51

8 · The package page 65

9 · Work Program and Photo Gallery 74

10 · Progress Report 81

Part C — Supporting Offices 88

11 · Supporting office tasks 89

12 · Design and document upload 90

Glossary 94

Index 97

BEFORE YOU BEGIN

Why PPMS?

Before the first screen, a word on why this system exists — and why the few minutes it takes to enter work accurately are among the most valuable minutes an officer will spend.

Across the world, the delivery of public infrastructure has moved decisively from paper files to project monitoring information systems. National public-works and infrastructure agencies, and the development partners who fund them — the World Bank and the Asian Development Bank among them — now treat results-based monitoring not as an optional report but as the backbone of good project governance. The reason is simple: a project that cannot be measured cannot be managed, and public money demands that it be managed well.

Every construction project is governed by the same three forces — **cost, quality and time** — and the discipline of a monitoring system strengthens each of them. On **cost**, PPMS sets real expenditure against sanctioned allocation and raises an early warning the moment a project moves toward overrun, while the DPP and RDPP figures stay accurate through controlled versioning rather than scattered edits. On **time**, it holds each project's schedule against its actual progress, so that delay is seen while it can still be recovered, not after the fiscal year has closed. On **quality**, it keeps the drawings, documents, inspection record and dated site photographs of every package in one place, so that what was built can always be checked against what was approved.

Above these three sits a fourth value that a monitoring system gives almost for free: **transparency**. Because a figure entered once is seen by every office entitled to see it, and because every consequential change travels a recorded approval chain, PPMS becomes a single, auditable source of truth from the headquarters to the remotest division. Decisions are then taken on evidence rather than on the most recent memo, and accountability protects the diligent officer as surely as it exposes the careless one.

A system, however, is only as good as the care of the people who use it. The dashboards, the alerts and the reports in the chapters that follow are built entirely from what officers enter in the course of their ordinary work. Entered promptly and honestly, that data becomes a true picture of the department's work that leadership can act upon with confidence. We therefore ask every officer to treat each entry as a professional contribution to a shared record of national importance.

> **TIP** PPMS will keep improving, and your experience of the field is the best guide to how. For any correction, observation or idea, please reach the **help desk listed on the login page**, or any of the **contributors named at the front of this manual**. With sincere thanks to every officer whose careful work gives this system its value.

BEFORE YOU BEGIN

Activities in PPMS

PPMS serves four kinds of office, each with its own part to play in a project's life. The matrix below lists the main activities of the system and shows, for each, what every office does — whether it reads, writes, or takes part in the approval flow.

1. **Chief Engineer (CE)** — the apex approver for the system's highest-level decisions.
2. **Monitoring offices** — the headquarters project zones, circles and divisions that bring projects into PPMS and oversee them: **MZ** (zone), **MC** (circle), **MD** (division).
3. **Working offices** — the field zones, circles, divisions and sub-divisions that execute and report the work: **WZ**, **WC**, **WD**, **WSD**.
4. **Supporting offices** — the design-related zones, circles and divisions that provide drawings and documents: **SZ**, **SC**, **SD**.

Sl	Activity	CE	Monitoring Office			Working Offices				Supporting Office		
			MZ	MC	MD	WZ	WC	WD	WSD	SZ	SC	SD
1	DPP / RDPP inclusion (upcoming and ongoing projects)	R	R	F	F	R	R	R	R	R	R	R
2	Version control of procurement plans — split / merge (monitoring office)	F	F	F	F	R	R	R	R	R	R	R
3	Version control of procurement plans — split / merge (from field)	F	F	F	F	F	F	F	F	R	R	R
4	Version control of procurement plans — RDPP inclusion	R	R	F	F	R	R	R	R	R	R	R
5	Primary-level users	R	R	W	W	R	R	R	R	R	R	R
6	Secondary-level users	R	R	W	W	W	W	W	R	W	W	W
7	Estimate and tender progress	R	R	R	R	F	F	W&F	W&F	R	R	R
8	Work program, work progress and photographs	R	R	R	R	R	R	W	W	R	R	R
9	Documents (DPP related)	R	R	W	W	R	R	R	R	R	R	R
10	Documents and drawings (work related)	R	R	R	R	W	W	W	W	W	W	W
11	Progress report	R	R	R	R	R&F	R&F	W&F	W	R	R	R

NOTE In the matrix: **R (Read)** — the office monitors and gathers information; **W (Write)** — the office provides or enters the data; **F (Flow)** — the office takes part in the approval flow. A cell may combine these (**W & F**, **R & F**).

BEFORE YOU BEGIN

The activities need multiple offices' collaboration

Much of the work in PPMS passes through more than one office. A task is raised by one officer, checked by the next, and approved by a third, each in a defined order. The flows below name the chains that matter most. Throughout, AE is Assistant Engineer, EE is Executive Engineer, SE is Superintending Engineer, ACE is Additional Chief Engineer and CE is Chief Engineer. The green office at the end of each chain is the one that gives final approval.

---

a. Including an approved project — DPP / RDPP

A monitoring Assistant Engineer prepares the approved project and sends it up; the Superintending Engineer approves it.

Monitoring AE (initiator) ▶ Monitoring EE ▶ **Monitoring SE (approver)**

b. Version control — migrating DPP / RDPP versions

A revision of the procurement plan under a DPP or RDPP. It may be initiated by any officer in the chain; approval rests with the Superintending Engineer.

Monitoring AE (initiator) ▶ Monitoring EE ▶ **Monitoring SE (approver)**

c. Version control — split / merge of packages

Dividing or combining packages changes the shape of the procurement, so the chain is longer and ends with the Chief Engineer.

Monitoring AE (initiator) ▶ Monitoring EE ▶ Monitoring SE ▶ Monitoring ACE ▶ **Chief Engineer (approver)**

d. Split / merge requested from a field office

When the request begins in the field, it rises through the field chain and then through the corresponding monitoring chain before the Chief Engineer approves it.

Field Division EE (initiator) ▶ Field Circle SE ▶ Field Zone ACE ▶ Monitoring EE ▶ Monitoring SE ▶ Monitoring ACE ▶ **Chief Engineer (approver)**

e. Estimate approval (procurement plan, by package)

The estimate rises from the field division to the monitoring Additional Chief Engineer. Any office in the chain may approve it; once the estimate is approved, the flow ends there.

Field Division EE (initiator) ▶ Field Circle SE ▶ Field Zone ACE ▶ Monitoring EE ▶ Monitoring SE

▶ Monitoring ACE (any may approve)

f. Tender approval (procurement plan, by package)

The tender follows the full chain to the Chief Engineer and beyond, to the Ministry and the CCGP. Any office up to the Chief Engineer may approve; once the tender is approved, the flow ends.

Field Division EE (initiator) ▶ Field Circle SE ▶ Field Zone ACE ▶ Monitoring EE ▶ Monitoring SE ▶ Monitoring ACE ▶ Chief Engineer ▶ Ministry ▶ CCGP

> **NOTE** Beyond the Chief Engineer the record is operated by the **field Executive Engineer**. After the Chief Engineer sends the tender to the Ministry, it is the field EE who records when the Ministry approves it or forwards it to the CCGP.

g. Progress report

The progress report rises from the field division to the monitoring offices, where every user sees it on their corresponding projects.

Field Division EE (initiator) ▶ Field Circle SE ▶ Field Zone ACE ▶ Monitoring offices (all users view)

> **NOTE** A progress report that reaches the monitoring office from the zone is treated as **approved**. In this flow alone, if any office **returns** the report it goes straight back to the **Executive Engineer** — not one step down, as in the other flows.

BEFORE YOU BEGIN

Understanding the interface

Every page in PPMS shares the same frame: a menu on the left, the working area on the right, and a bar across the top that carries your notifications and your account. Once you recognise these three parts, every screen in this manual will feel familiar.

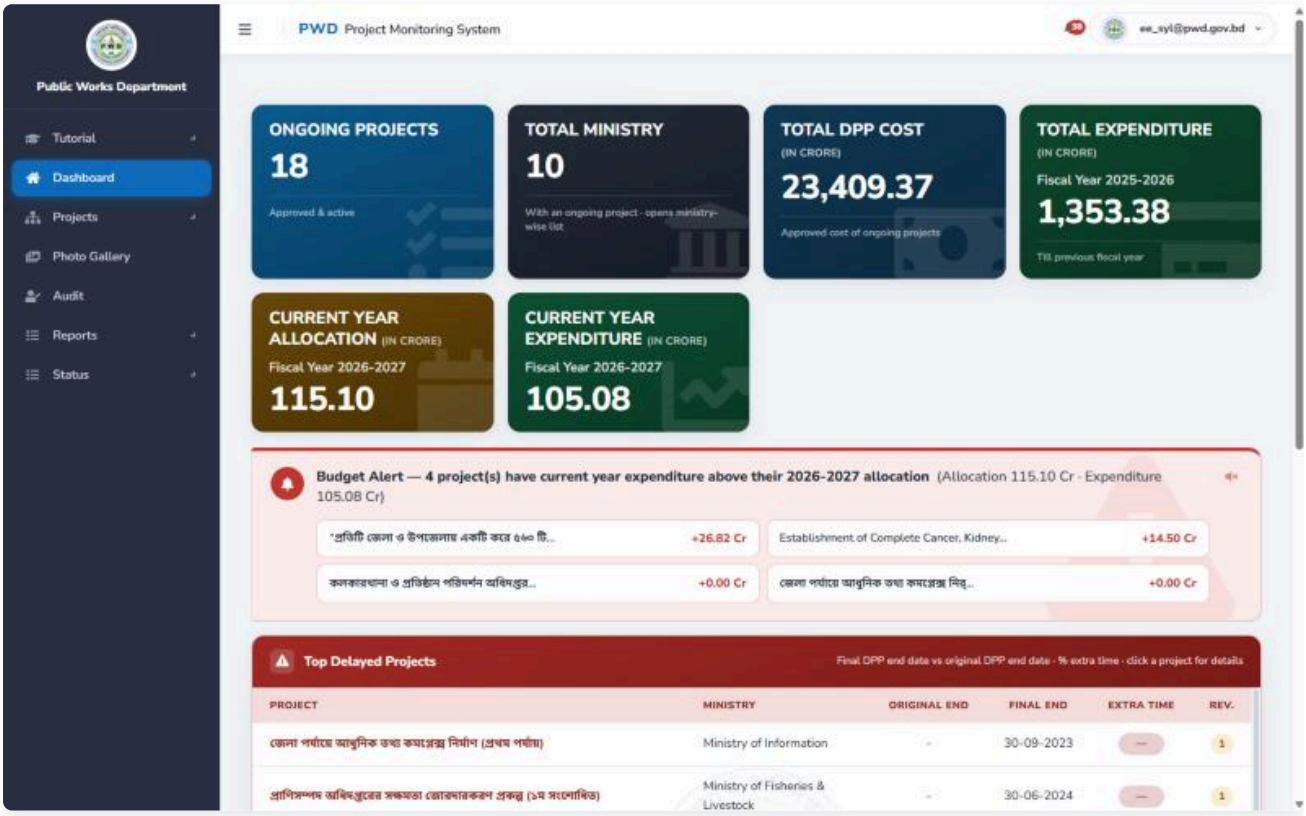


Figure I.1 The Dashboard — the left menu, the headline figures (ongoing projects, cost and expenditure), the budget alert and the list of delayed projects.

I.1 The left menu

The menu runs down the left of every page and opens each module. Its items are briefly:

1. **Dashboard** — the summary screen described below.
2. **Projects** — the project lists (Upcoming, Approved, Pending, Archived) and everything inside a project.
3. **Photos** — the site photographs of each package, by project and date.
4. **Reports** — the weekly, progress and custom returns.
5. **Status** — ready-made status views for printing and circulation.
6. **Audit** — the record of actions taken in the system.
7. **Tutorial** — the video tutorials and this manual.

I.2 The main area — the Dashboard

The working area fills the right of the page. On the Dashboard it gives the office its position at a glance: the **overall figures** for its projects and costs, the **projects that need attention** (those falling behind or at risk), and the **pending tasks** waiting on the officer — the approvals and actions that are theirs to complete. From every other menu item, this area shows that module's own screens, which the chapters of this manual describe in turn.

I.3 The top bar — notifications

At the right of the top bar is the **notification** button, carrying a red badge with the number of unread notifications. Selecting it opens the **notification dropdown**.

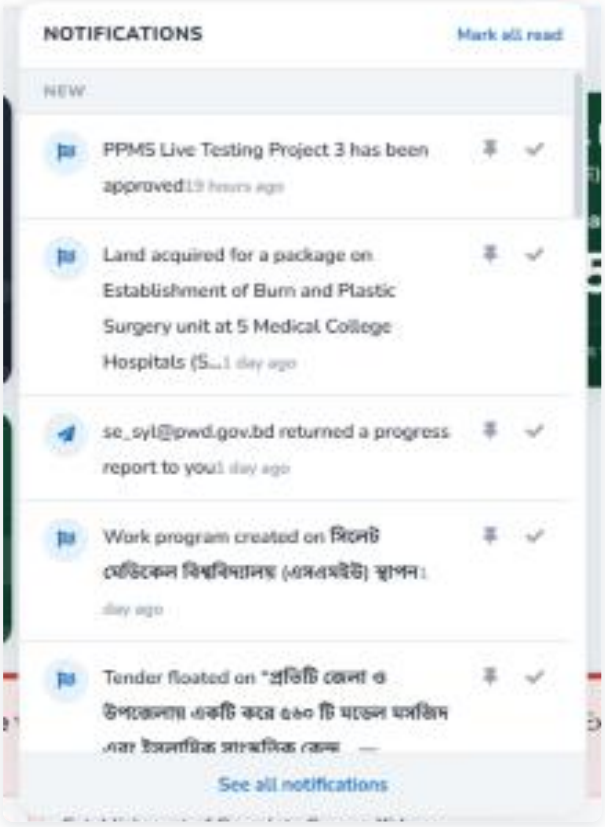


Figure I.2 The notification dropdown, opened from the bell on the top bar — each row carries its tick and cross, with **Mark all read** above and **See all notifications** below.

1. **Mark all read** clears the red badge to nil at once.
2. **Ticking** a single notification marks just that one as read.
3. **Crossing** (×) a notification hides it from the list.
4. **Show all / See notifications** opens the full notification page, where the complete history is listed.
5. **Selecting a notification** takes you straight to the page it concerns — the project, package or request that raised it — so you can act on it without searching for it.

The **notification page**, opened from **See all notifications**, lists the complete history — here, 120 in total — with filters by project, package, division and state, and quick category chips (Land, Soil test,

Estimate, Tender, Progress report, Split / merge, Work program, Contract & completion, Mentions). It carries the same ticking and crossing controls, and the same ability to jump to the page each notification concerns.

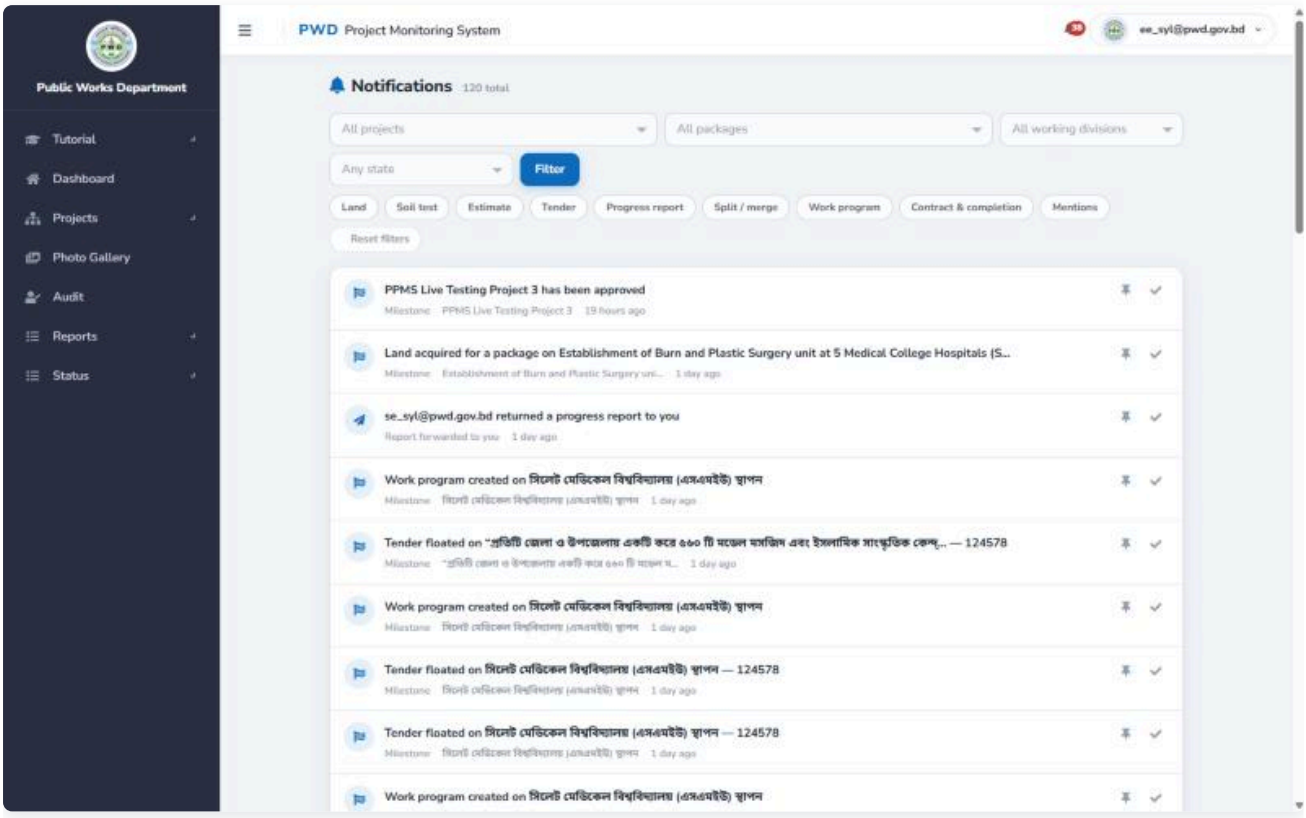


Figure I.3 The full notification page, opened from "See all notifications" — with its filters, category chips and the complete list.

> **TIP** Treat the notifications as your task list. Because selecting one carries you to the exact page that needs you, clearing the panel is the quickest way to be sure nothing awaiting your action has been missed.

I.4 The top bar — your account

Next to the notification button is the button showing your **user name and office**. Selecting it offers two things: **Change Password**, and **Log out**. Your office name shown here also tells you, at any moment, which role's screens you are seeing.

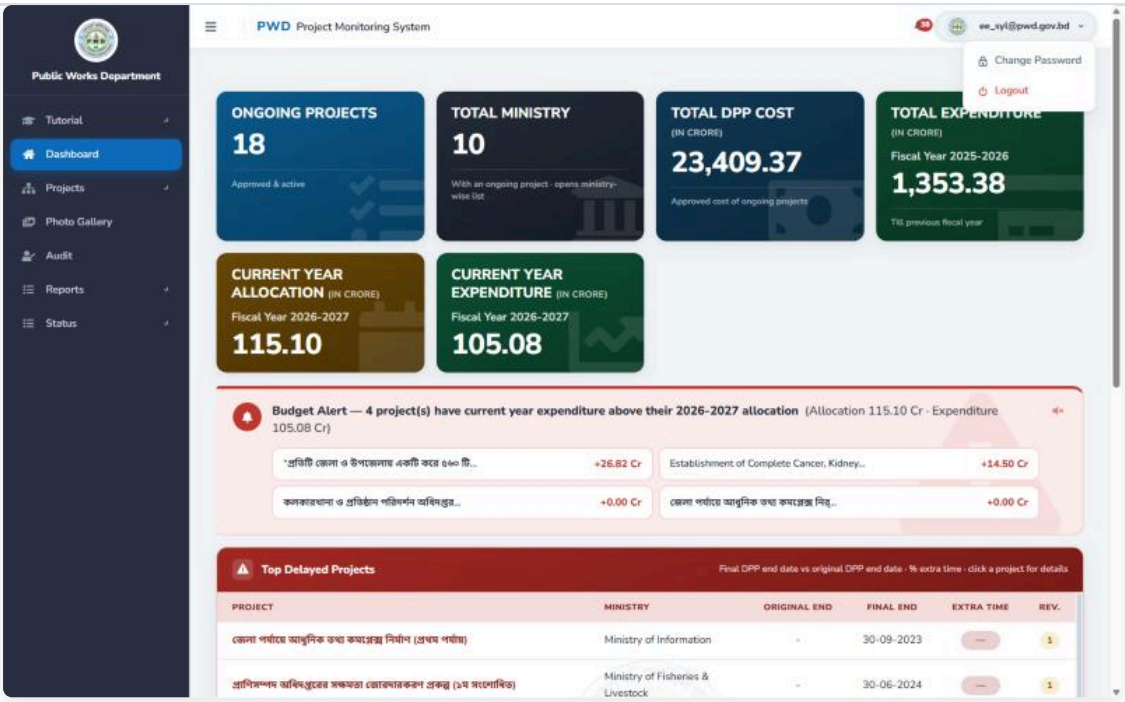


Figure I.4 The account menu — Change Password and Log out, opened from the user button on the top bar.

These three parts — the menu on the left, the working area on the right, and the top bar above — stay the same on every screen. With them understood, the rest of this manual can concentrate on the work itself: each chapter simply opens the relevant menu item and describes the screens it presents. The chapters that follow take the three kinds of office in turn.

GETTING ORIENTED

1 PPMS at a glance

The PWD Project Monitoring System (PPMS) is the department's single place for following a project from the moment it is proposed to the day its work is complete. Every office works on the same records, so a figure entered once is seen everywhere it is needed. This chapter gives a short tour of what the system holds and who does what; the chapters that follow take each task step by step.

1.1 The main modules

The modules are reached from the menu on the left of every page.

Module	What it holds
Dashboard	A summary of the office's projects, costs and progress at a glance.
Projects	The heart of the system, in four lists — Upcoming (under preparation), Approved (under way), Pending and Archived. A project opens into its details, packages, documents, users and photographs.
Photos	The site photographs of every package, grouped by project and date.
Reports	The returns asked for from time to time — Weekly, Progress and Custom. The Progress report is the formal monthly return that passes up the office chain.
Status	Ready-made status views — ministry-wise, monitoring-circle-wise and division-wise — for printing and circulation.
Audit	A record of the actions taken in the system.
Tutorial	Video tutorials and this user manual.

1.2 Who does what

PPMS is role-based: the office an officer belongs to decides what they can do. There are three kinds of office, and this manual is arranged around them.

Office	Its role in PPMS
Monitoring	Brings projects into the system — both upcoming and approved — and assigns their primary users; adds the RDPP and controls project versions; observes the progress reports; and monitors progress across its projects through those reports.
Working — Divisions	Provide the reports and documents for upcoming projects; assign secondary users in both upcoming and approved projects; prepare the procurement plan in approved projects; provide the site drawings, reports and documents; carry out package split and merge, the work program and the recording of progress; and initiate the progress report. They also seek and give advice through comments.
Working — Circles & Zones	Process the package split and merge requests; process the progress report; carry the estimate and tender approval forward; monitor the work overall; and give advice through comments.
Supporting	Provide the secondary users for packages; provide the drawings, reports and relevant documents in the packages; monitor progress overall; and give advice through comments.

1.3 How this manual is arranged

The rest of the manual is divided into three parts, one for each kind of office, so that an officer can turn straight to the pages that concern them.

Part A — Monitoring ▶ Part B — Working ▶ Part C — Supporting

A coloured tab on the edge of every page shows which part you are in. Within each part, the chapters follow the order in which the work is normally done. Where a task touches more than one office — for example a split request raised by a division and processed by a circle — it is described in full in one place and pointed to from the other.

> **TIP** If you are not sure which part is yours, Section 1.2 names the role of each office. Your office name is shown at the top of the page once you sign in.

1.4 How to read the steps

The chapters use a few consistent devices so the instructions are easy to follow:

1. Numbered markers on a screenshot point to the parts of the screen named in the list beside it.
2. A green TASK box gives a short, numbered procedure to carry out.
3. A NOTE box flags something to be careful about; a TIP box offers a shortcut or an aid.
4. Bold text names a button, a tab or a field exactly as it appears on screen.

PART A

Monitoring Offices

Bringing projects into PPMS, adding the approved DPP and RDPP, controlling project versions, and monitoring the field's activity.

2 MONITORING OFFICES
Including upcoming projects

A project begins its life in PPMS as an **upcoming project**. The monitoring office enters it, describes it, decides which offices will work on it, and keeps its record up to date until the project is approved and becomes an ongoing project. This chapter follows that work from the first entry to the day-to-day upkeep of the record.

2.1 Who may include a project

Any user of a monitoring office may include an upcoming project — an Assistant Engineer, Executive Engineer, Superintending Engineer or Additional Chief Engineer alike. There is **no internal approval step**: once a project is saved it is created at once and becomes available to the offices attached to it. The same is true of an edit — a change to a project takes effect immediately, without a second person having to approve it.

> **NOTE** Because there is no approval queue, the officer who enters or edits a project is responsible for the accuracy of what is saved. Every entry and change is kept in the project's Activity Log (section 2.10).

2.2 The Upcoming Projects list

Open **Projects → Upcoming Projects** from the left menu. The list shows every upcoming project the office has entered.

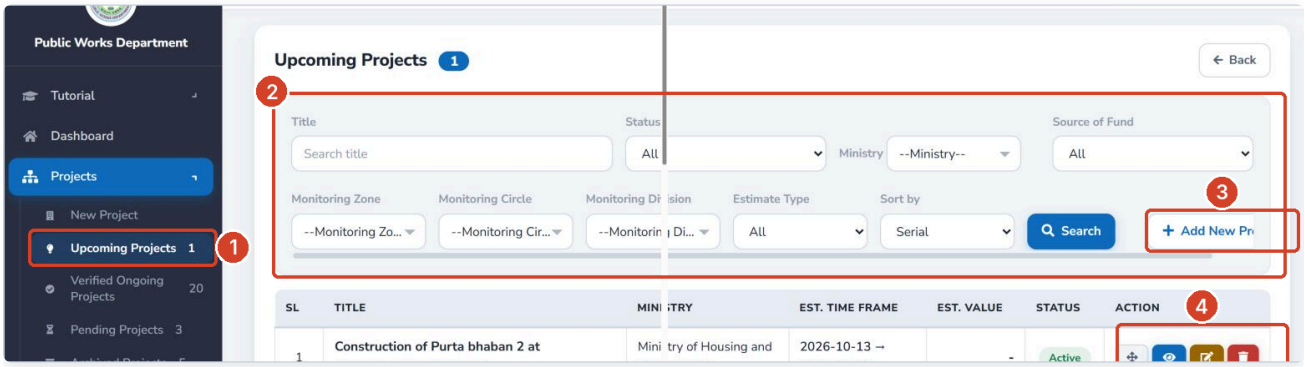


Figure 2.1 The Upcoming Projects list

1. **Upcoming Projects** in the Projects menu opens this list.
2. Filter the list to find a project.
3. **+ Add New Project** opens the entry form (section 2.3).
4. The action buttons on each row: **drag** to reorder, **view** to open the project, **edit** to change it, and **delete** to remove it.

2.3 Creating a project

Select **+ Add New Project**. The entry form opens. Fill it in and select **Save** at the foot of the form; the project is created immediately.

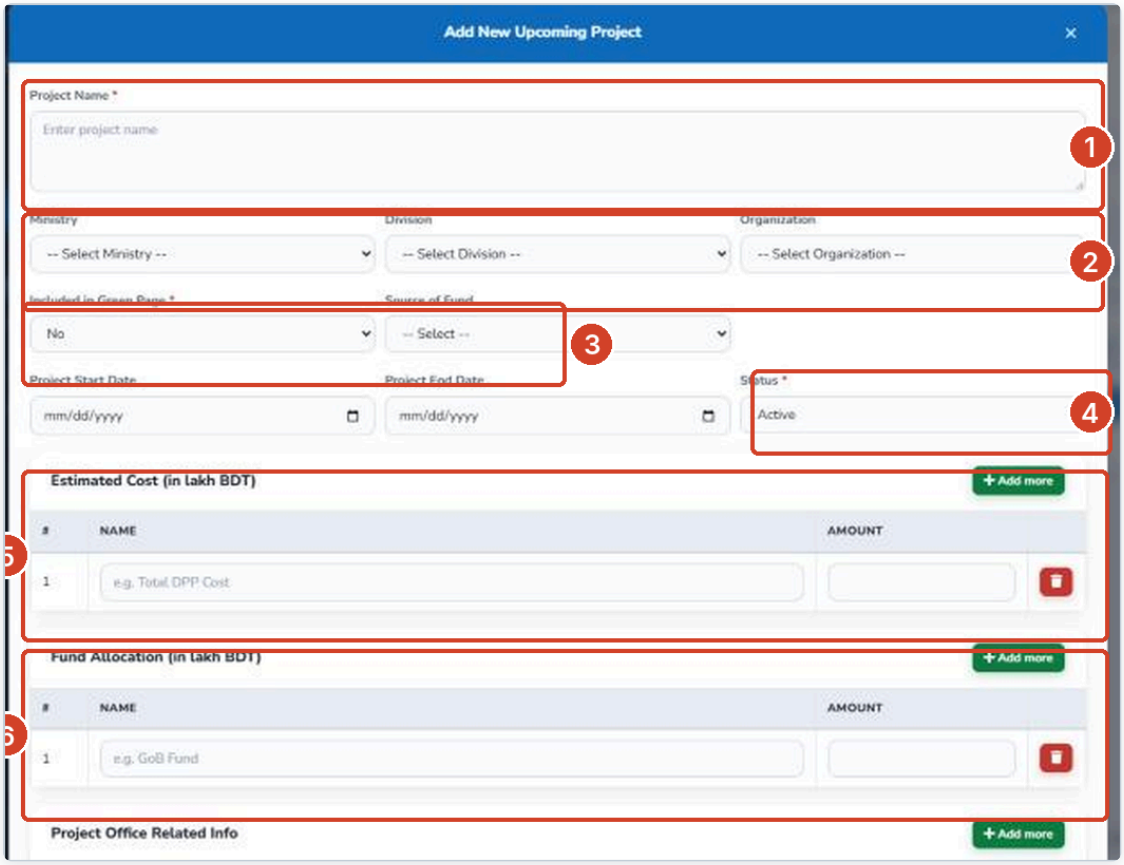


Figure 2.2 The Add New Upcoming Project form

The table below explains each field. Most are straightforward; the two that decide how the project behaves — **Included in Green Page** and **Status** — are described in full.

Field	What to enter
Project Name	The full name of the project.
Ministry / Division / Organization	The ministry, its division, and the organization the project belongs to, each chosen from its list.
Included in Green Page	Choose **Yes** for a project that appears in the Green Page (*shabuj pata*); otherwise leave it **No**.
Source of Fund	The fund source for the project, chosen from the list.
Project Start / End Date	The planned start and end dates.
Status	**Active** makes the project visible to all its attached offices. **Inactive** hides it from them — only the monitoring office can see it — which is useful while the record is still being prepared.
Estimated Cost (in lakh BDT)	The estimated cost, entered either as a single total or broken into sub-heads. Use **+ Add more** to add a row for each sub-head.
Fund Allocation (in lakh BDT)	Each source of fund and the amount allocated from it. Use **+ Add more** for additional sources.
Project Office Related Info	The people in the Project Director's office, and any people from outside the department connected with the project. Use **+ Add more** for each person.
External Links	Web addresses related to the project.
Project Related File	Non-technical files that belong with the project, such as meeting minutes.

> **TIP** Keep a project **Inactive** while you are still entering its users, building types and locations. Set it to **Active** once the record is ready, so that the attached offices see a complete project rather than a half-prepared one.

2.4 The project record

Select the **view** button on a project (or its name) to open its record. The record is arranged in tabs. The **Project Info** tab opens first and shows everything entered on the form; **Edit** at the top right reopens the form to change it.

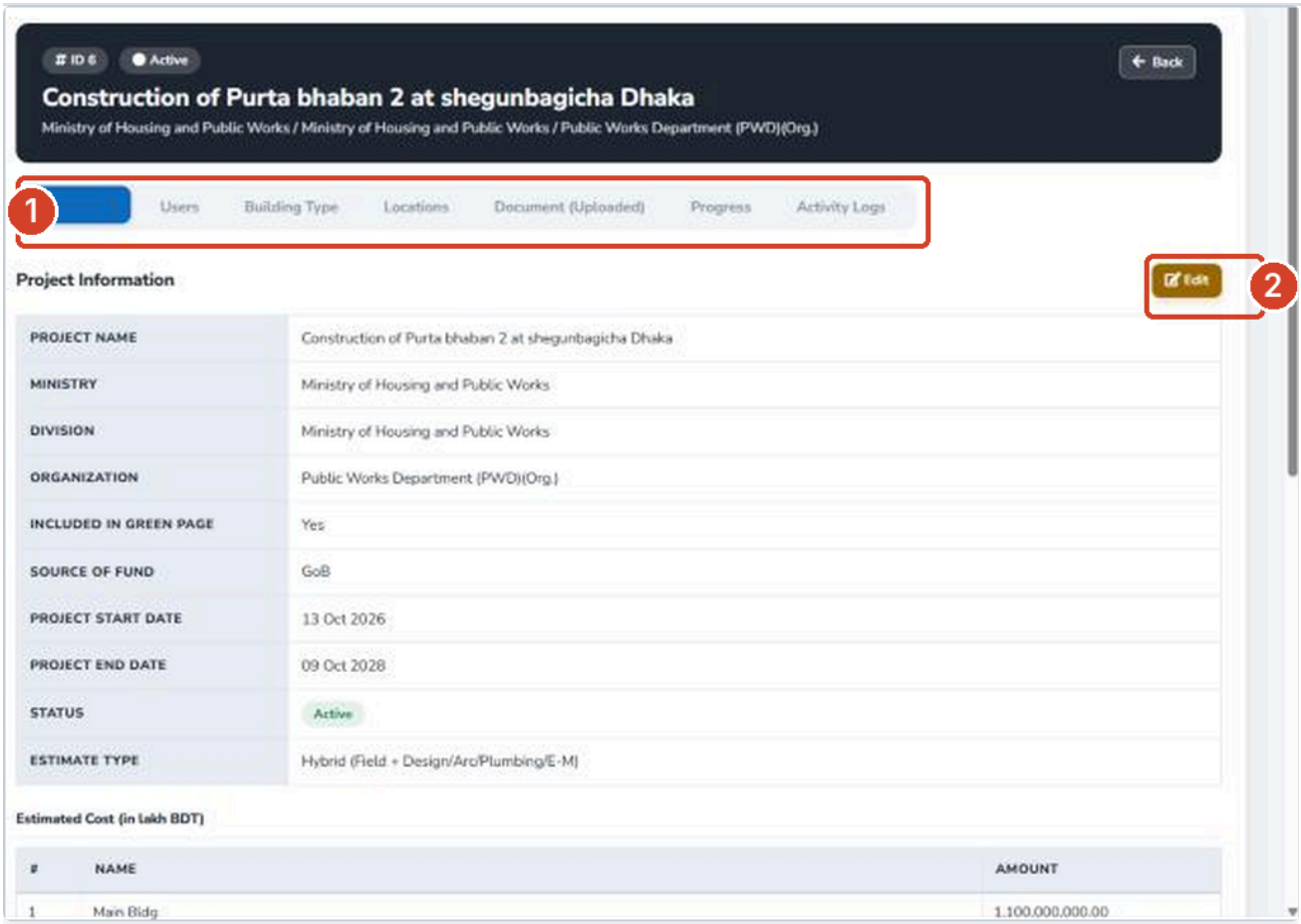


Figure 2.3 A project record, open on the Project Info tab

1. The tabs along the top move between the parts of the record: Project Info, Users, Building Type, Locations, Document (Uploaded), Progress and Activity Logs.
2. **Edit** reopens the entry form so the project information can be changed. The change takes effect at once.

The sections that follow describe each tab in turn.

2.5 Users — who works on the project

The **Users** tab lists the offices attached to the project, each with its **primary** and **secondary** users. This is where the monitoring office decides which working and design offices will act on the project.

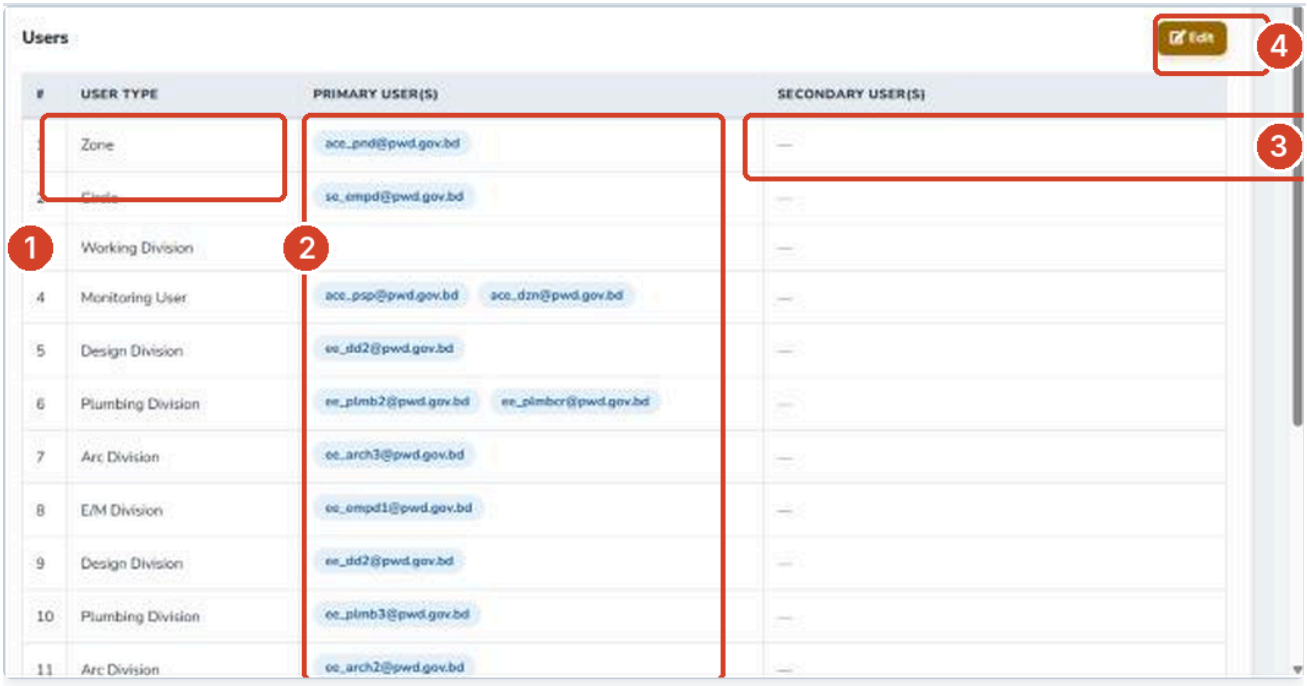


Figure 2.4 The Users tab

1. **Zone** and **Circle** are filled in automatically from the office hierarchy; they need not be set by hand.
2. The monitoring office enters the **primary user** for each working and design office — the Executive Engineer of the division, and so on.
3. **Secondary users** are not set here. Each primary user adds their own secondary users, as described in the Working and Supporting chapters.
4. **Edit** opens the tab for assigning or changing the primary users.

> **NOTE** A few user types have no access to upcoming projects and so do not appear as assignable rows. The offices that do the work on the ground — the Working Division and the design offices (Design, Architecture, Plumbing, E/M) — are the ones assigned here.

2.6 Building Type

The **Building Type** tab records the classes of building the project includes — for example a residential block, an office block, or a boundary wall. These types are later used to group the design documents (section 2.8) and the locations (section 2.7).

1. Open the **Building Type** tab and select **+ Add New**.
2. In the small window that opens, type the **building type name** and set its **status** to **Active**.
3. Select **Save**. The type is added to the list and is ready to use.

2.7 Locations

The **Locations** tab records each place where a building will be constructed, together with the office responsible for it and the kind of building to be built there.

1. Select **+ Add** to open a new row.

2. Enter the **location name**.
3. Choose the **primary** office for the location — the Executive Engineer of the Working Division responsible for it — and, where needed, a **secondary** user.
4. Choose the **building type** for the location from the drop-down (the types from section 2.6).
5. Select the **green tick** to save the row.

> **NOTE** The locations entered here are what the Working Division later sees when it uploads its site documents (soil test and digital survey) against each place. The documents are described in the next section.

2.8 Documents

The **Document (Uploaded)** tab gathers the project's documents. The monitoring office does not usually upload these itself — they come from the offices attached to the project — but it can see them all here. The documents fall into two groups:

1. **Working Division files** — the site documents, such as the soil test and the digital survey, arranged by **location** (section 2.7).
2. **Design related files** — the files from the supporting (design) offices, arranged by **building type** (section 2.6).

Uploading these files is covered from the uploading office's side in the Working Offices and Supporting Offices parts of this manual.

2.9 Recording progress

The **Progress** tab records how the upcoming project is advancing — for example through its feasibility, DPP preparation and approval stages. Any user of the monitoring office may add a progress entry.

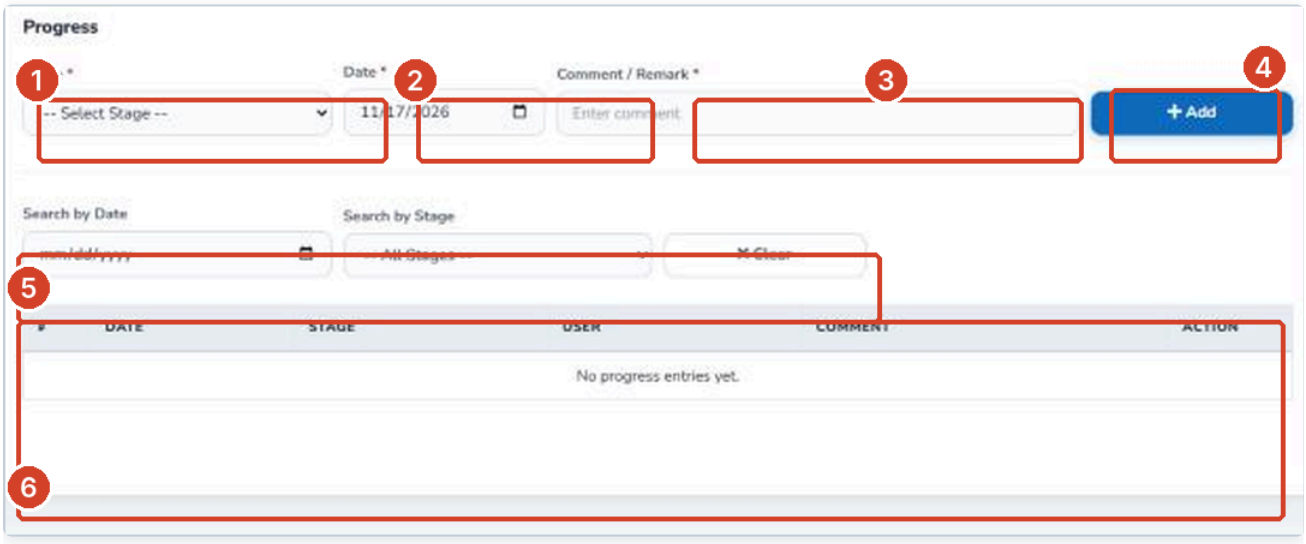


Figure 2.5 The Progress tab

TASK Add a progress entry

1. Choose the **stage** the project has reached from the **Stage** drop-down 1.
2. Set the **date** 2. Today's date is filled in by default.
3. Type a **comment or remark** 3 describing the progress.
4. Select **+ Add** 4. The entry is saved to the table below, against your name and the date.

The entries build up into a history of the project. Use **Search by Date** and **Search by Stage** 5 to filter the table 6; **Clear** returns the full list.

2.10 Activity Log

The **Activity Logs** tab records every action taken on the project — each entry, edit and upload, with the user and the time. Because projects carry no approval step, this log is the office's record of who did what, and it is the place to look when a change needs to be traced.

2.11 Editing or removing a project

A project can be changed at any time. Open it and select **Edit** (section 2.4), or use the **edit** button on the Upcoming Projects list; the change takes effect immediately. The **delete** button on the list removes a project. Reordering the list — using the **drag** button — changes only the order in which the projects are shown, not the projects themselves.

3 MONITORING OFFICES Including approved projects (DPP/RDPP)

Once a project is approved and has a DPP — or an RDPP, if it has been revised — the monitoring office enters it in PPMS as a full project, with its procurement packages. Unlike an upcoming project (Chapter 2), an approved project is not created in one step: it is **drafted**, then passed up the monitoring office for **verification** and **approval** before it becomes active. This chapter follows that work from the first draft to the approved project.

3.1 How a project is approved

Three levels of the monitoring office take part. An **Assistant Engineer** of any monitoring office (division or circle) prepares the draft and sends it for approval; the **Executive Engineer** in the project's monitoring users verifies it and forwards it; and the **Superintending Engineer** approves it. Only then does the project become visible to the offices attached to it.

AE drafts & sends ▶ EE verifies & forwards ▶ SE approves ▶ Visible to assigned offices

> **NOTE** The draft is prepared by an Assistant Engineer, but every officer named above is a user of the **monitoring** office. The working and design offices do not take part in this approval; they receive the project once it is approved.

3.2 Drafting a project

Open **Projects → New Project**. This workspace holds the office's draft projects until they are approved.



Figure 3.1 The New Project workspace

1. **+ Add Project** opens the entry form (section 3.3).
2. The checkbox selects a draft to send for approval.
3. **Send for Approval** sends the selected draft to the Executive Engineer (section 3.9).
4. The **status** of each draft: **Initiated** while it is being prepared, then **Approval1 EE** once it has been sent.

Select **+ Add Project**. Fill in the project's general information and select **Save**; the draft appears in the list. Then select the project to open it and complete its record — the users, the packages, and the

working divisions — as the rest of this chapter describes.

General information

The entry form records what the DPP or RDPP says about the project.

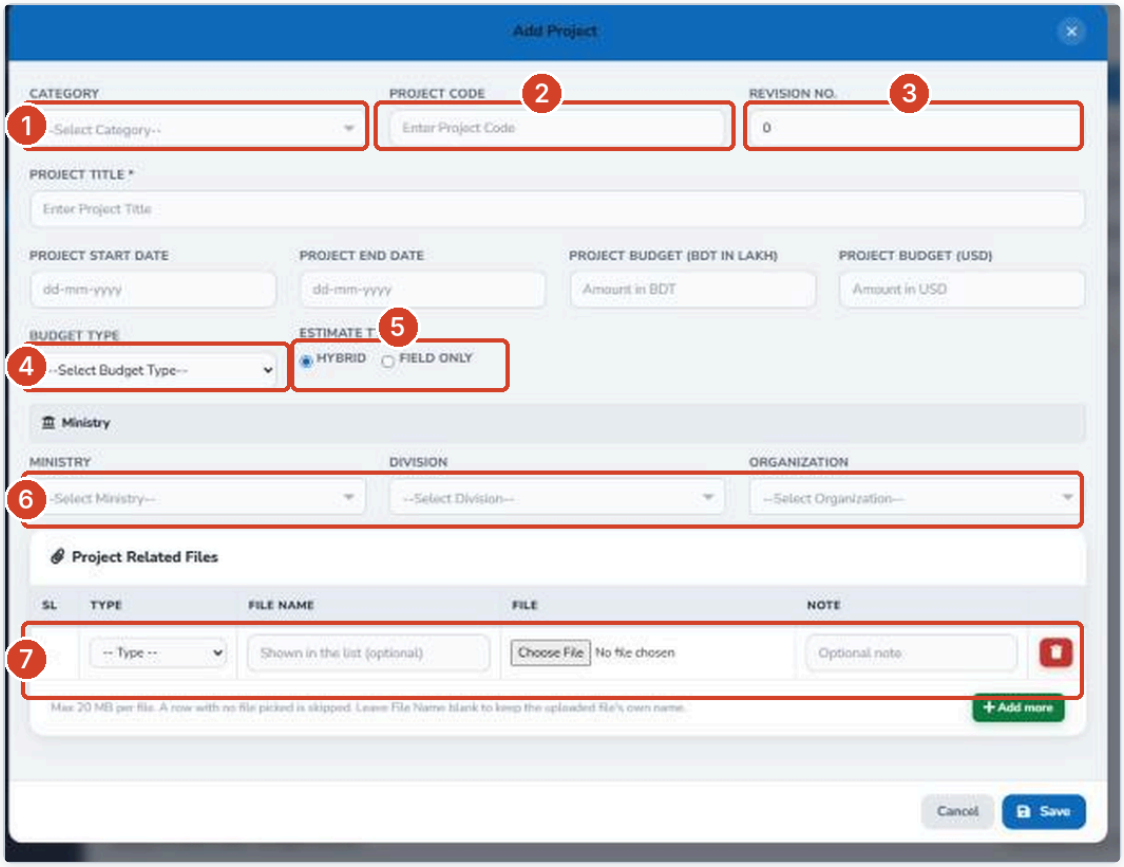


Figure 3.2 The Add Project form

1. **Category** — Single Unit, Umbrella or Compound, as the project is classified.
2. **Project Code** — the code from the approved DPP book.
3. **Revision No.** — **0** for a project entered from its DPP; for a project entered from an RDPP, the revision number of that RDPP.
4. **Budget Type** — Development, Revenue or Own Fund.
5. **Estimate Type** — **Hybrid** when the estimate is prepared by the field division and the supporting divisions together, or **Field Only** when the field division prepares the whole estimate.
6. **Ministry / Division / Organization** — selected from their lists.
7. **Project Related Files** — the project's documents. Choose a **type** (DPP, RDPP or Other), give a file name, attach the file, and add a note. Use **+ Add more** for each file.

The **Project Title**, **start and end dates** and **budget** are taken from the approved DPP book. In the Project Related Files section the office can keep the DPP, the procurement plan, letters, meeting minutes, instructions, the Government Order (GO) and any other paper of the project.

3.3 The project record

Selecting a draft opens its record. Like an upcoming project, it is arranged in tabs — but the work here centres on the **Packages** tab.

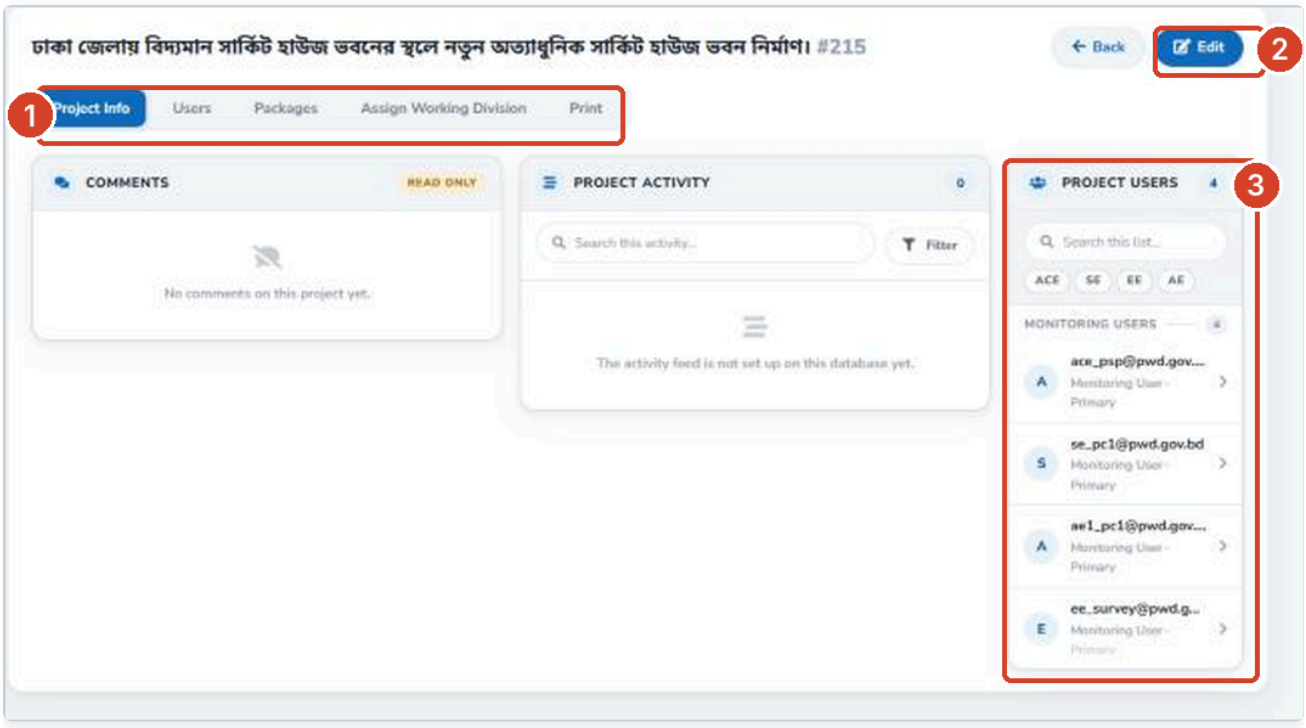


Figure 3.3 A draft project, open on the Project Info tab

1. The tabs: **Project Info**, **Users**, **Packages**, **Assign Working Division** and **Print**.
2. **Edit** reopens the general-information form.
3. The **Project Users** panel lists the users attached to the project, by role (ACE, SE, EE, AE).

The **Project Info** tab needs no further entry — it shows what was entered on the form, with the project's comments and activity. The sections below describe the other tabs in turn.

3.4 Users

The **Users** tab is where the monitoring office attaches the offices that will act on the project. Each office has a **primary** user and may have **secondary** users; select **Edit** at the top right to assign them.

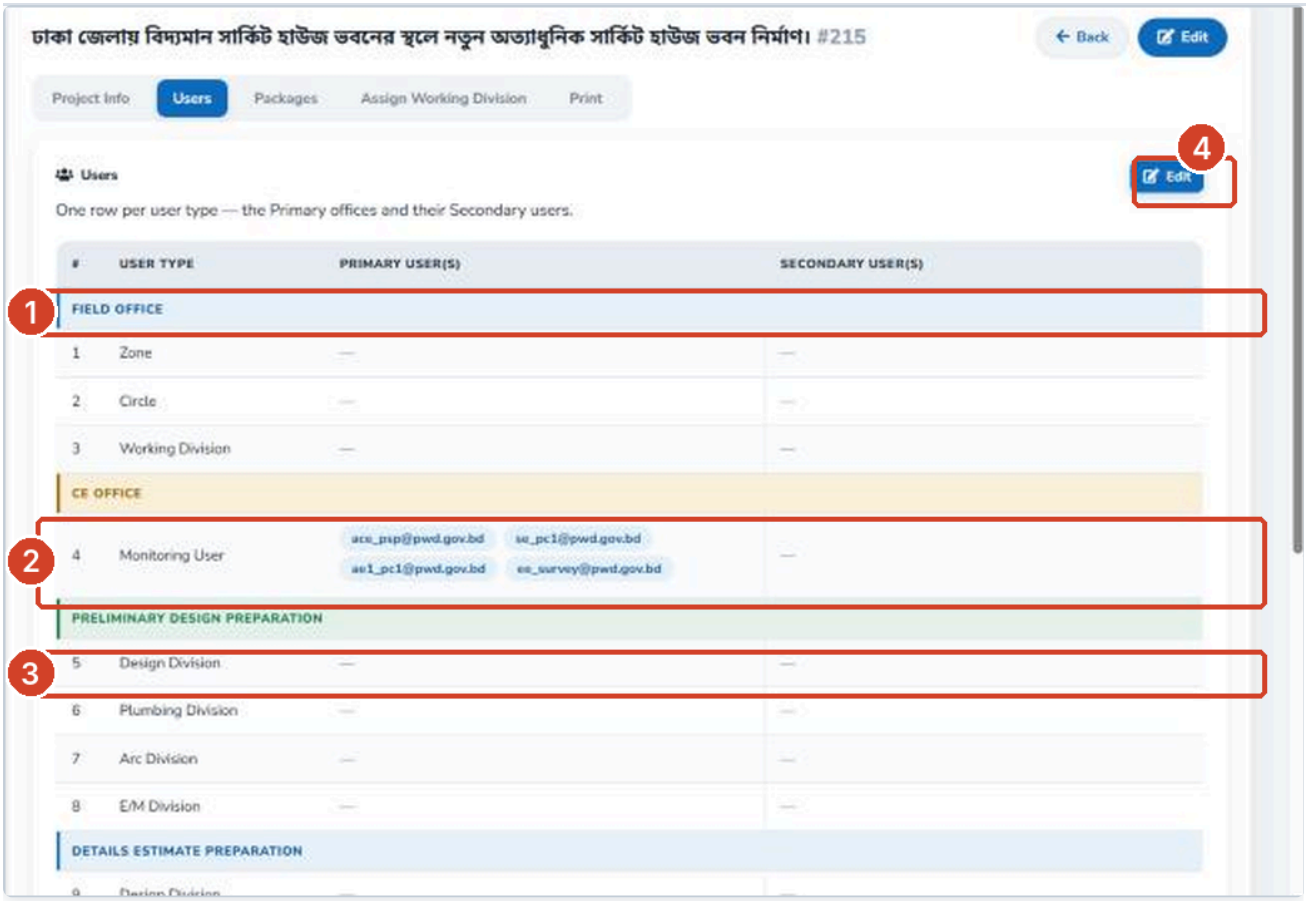


Figure 3.4 The Users tab

1. The **Field Office** group — Zone, Circle and Working Division. The Zone and Circle fill in automatically.
2. The **CE Office** group — the monitoring users (the ACE, SE, EE and AE of the monitoring office).
3. The **Preliminary Design** and **Details Estimate** groups — the design and estimate-preparing offices.
4. **Edit** opens the tab for assigning users.

> **TIP** Add the **design and estimate-preparation** primary users here. The **Working Divisions** need not be added on this tab — they are attached to the packages later (section 3.7). It is best to leave the secondary users to be added by each primary user.

A project also has a **PD Office** — the Project Director's office. Below the user table, select **Add User** to add a person to it.

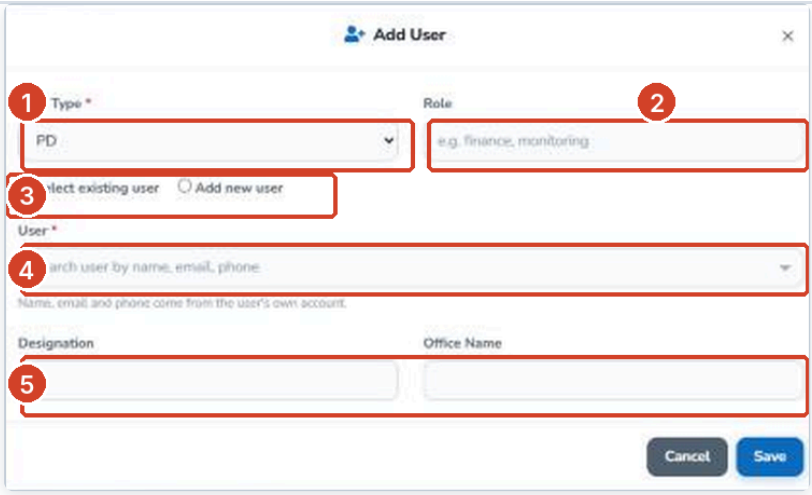


Figure 3.5 Adding a PD Office user

1. **User Type** — PD, DPD or Other.
2. **Role** — a short description, such as finance or monitoring.
3. **Select existing user** reuses an email already in the system (its name and phone come from that account); **Add new user** lets you enter a new email, name and phone.
4. The **user** — searched by name, email or phone when an existing user is chosen.
5. **Designation** and **Office Name** — entered as text.

3.5 Packages

The **Packages** tab is the heart of the work: it holds the project's procurement plan. A package can take one of two forms.

1. A package **without a sub-head** is a single line of work — one description, one unit, one quantity, one cost (for example *substation supply* or *lift installation*).
2. A package **with a sub-head** is one package number that carries several items, each with its own unit, quantity and cost (for example an *internal works* package made up of internal road, boundary wall and main gate).

Packages are grouped by **location**. The example below shows both kinds in one location — a package without a sub-head, and a package (WD-p/3) with a sub-head and three items.



Figure 3.6 A location holding a plain package and a sub-head package

1. A package **with a sub-head** (WD-p/3): one package number, with its items listed beneath it.
2. **Edit** changes the package; **Sub Head** adds, edits or removes the items of a sub-head package.

3 A package **without a sub-head**: a single line.

There are two ways to enter packages: from a filled **Excel template**, or by **manual entry**. The Packages tab offers both.

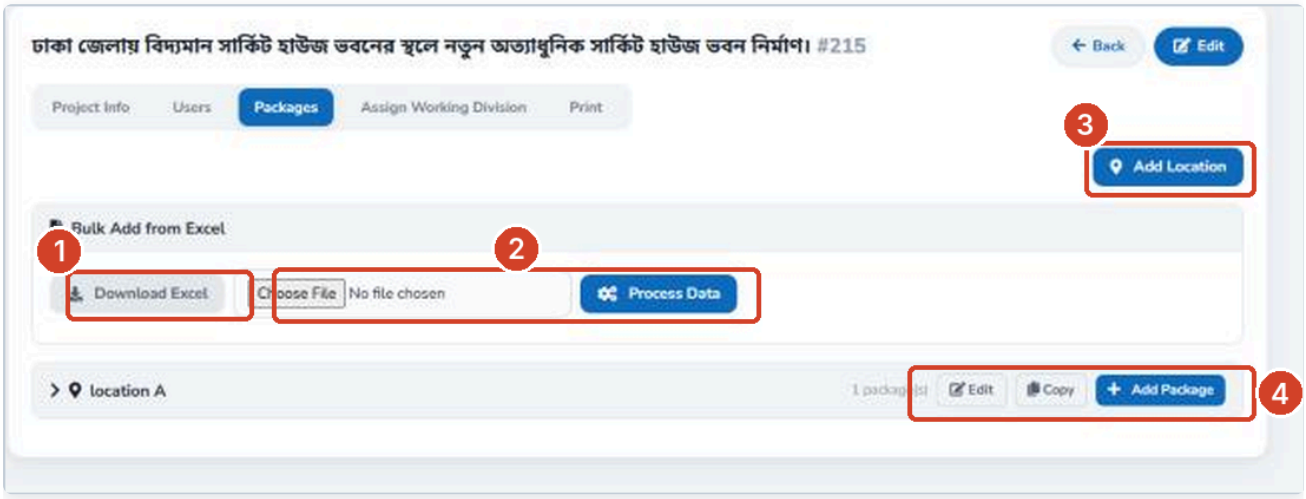


Figure 3.7 The Packages tab

1 **Download Excel** downloads the template (section 3.6).

2 **Choose File** then **Process Data** uploads a filled template (section 3.6).

3 **Add Location** begins manual entry (section 3.7).

4 On each location, **+ Add Package** adds a package, and **Edit** / **Copy** change it.

3.6 Adding packages from the Excel template

For a project with many packages, the Excel template is the quickest route. Select **Download Excel** to get the template, fill it in the prescribed format, then upload it with **Choose File** and **Process Data**. A window opens showing the packages read from the file; check them there (you can edit entries), choose the package **type** (Works, Goods or Services) at the top left, and select **Save**.

> **NOTE** One file holds **one procurement type only** — Works, Goods or Services. Use a separate file for each type.

The template's first rows are the heading; fill the rows below it, one line per item, in the formats shown under each column.

PPMS procurement-plan Excel template — sheet "ppms_format_autogen"

One row per line item. Fill the cells in the formats shown under each column; leave the header rows unchanged.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WD-4	সাবস্টেশন সরবরাহ	সংখ্যা	2	ওটিএম	ডিওএফপি	জিওপি	1245.36	2025-05-02	2025-06-01	2025-07-01	2026-06-30	মৌলভীবাজার	ee_syl@pwd.gov.bd	0	0	0	0	1	1
WD-2	লিফট সংযোজন কাজ	সংখ্যা	2	ওটিএম	ডিওএফপি	জিওপি	120.20	2025-05-02	2025-06-01	2025-07-01	2026-06-30	সুনামগঞ্জ	ee_syl@pwd.gov.bd	0	0	0	0	1	1

Figure 3.8 The procurement-plan Excel template, with two example rows

The columns are:

Col	Column	What to enter
A	**Package No.**	The package number, as text (e.g. WD-5).
B	**Description**	The work, goods or service.
C	**Unit**	The unit (e.g. number, km).
D	**Quantity**	A decimal number.
E	**Method & type**	The procurement method and type.
F	**Approving authority**	The procurement-approving authority.
G	**Source of fund**	The source of fund.
H	**Estimated cost**	A decimal, in lakh BDT.
I–K	**Probable dates**	Pre-qualification, tender and contract-signing dates, each as yyyy-mm-dd.
L	**Completion date**	The contract completion date, as yyyy-mm-dd.
M	**Location name**	Plain text. Rows with the **same** location text are grouped under that location.
N	**Working-division email**	The division's official email (name@pwd.gov.bd). Optional — it can be set later, even after approval.
O–S	**Drawing applicability**	For Working, Architectural, Structural, Plumbing and E/M — **1** if that office supplies a drawing or document for the package, **0** if not.
T	**Add / update**	**1** adds a new package; **0** updates the existing package of the same number.

TIP Write every date as **yyyy-mm-dd** with a leading zero on single digits (2025-05-02, not 2025-5-2). The decimal columns take only numbers.

Columns O to S decide which office sees an upload slot for the package. A package is not expected to have a drawing from every office: mark **1** only for the offices that supply one. For a lift, for example, only the E/M office supplies the technical drawing, so E/M is 1 and the rest are 0 — the E/M office then sees the upload facility for that package, and the other offices are not troubled with it. Column T lets the same file **add** a new package (1) or **update** an existing one of the same number (0): with the package number WD-5 already in the system, a row for WD-5 marked 1 adds a second WD-5, while 0 updates the existing one.

3.7 Adding packages manually

Packages can also be entered one at a time. Select **Add Location**, type the location name and save; a section for that location appears, with an **Edit** button to rename it and **+ Add Package** to add packages to it.

Selecting **+ Add Package** opens the package form. Its first field is the **sub-head type** — *Without Sub Head* or *With Sub Head*.

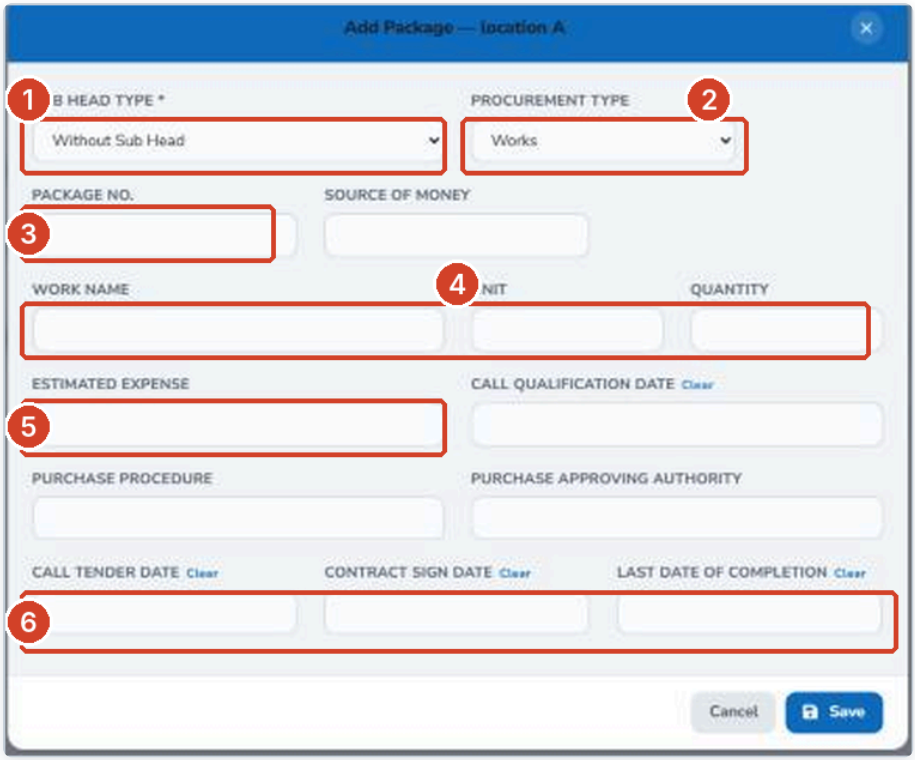


Figure 3.9 Adding a package without a sub-head

1. **Sub Head Type** — here, *Without Sub Head*.
2. **Procurement Type** — Works, Goods or Service.
3. **Package No.** and source of money.
4. The item itself — **Work Name**, **Unit** and **Quantity**.
5. **Estimated Expense**.
6. The **dates** — tender, contract signing and completion.

For a package **without a sub-head**, enter the procurement type and the other fields — they are the same data as the Excel columns — and select **Save**; the package is added to the location.

For a package **with a sub-head**, the form asks for fewer fields (the item-level fields are not on it). Saving creates the sub-head and opens a window at once to take its items.

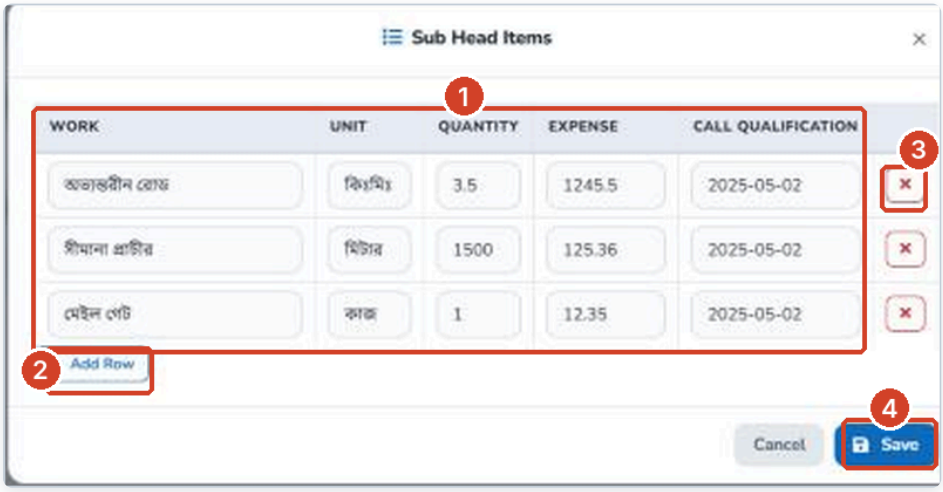


Figure 3.10 Entering the items of a sub-head package

1. Each item's **Work**, **Unit**, **Quantity**, **Expense** and pre-qualification **Call Qualification** date.
2. **+ Add Row** adds another item.
3. The **×** removes an item row.
4. **Save** stores the items under the sub-head.

In the location, a sub-head package then carries an **Edit** button to change the package and a **Sub Head** button to add, edit or remove its items (Figure 3.6).

3.8 Assigning working divisions

The **Assign Working Division** tab attaches a Working Division to each package. The division's Zone and Circle are added automatically.

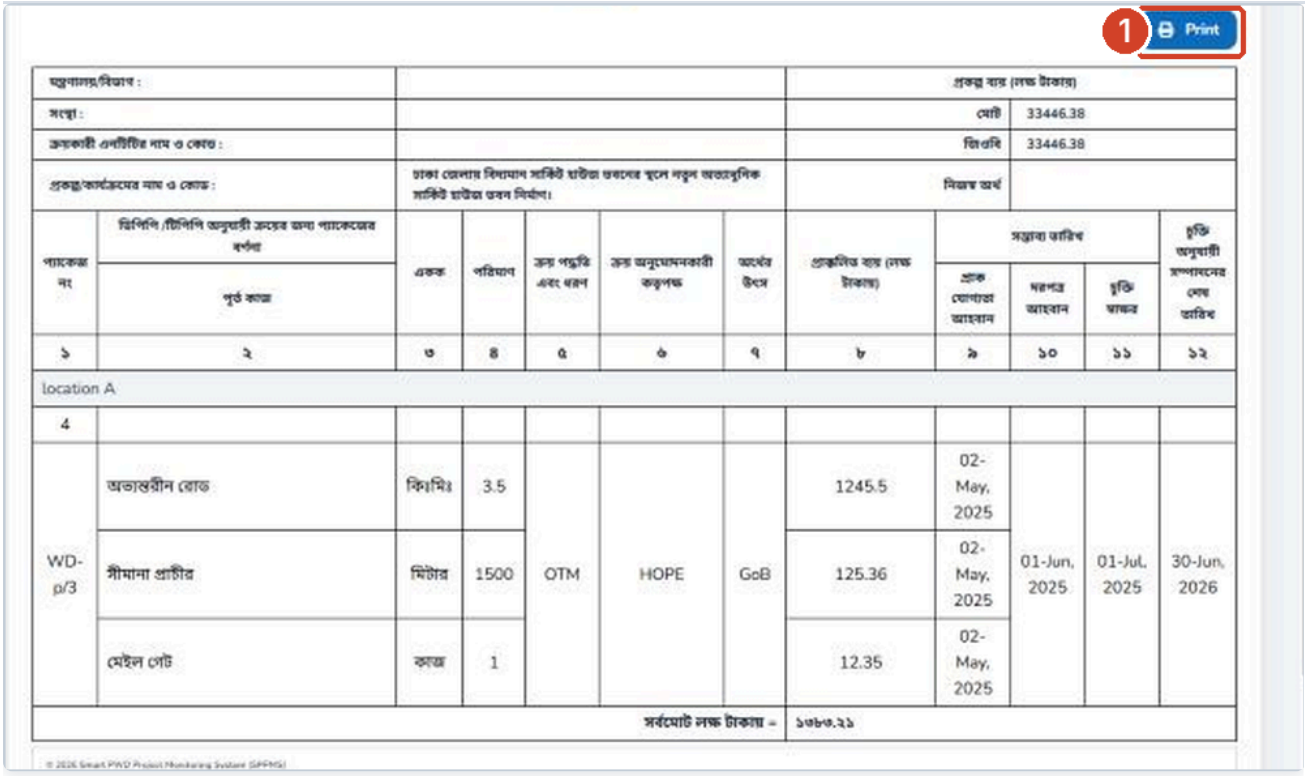


Figure 3.11 The Assign Working Division tab

1. Select the packages with their checkboxes.
2. **Assign to selected** sets a Working Division for all the selected packages at once.
3. Or choose a **Working Division (EE)** for a single package from its drop-down.

3.9 Printing the procurement plan

The **Print** tab shows the project's procurement plan in the formal official format, ready to read and print.



মন্ত্রণালয়/বিভাগ :							প্রকল্প ব্যয় (লক্ষ টাকায়)				
সংস্থা :							মোট	33446.38			
ক্রয়কারী এনটিটির নাম ও কোড :							জিওবি	33446.38			
প্রকল্প/কার্যক্রমের নাম ও কোড :		ঢাকা জেলায় বিদ্যমান সার্কিট হাউজ ভবনের স্থলে নতুন অত্যাধুনিক সার্কিট হাউজ ভবন নির্মাণ।					নিজস্ব অর্থ				
প্যাকেজ নং	পিপিপি /টিপিপি অনুযায়ী ক্রয়ের জন্য প্যাকেজের বর্ণনা পূর্ত কাজ	একক	পরিমাণ	ক্রয় পদ্ধতি এবং ধরণ	ক্রয় অনুমোদনকারী কর্তৃপক্ষ	অর্থের উৎস	প্রাক্কলিত ব্যয় (লক্ষ টাকায়)	সম্ভাব্য তারিখ দরপত্র আহবান		চুক্তি অনুযায়ী সম্পাদনের শেষ তারিখ	
								প্রাক যোগ্যতা আহবান	দরপত্র আহবান	চুক্তি স্বাক্ষর	
১	২	৩	৪	৫	৬	৭	৮	৯	১০	১১	১২
location A											
4											
WD-p/3	অভ্যন্তরীন রোড	কিঃমিঃ	3.5	OTM	HOPE	GoB	1245.5	02-May, 2025	01-Jun, 2025	01-Jul, 2025	30-Jun, 2026
	সীমানা প্রাচীর	মিটার	1500				125.36	02-May, 2025			
	মেইল গেট	কাজ	1				12.35	02-May, 2025			
						সর্বমোট লক্ষ টাকায় =	১৩৮৩.২১				

Figure 3.12 The procurement plan in the official print format

1 **Print** opens the print dialog for a paper copy.

3.10 Sending for approval

When the record is complete, the Assistant Engineer sends it for approval. Return to **Projects → New Project**, select the project with its checkbox, and select **Send for Approval** (Figure 3.1). Confirm the prompt; the project's status changes to **Approval1 EE** and it passes to the Executive Engineer.

3.11 Verifying and approving

The Executive Engineer and the Superintending Engineer act from their **Project Approval** list, reached from the dashboard. Each can open a project to review it — its users, packages and print view — before acting.

Executive Engineer — verify and forward

The Executive Engineer finds the project in the Project Approval list, marked **Pending for Verification**.

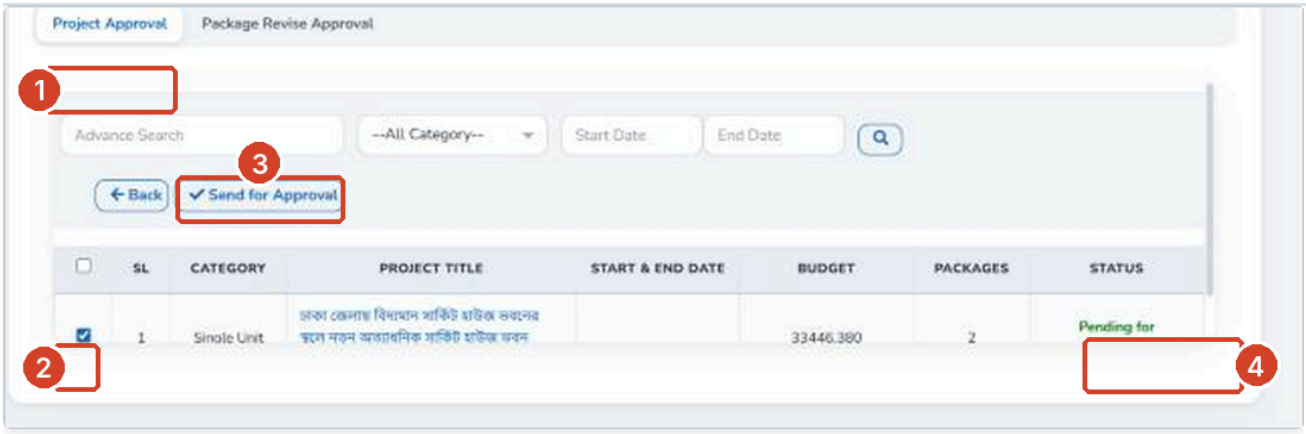


Figure 3.13 The Executive Engineer's Project Approval list

1. The **Project Approval** list holds the projects awaiting the officer's action.
2. The checkbox selects a project.
3. **Send for Approval** forwards the selected project to the Superintending Engineer.
4. The **status** of the project — here, Pending for Verification.

Selecting **Send for Approval** and confirming the prompt forwards the project; its status becomes **Pending for Approval**.

Superintending Engineer — approve

The project now reaches the Superintending Engineer's Project Approval list, marked **Pending for Approval**.

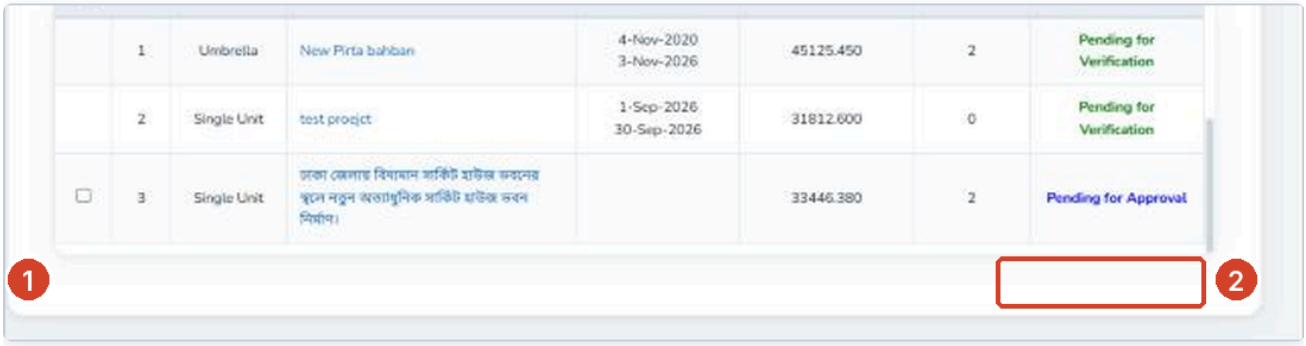


Figure 3.14 The Superintending Engineer's Project Approval list

1. The checkbox selects the project that is ready for approval.
2. A project marked **Pending for Approval** is the one awaiting the Superintending Engineer; projects still marked *Pending for Verification* are with the Executive Engineer.

The Superintending Engineer selects the project and selects **Approve**. On confirming, the project is approved: it leaves the approval list and becomes a verified, ongoing project, visible to all the offices attached to it. From here the work passes to the Working and Supporting offices, described in the parts that follow.

MONITORING OFFICES

4 Version control

Once a project has been approved and its packages are fixed, the record cannot simply be edited. A change to an approved project is made through **version control**: the monitoring office prepares a proposed new version, it travels up the approval chain, and only when it is approved does it replace the current version. This chapter explains the two kinds of change version control allows — revising the project under an **RDPP**, and **splitting or merging** packages — and follows each through its approval.

4.1 What version control is for

An approved project in PPMS is a settled record: its approving authority, cost, source of fund and packages have all been agreed. Later events — a revised development project proposal (RDPP), or a decision to break one procurement package into several or combine several into one — require that settled record to change. Version control is the controlled way to make such a change. Every change is prepared as a **new version**, kept separate from the live record until it is approved, and carried through a note sheet and an approval chain so that the office that must agree to the change is the office that signs it.

Two kinds of change are made this way, and they differ in who must approve them:

1. **RDPP revision** — a change to the project's own information and package figures under a revised DPP. Its approval chain is **Assistant Engineer → Executive Engineer → Superintending Engineer**.
2. **Split / Merge** — dividing one package into several, or combining several into one. Because it changes the shape of the procurement, its approval chain is longer: **Assistant Engineer → Executive Engineer → Superintending Engineer → Additional Chief Engineer → Chief Engineer**.

> **NOTE** A new version may be **initiated by any monitoring officer** — most often the Assistant Engineer, who prepares the change. The initiating office is the Monitoring Office's own hierarchy; the **Chief Engineer** is the final authority for a split or merge, while the **Superintending Engineer** is the final authority for an RDPP revision.

4.2 The Version Control page

Open a project and go to its **Version Control** section. The page lists the versions the project has had. A newly approved project shows a single version, **Original**; each approved change adds a further named version beside it.



Figure 4.1 The Version Control page, showing the versions a project has had

1. Each **version button** is one agreed state of the project — **Original** first, then a named version for each approved change (for example an RDPP revision or a split).
2. Selecting a version shows the project as it stood in that version.
3. **Create New Version** begins a new change. It is shown to the monitoring office that may initiate a change; an office that only approves — the Chief Engineer, for instance — does not see it.

4.3 Creating a new version

Select **Create New Version**. A small window opens and asks which kind of change this version is for.

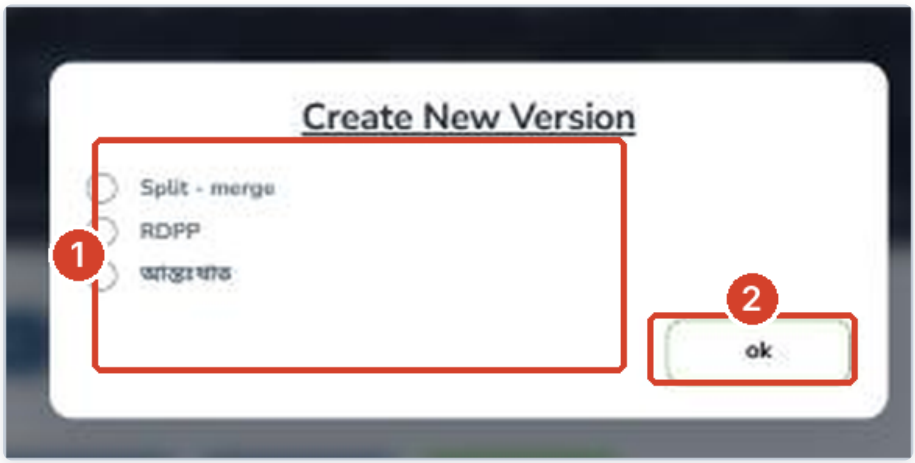


Figure 4.2 The Create New Version window

1. Choose **RDPP** to revise the project information and package figures (section 4.4).
2. Choose **Split / Merge** to divide or combine packages (section 4.5).
3. The choice decides both the screen you are taken to next and the approval chain the change will follow.

4.4 Revising the project under an RDPP

Choosing **RDPP** opens the project for revision. The project information and its packages are shown so that the revised figures can be entered. Packages that are already committed — those with contract information, or those caught up in another pending change — are **locked** and cannot be altered; the packages that are still open may be revised.

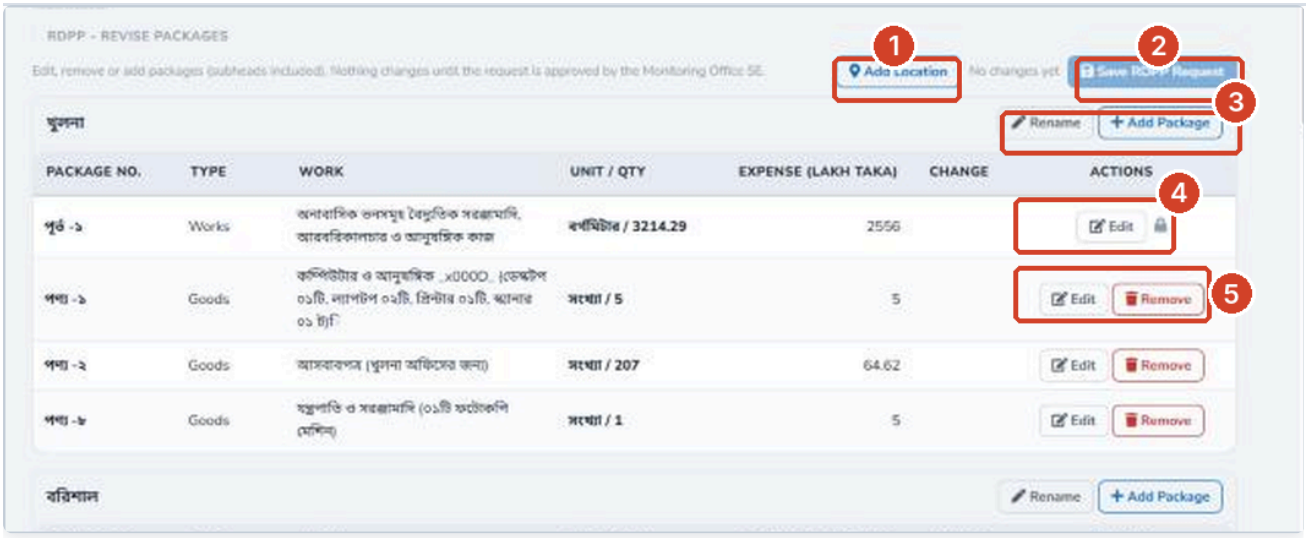


Figure 4.3 The RDPP revision page — open packages may be edited, locked packages are marked

1. **Open packages** may be edited — their quantity, amount and other figures revised to match the RDPP.
2. **Locked packages** carry a lock mark and no edit control. A package is locked once it has contract information, or while it is part of another pending version.
3. Revise the figures that the RDPP changes, then move to the note sheet to send the change for approval.

The note sheet

When the figures are revised, open the **note sheet**. The note sheet is the heart of version control: it sets the **previous version** beside the **proposed version** so that an approver can see exactly what is changing, and it carries the change up the chain.

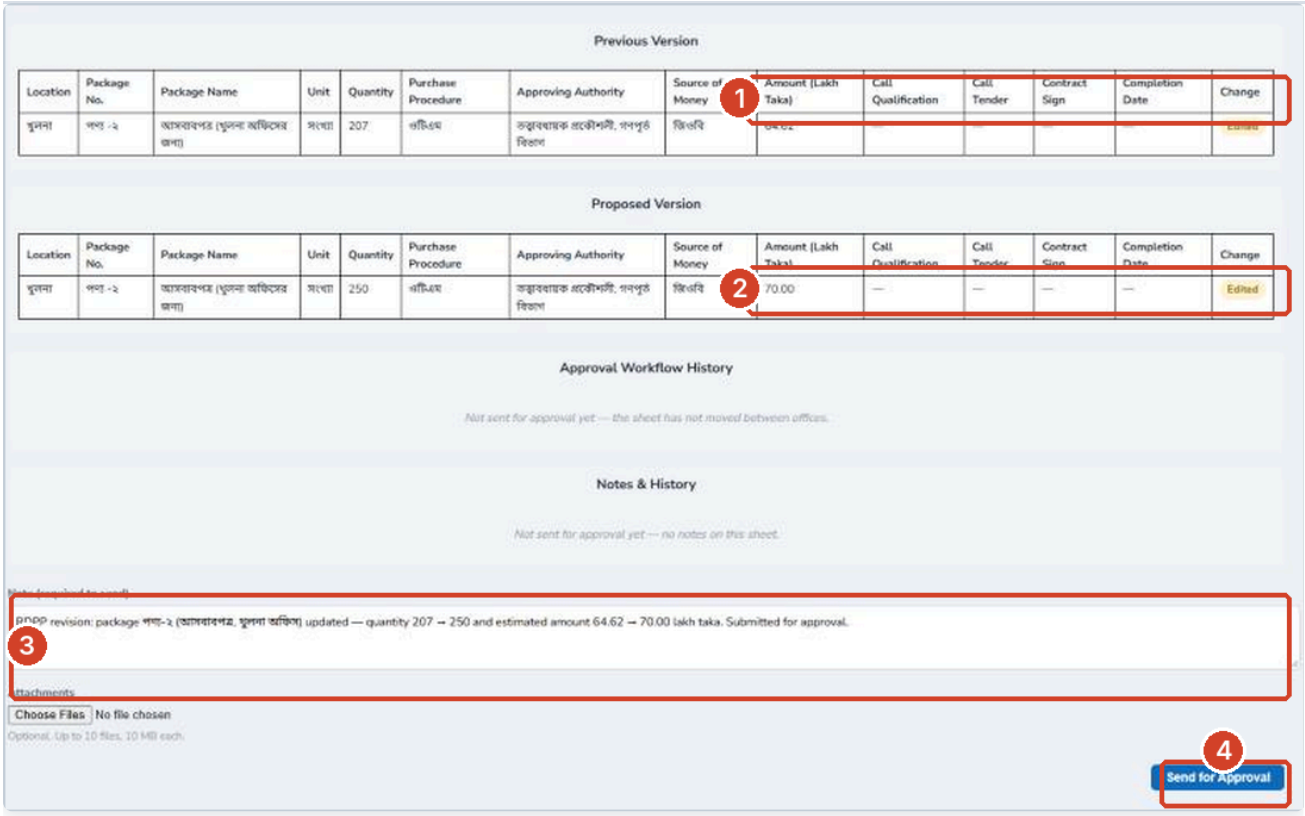


Figure 4.4 The RDPP note sheet — previous version beside proposed version

1. The upper block shows the record **as it is now** (the previous version); the lower block shows it **as proposed**.
2. A **Note** is required — the officer explains what the RDPP changes and why.
3. **Attachments** may be added — the RDPP approval letter, for example.
4. **Send for Approval** submits the change. It leaves the initiating office and enters the approval chain.

> **NOTE** Nothing in the live project changes when the note sheet is sent. The proposed version is held separately and becomes the project's record only if, and when, it is approved.

The approval chain (AE → EE → SE)

An RDPP revision is approved in three steps. At each step the officer opens the same note sheet, reads the change and the note, and either passes it on, sends it back, or — at the final step — approves it. Every step requires a note of its own and is recorded in the note sheet's history.



Figure 4.5 The Executive Engineer verifies the change and forwards it

1. The **Executive Engineer** opens the note sheet, checks the proposed change, writes a note and selects **Forward** to pass it to the Superintending Engineer. **Backward** returns it to the Assistant Engineer for correction.
2. **Forward** moves the change one step up; **Backward** moves it one step down; **Reject** ends it.



Figure 4.6 The Superintending Engineer approves the revision

1. The **Superintending Engineer** is the final authority for an RDPP revision. The buttons here are **Approve**, **Reject** and **Backward**.
2. **Approve** (with a note) accepts the change. The proposed version is created and becomes the project's current record.

The note sheet keeps the full trail. Its **Approval Workflow History** lists each office the change passed between, with the date and the action taken; its **Notes & History** keeps every officer's note in order — the requester's, the Executive Engineer's and the Superintending Engineer's.

After approval

Once the Superintending Engineer approves, the revision takes effect. The note sheet is marked as a revision of the project, the project's **Total Revisions** count rises by one, and a new named version appears on the Version Control page beside the Original.

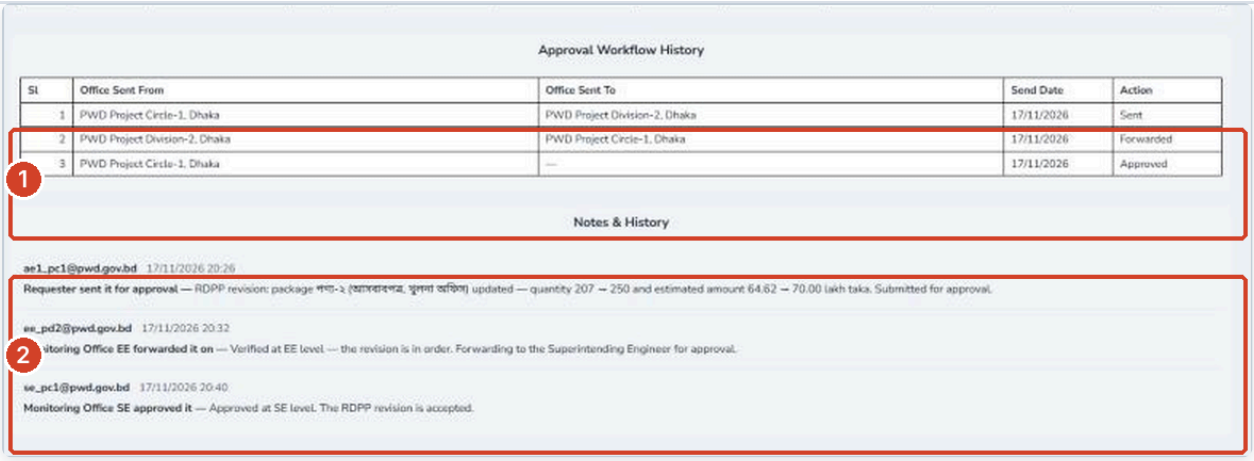


Figure 4.7 The approved RDPP version now appears on the Version Control page

> **NOTE** Where an RDPP **adds** new packages, those new packages have no users yet and must be given their primary users before they are visible to the offices that will work on them — exactly as for a split, described in section 4.6. An RDPP that only revises existing figures needs no such step.

4.5 Splitting and merging packages

Choosing **Split / Merge** when creating a new version opens the **Merge / Split** screen. Here the packages of the project are listed so that they can be chosen for division or combination. As with an RDPP, committed packages are locked; the rest may be selected.

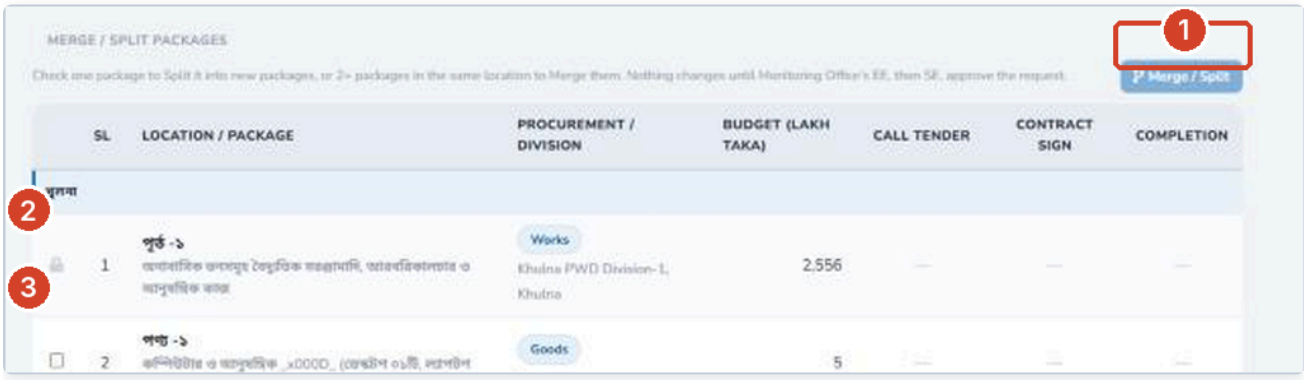


Figure 4.8 The Merge / Split screen — selecting packages to split or merge

1. Select **one** open package and the action becomes **Request Split** — divide that package into two or more.
2. Select **two or more** open packages **of the same location** and the action becomes **Request Merge** — combine them into one.
3. **Locked packages** show a lock mark and cannot be selected — a package is locked once it has contract information or is already part of a pending request.

Splitting a package

With one package selected, **Request Split** opens the split window. The original package is shown at the top; below it, PPMS proposes the new packages it will become.

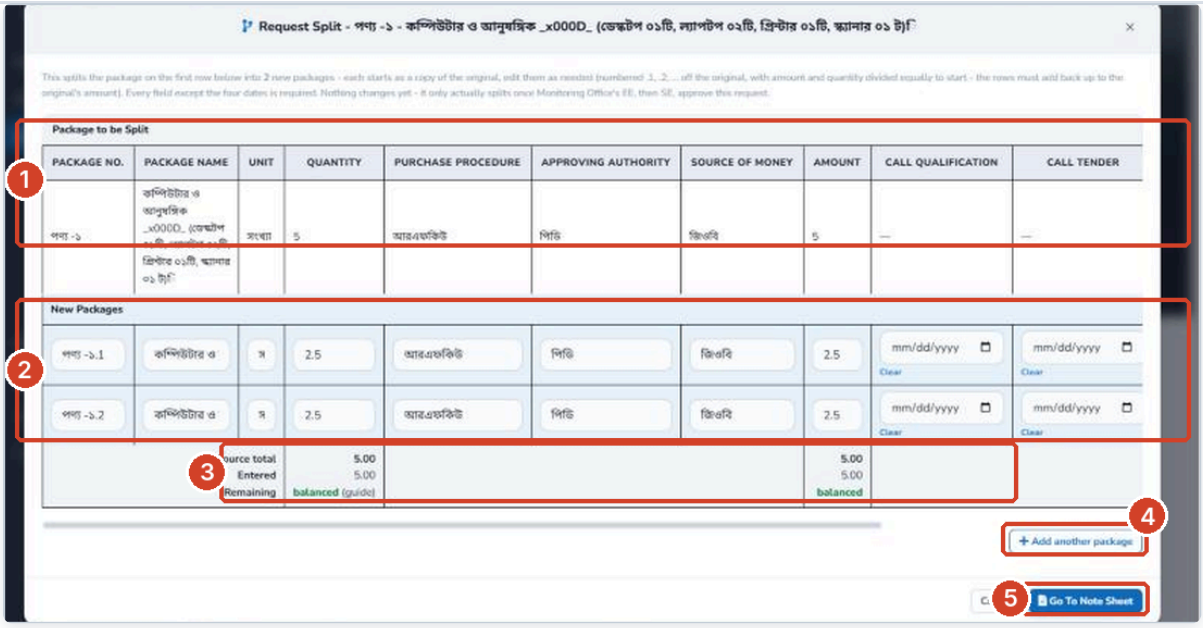


Figure 4.9 The split window — one package divided into several

1. The **package to be split** is shown with its figures.
2. The **new packages** are proposed automatically, their quantity and amount divided between them; the figures may be adjusted.
3. The new packages' **totals must equal** the original — the window shows the source total, the amount entered and the amount remaining, which must balance.
4. Each new package must have a **unique name and number**. Use **+ Add another package** for a third or further package.
5. **Go To Note Sheet** carries the split to the note sheet.

Merging packages

With two or more packages of the same location selected, **Request Merge** opens the merge window. The selected packages are shown, and the single new package they will become is proposed below them.

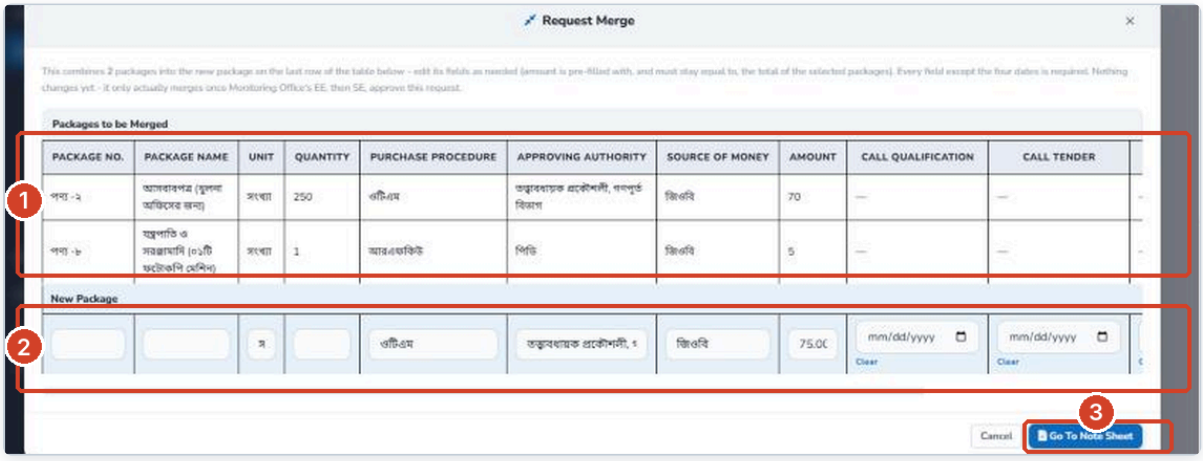


Figure 4.10 The merge window — several packages combined into one

1. The **packages to be merged** are listed with their figures.
2. The **new package** is proposed with its amount pre-filled to the **sum** of the merged packages; the total must stay equal to that sum.

3. The new package must have a **unique name and number**.
4. **Go To Note Sheet** carries the merge to the note sheet.

The note sheet

The split or merge note sheet works exactly like the RDPP note sheet, but it sets the **source packages** beside the **resulting packages** so that an approver can see the division or combination at a glance.



Figure 4.11 The split note sheet — source package beside the resulting packages

1. The **Source Package (Previous Version)** block shows the package or packages as they are now.
2. The **Resulting Packages (Proposed Version)** block shows what they become.
3. A **Note** is required and **Attachments** may be added, as before.
4. **Send for Approval** submits the change into the approval chain.

The approval chain (AE → EE → SE → ACE → CE)

A split or merge follows the longer chain. The change is prepared by the Assistant Engineer and forwarded up through the Executive Engineer, the Superintending Engineer and the Additional Chief Engineer, each of whom opens the note sheet, writes a note and selects **Forward**. The **Chief Engineer** is the final authority.

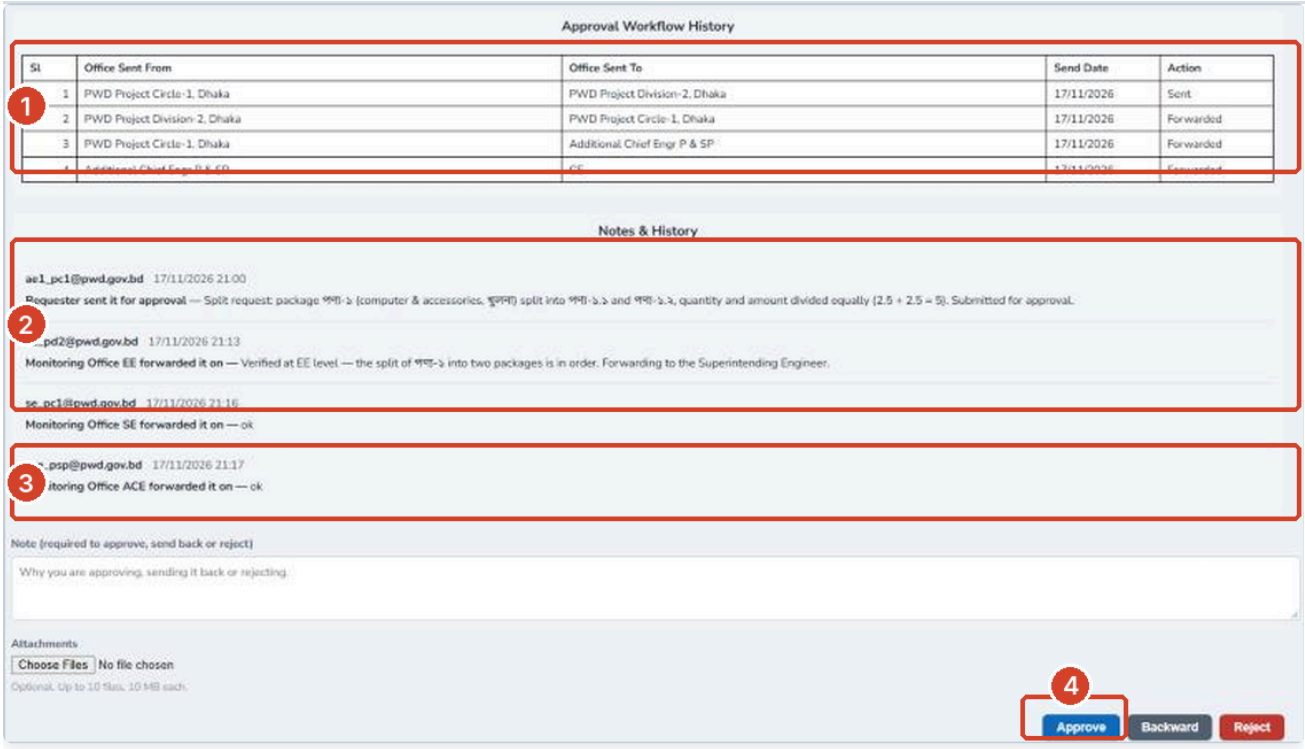


Figure 4.12 The Chief Engineer, the final authority, approves the split

1. Each office in turn uses **Forward** to pass the change up, or **Backward** to return it for correction.
2. At the top of the chain the **Chief Engineer** sees **Approve**, **Reject** and **Backward**. **Approve** (with a note) accepts the change.

> **TIP** The chain is the same whichever package change is proposed: the Executive Engineer, Superintending Engineer and Additional Chief Engineer each forward the note sheet in turn, and only the Chief Engineer approves. The note sheet's **Approval Workflow History** records every office the change passed between, the date and the action — a complete, signed trail of the decision.

After approval

When the Chief Engineer approves, the split or merge takes effect. The note sheet is marked as the latest revision and a new named version appears on the Version Control page beside the earlier ones.

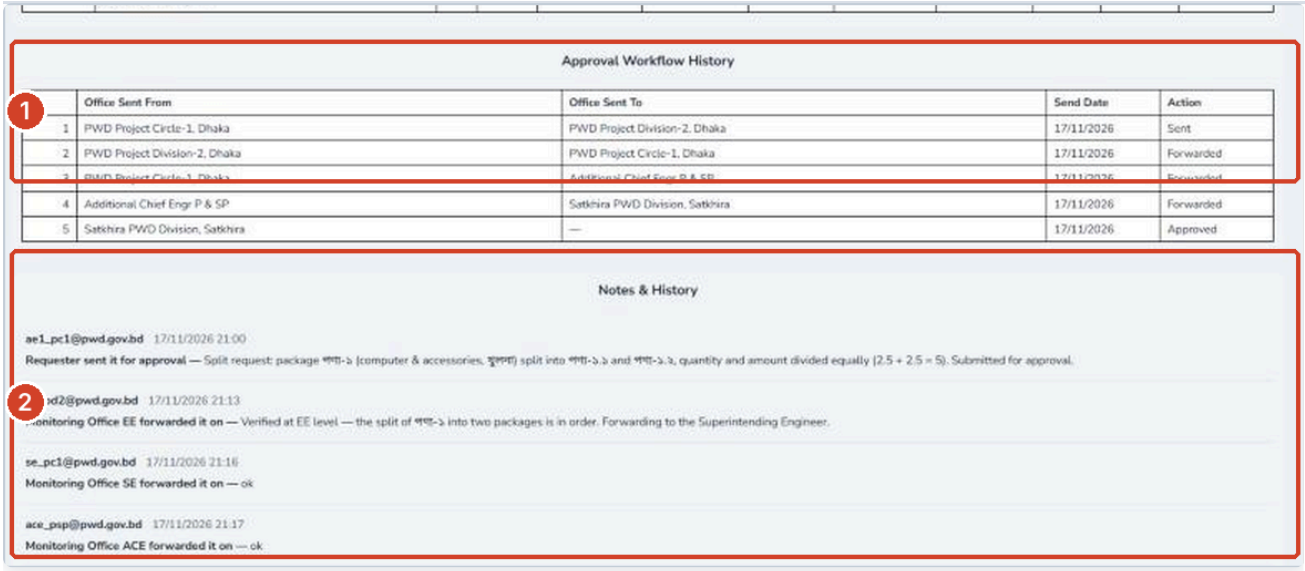


Figure 4.13 The approved split version, with the full five-office approval trail

4.6 Giving the new packages their users

A split or a merge creates **new packages**, and a new package begins life with no users of its own — until it is given its primary users it is not visible to the offices that will work on it. After the change is approved, open each new package and set its users, exactly as for any package.

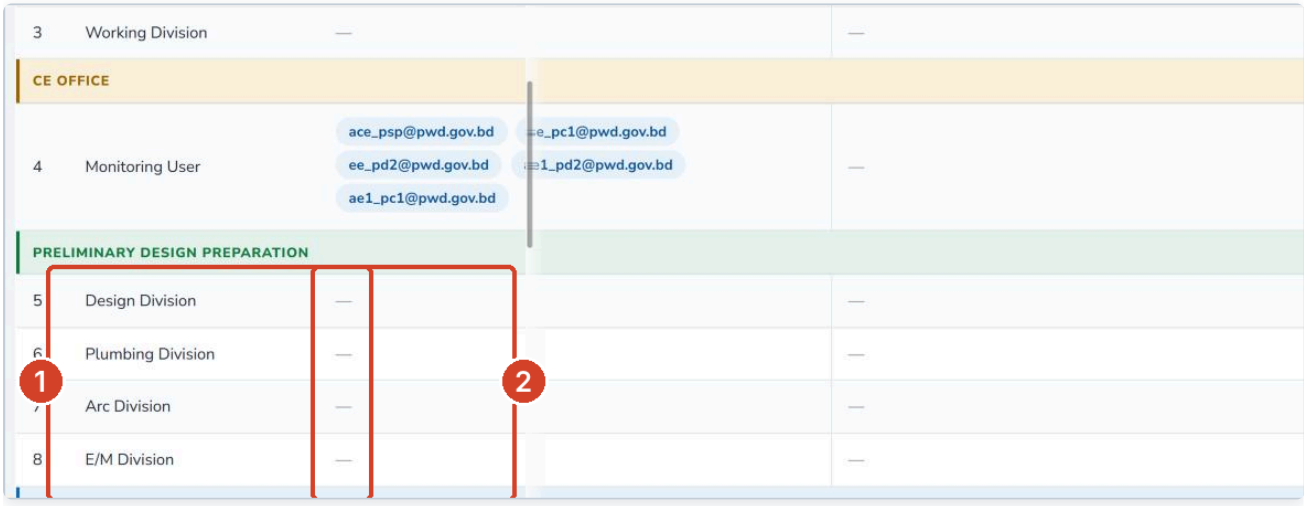


Figure 4.14 Setting the primary users on a newly created package

1. Open the **Users** section of the new package.
2. The **Zone** and **Circle** are filled in automatically from the office hierarchy.
3. Enter the **primary user** for the Working Division and for each design office (Design, Architecture, Plumbing, E/M) as required, so that the new package is visible to them.
4. Secondary users are added by each primary user themselves, as described in the Working and Supporting parts of this manual.

> **NOTE** This step is needed after any change that **adds** packages — a split, a merge, or an RDPP that introduces new packages. Until the new packages have their primary users, the working and design offices cannot see them.

4.7 Where the versions appear

Every approved version is kept. The **Version Control** page lists them as named buttons — **Original**, then each approved RDPP revision and each split or merge — and selecting one shows the project as it stood in that version. The project's **Procurement Plan** likewise carries the version names, so that the packages can be read against the version they belong to. Together they give a complete, auditable history of how the approved project has changed over its life.

5 MONITORING OFFICES
Monitoring activity

A monitoring office does not enter the day-to-day work of a project; it watches it. This chapter covers the two places a monitoring officer goes to see what the field has done — the **Progress Report**, which gathers the monthly returns and the prescribed progress figures, and the **Audit**, which records every data-entry action across the offices. Any monitoring officer may open these; the screens here are shown for a Superintending Engineer.

5.1 Opening the Progress Report

From the left menu, open **Reports → Progress Report**. The page opens on the office's own position: an **Office Information** panel — the office name, the signed-in user, and the ministries and divisions it covers — beside a **Summary** of its totals: projects, packages, tenders, and the DPP and agreement cost. Two tabs, **Report** and **Progress**, sit between this summary and the data.

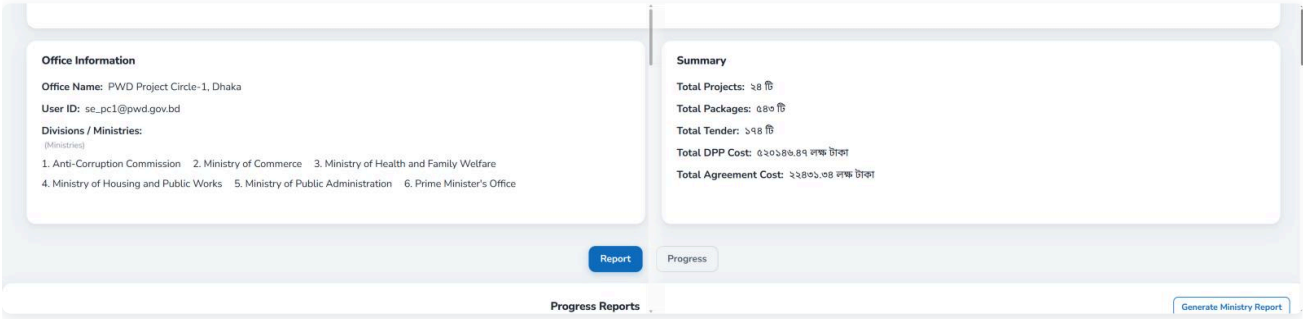


Figure 5.1 The Progress Report opens on the office's information and a summary of its totals, with the Report and Progress tabs below.

5.2 The Report tab — who has submitted

The **Report** tab answers a single question: which offices have sent their monthly progress report. Each working division that holds a project of this monitoring office appears as a row, grouped by **zone** and **circle**. Where a division has submitted, the **Report** column carries a link to its report and the **Date** column shows when it was sent. The filters above — zone, circle, working division, fiscal year, fiscal period and status — narrow the list, and **Generate Ministry Report** compiles the ministry-wise return.



Figure 5.2 The Report tab lists the working divisions by zone and circle; a submitted report appears as a link in the Report column with its date alongside.

> **NOTE** Only the divisions that hold a project of this monitoring office appear here — not every working division. A dash in the **Report** and **Date** columns means that division has not yet submitted its report for the selected period.

5.3 The Progress tab — the prescribed format

The **Progress** tab opens the full progress return in the Government's prescribed format, **clustered by project**. Under each project name and ministry, a wide table sets out, package by package, the approved and contract value, the project duration, the position up to the previous June, the ADP allocation, the current year's allocation, expenditure and physical progress, the project's overall allocation, expenditure and progress, the probable completion date and remarks — the seventeen prescribed columns. The **Status Filter** above narrows it by monitoring division or circle, by a progress range, or to the packages marked important.

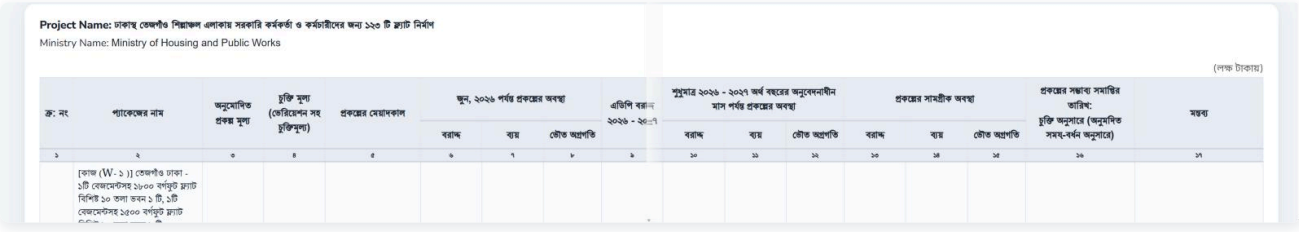


Figure 5.3 The Progress tab — the prescribed progress format, clustered by project, with its seventeen columns from contract value through physical progress to the completion date.

> **TIP** Setting and reading the individual package figures — the work programme and the progress itself — is done by the working offices and is described in the Working Offices part of this manual. The monitoring office reads the gathered result here.

5.4 The Audit — data-entry activity

The **Audit** answers a different question: who has been doing the work. Open **Audit** from the left menu. The page opens on a chosen window of time — the **last 7, 30 or 90 days** — and summarises it in three figures: **Total Actions** (the pieces of work recorded), **People Active** (the distinct users who did something), and **Divisions Active** (the offices with at least one action). Selecting any of the three opens its detail below.



Figure 5.4 The Audit page — a 7-, 30- or 90-day window summarised as total actions, active people and active divisions; selecting a card opens its detail.

5.5 The activity list

Selecting **Total Actions** opens **All activity**: every recorded action in the period, newest first. Each row shows the **date and time**, the **user** and their **office**, the **activity** (for example, "Added a package"),

and the **project** and **package** it touched. The list can be searched and sorted by any column, so a monitoring officer can trace exactly what was entered, by whom, and when.

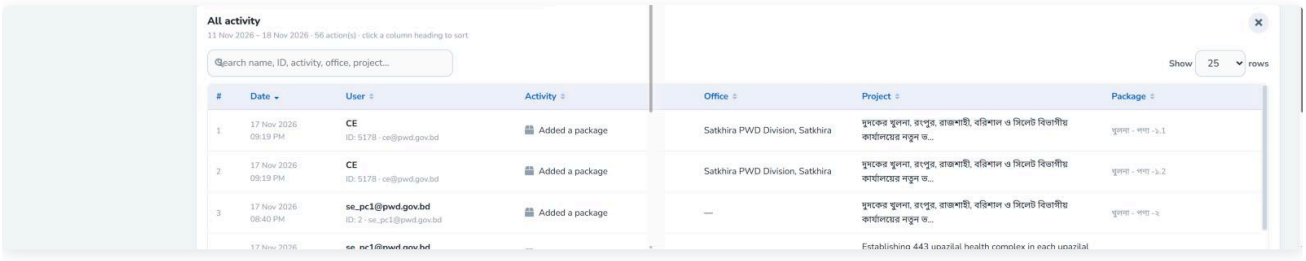


Figure 5.5 The activity list — every data-entry action with its date, user, office, activity, and the project and package affected.

5.6 People and offices

The other two cards turn the same record around. **People Active** lists each officer who acted in the period, with their office, their number of actions and their last activity — a quick view of who is keeping their work current. **Divisions Active** lists the offices themselves, by division, circle and zone, with the number of people and actions each contributed. Together they let a monitoring office see its field's data-entry discipline at a glance.

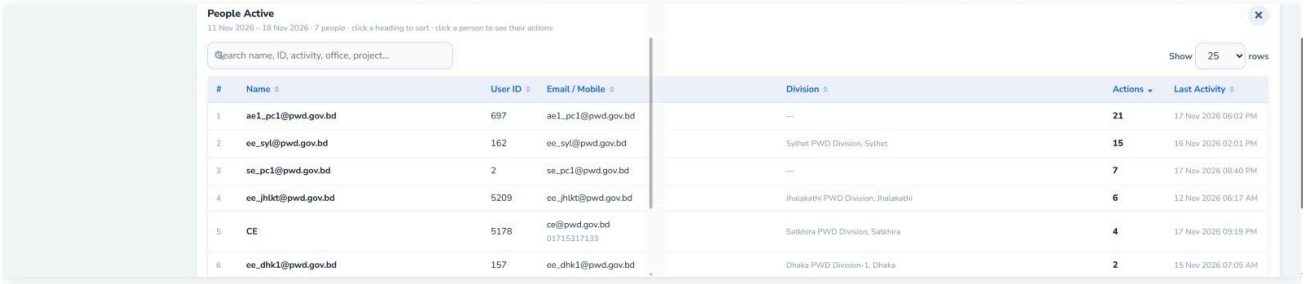


Figure 5.6 People Active — each officer who acted, with their office, action count and last activity.



Figure 5.7 Divisions Active — the offices involved, by division, circle and zone, with their people and action counts.

PART B

Working Offices

The day-to-day work on a project and its packages — the procurement plan, documents, the work programme and progress.

6 WORKING DIVISION
Upcoming Projects

An upcoming project is a project whose Development Project Proposal (DPP) is still being prepared. PPMS keeps these projects in a separate list so that every office involved can follow the proposal from the first feasibility study to approval.

Most of the work at this stage belongs to the Monitoring Offices. They enter the project information, assign the users, define the building types and locations, and record the progress of the DPP. A Working Division has two tasks: it supplies the site documents, and it may assign its own officers to a location.

Working Division
Uploads site documents and assigns a Sub-Division or Sub-Assistant Engineer.

Working Circle
Observes the project information and progress. No entries to make.

Working Zone
Observes the project information and progress. No entries to make.

6.1 Finding an upcoming project

From the menu on the left, select **Projects** and then **Upcoming Projects**. The list shows every upcoming project that has been assigned to your office.



Figure 6.1 The Upcoming Projects list

1. **Upcoming Projects** in the Projects menu opens this list.
2. Search by project title, or filter the list by status.
3. The project title. Select it to open the project.
4. The View button also opens the project.

> **NOTE** If a project that should be available to your office is not in the list, contact the relevant Project Monitoring Circle. Only a Monitoring Office can add your office to a project.

6.2 The upcoming project screen

When you open a project, its name, ministry and organization appear in the dark panel at the top. Below the panel, the project is divided into six tabs. Select a tab to see that part of the project.

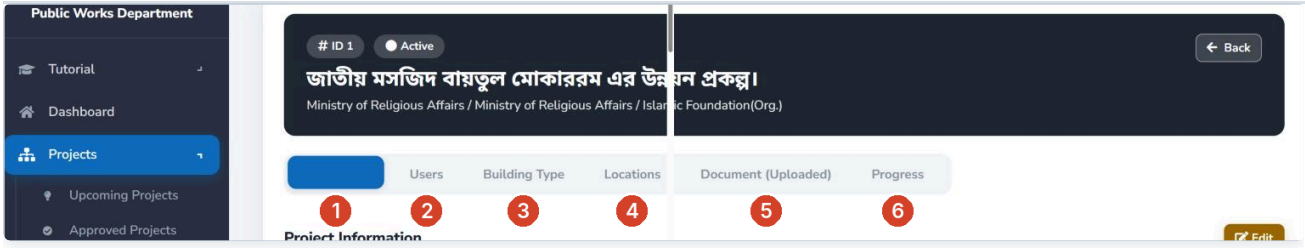


Figure 6.2 An upcoming project, opened on the Project Info tab

Tab	What it shows	Maintained by
Project Info	General information: ministry, organization, source of fund, dates, estimated cost, fund allocation, project office contacts, links and files.	Monitoring Office
Users	The Zone, Circle, Working Division, design offices, Ministry and PD Office attached to the project, each with its primary and secondary users.	Monitoring Office
Building Type	The classes of building included in the project.	Monitoring Office
Locations	Each place where a building will be constructed, the Working Division responsible for it, and the building type.	Monitoring Office; Division: secondary user
Document (Uploaded)	The documents of the project, grouped by office: Working Division files, design related files and other files.	All assigned users
Progress	The stage the DPP has reached, from Initial Feasibility Study to Approved, with the date and a remark for each entry.	Monitoring Office

6.3 What a Working Division does

A Working Division has two tasks on an upcoming project: it uploads the site documents, and it assigns its own officers to a location.

TASK 1 Upload site documents

1. Select **Projects → Upcoming Projects** and open the project.
2. Select the **Document (Uploaded)** tab.
3. In the Working Division files table, find the row with your office name and the location.
4. Select the add button (+) in the column of the document you are uploading, then choose the file. The columns are Digital Survey, Soil Test, Layout Plan, Approved Masterplan and Others.

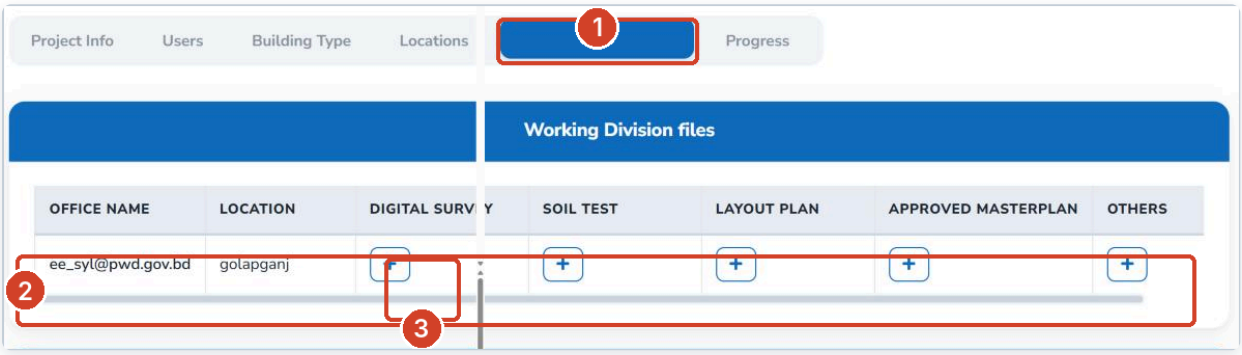


Figure 6.3 The Working Division files table on the Document (Uploaded) tab

TASK 2 Assign the project to a Sub-Division or Sub-Assistant Engineer

1. Open the project and select the **Locations** tab.
2. In the row of your location, select the edit (pencil) button. The row opens for editing.
3. In the box under **Working Division (Secondary User)**, type the first letters of the officer's email ID, then select the officer from the list. You can add more than one officer.
4. Select the save (tick) button. The message **Location saved** appears, and the project now shows in that officer's account.

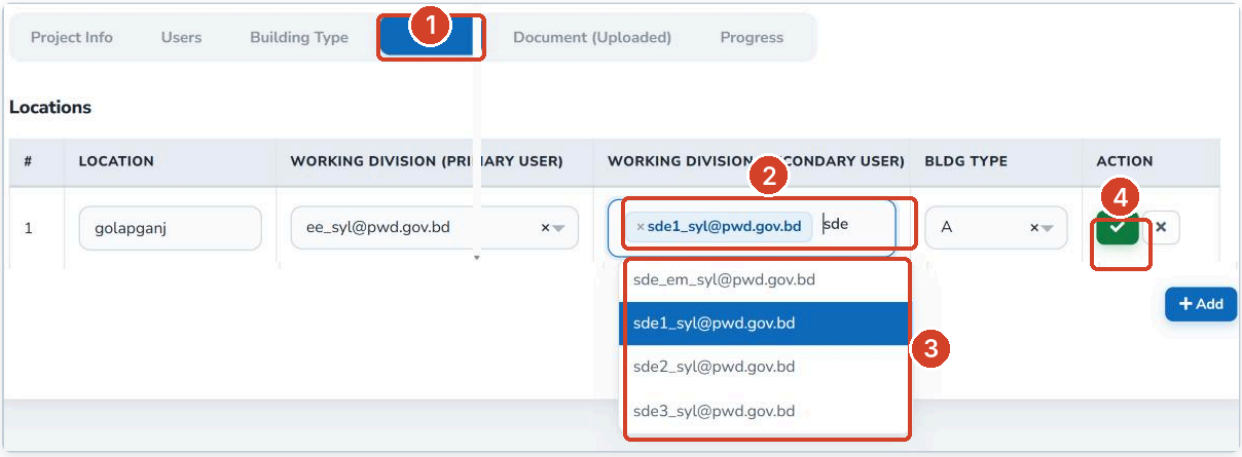


Figure 6.4 Assigning a secondary user to a location

7 WORKING DIVISION
Approved Projects: the project page

An approved project is a project whose DPP has been approved and whose procurement plan is in PPMS. This is where a Working Division does most of its work: it shares information, supplies documents, and asks for packages to be split or merged.

Work on an approved project happens at two levels. Project-level work applies to the project as a whole and is described in this chapter. Package-level work, such as estimates, tenders and work progress, is described in Chapter 8.

Project level · this chapter
Comments, procurement plan, users, documents, photo gallery, and merge or split requests.

Package level · Chapter 8
Land, drawings, estimates, tenders, work progress and the work program of each package.

7.1 Finding an approved project

From the menu on the left, select **Projects** and then **Approved Projects**. The list shows every approved project in which your office has work.

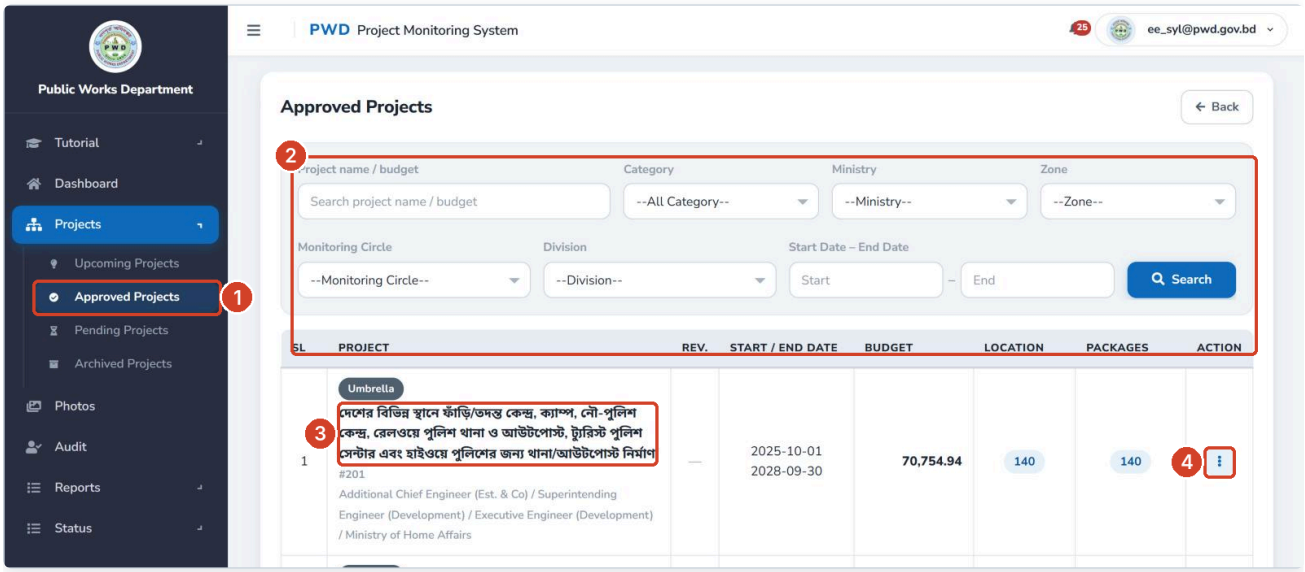


Figure 7.1 The Approved Projects list

1. **Approved Projects** in the Projects menu opens this list.
2. Filters. Search by project name or budget, or narrow the list by category, ministry, zone, monitoring circle, division or dates, then select **Search**.
3. The project title. Select it to open the project page.
4. The action button of the row.

Each row also shows the project type, the number of revisions, the start and end dates, the budget in lakh taka, and the number of locations and packages.

7.2 The project page

Selecting a project opens its page. The dark panel at the top identifies the project and stays the same on every tab.

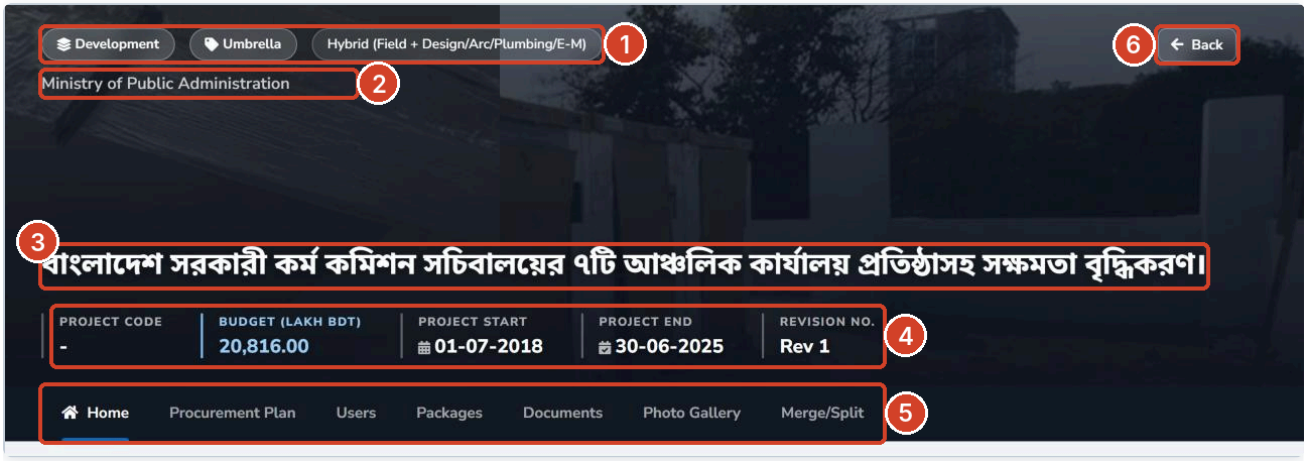


Figure 7.2 The top of the project page

	Item	Meaning
1	Three labels	The budget type (Development or Revenue), the project type (Single, Umbrella or Compound) and the estimate type (Single office or Hybrid).
2	Ministry	The ministry the project belongs to.
3	Project name	The name of the project as approved.
4	General information	Project code, budget in lakh taka, start date, end date and the number of revisions.
5	Tabs	The seven parts of the project, described below.
6	**Back**	Returns to the Approved Projects list.

Tab	What it holds	Section
Home	Comments, the activity record and the list of users of the project.	5.3
Procurement Plan	The procurement plan of the DPP in its official format.	5.4
Users	The offices attached to the project at every level.	5.5
Packages	The list of packages, and the way in to package-level work.	5.6
Documents	Drawings, reports and other files of the project, by office.	5.7
Photo Gallery	Site photographs uploaded by the Working Divisions.	5.8
Merge/Split	Requests to split one package or merge several.	5.9

7.3 Home: comments, activity and users

The Home tab has three panels. Comments is the only one you write in. Project Activity and Project Users are for reading.

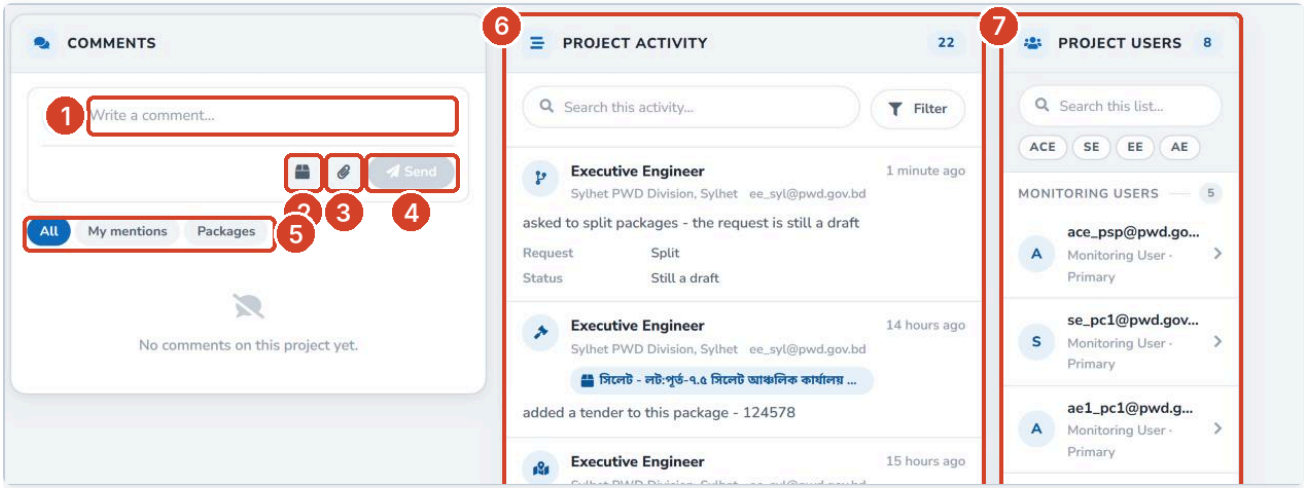


Figure 7.3 The three panels of the Home tab

1. The comment box.
2. **Tag packages**. Opens the list of packages of the project.
3. **Attach files**. Up to 20 files, 25 MB each and 250 MB in total.
4. **Send** posts the comment.
5. Filters for earlier comments: **All**, **My mentions** and **Packages**.
6. **Project Activity**. A record that PPMS keeps by itself.
7. **Project Users**. Everyone attached to the project.

Comments

Comments are the place for discussion and for sharing information about the project. Every user attached to the project can post a comment, reply to one, and read the whole conversation.

TASK 1 **Post a comment**

1. Select the comment box 1. The list of packages opens below it. If it does not open, select **Tag packages** 2.
2. To link the comment to a package, select the package from the list. This step is optional.
3. Type your comment. To draw a user's attention, type **@** and select the user from the list that appears (Figure 7.4).
4. To add a file, select **Attach files** 3 and choose it. Word, Excel, PowerPoint, text, RAR and DWG files are among the types accepted.
5. Select **Send** 4.

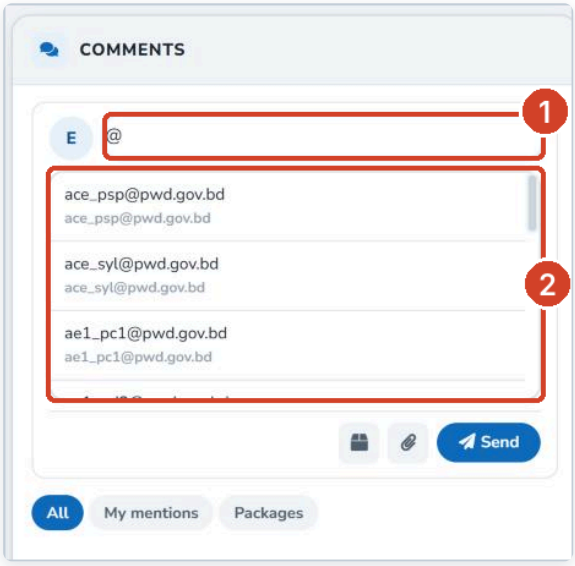


Figure 7.4 Typing @ lists the users of the project

Earlier comments are listed under the box. Use **All**, **My mentions** or **Packages** 5 to filter them. Select **Reply** on a comment to answer it. You can delete a comment that you posted yourself.

Project Activity

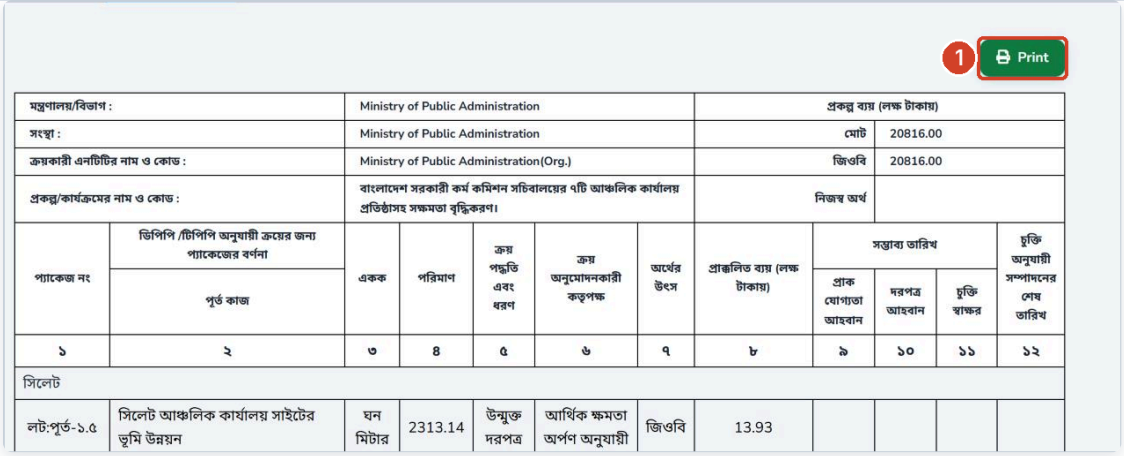
PPMS writes an entry here each time someone does something in the project, with the time, the user and the details. You cannot edit this record. Use the search box or **Filter** to find an entry, and read it to see the latest position of the project.

Project Users

This panel lists the users attached to the project, grouped by their role. Use the search box or the **ACE**, **SE**, **EE** and **AE** buttons to shorten the list. Select a user to open a small window with the user's designation, office, assignments and e-mail, and a **Mention in a comment** button.

7.4 Procurement Plan

This tab shows the procurement plan of the project in the official DPP format: ministry, agency, project cost, and one row for each package under its location.



মন্ত্রণালয়/বিভাগ :		Ministry of Public Administration					প্রকল্প ব্যয় (লক্ষ টাকায়)				
সংস্থা :		Ministry of Public Administration					মোট	20816.00			
ক্রয়কারী এনটিটির নাম ও কোড :		Ministry of Public Administration(Org.)					জিওবি	20816.00			
প্রকল্প/কার্যক্রমের নাম ও কোড :		বাংলাদেশ সরকারী কর্ম কমিশন সচিবালয়ের ৭টি আঞ্চলিক কার্যালয় প্রতিষ্ঠাসহ সক্ষমতা বৃদ্ধিকরণ।					নিজস্ব অর্থ				
প্যাকেজ নং	ডিপিপি /টিপিপি অনুযায়ী ক্রয়ের জন্য প্যাকেজের বর্ণনা	একক	পরিমাণ	ক্রয় পদ্ধতি এবং ধরণ	ক্রয় অনুমোদনকারী কর্তৃপক্ষ	অর্থের উৎস	প্রাক্কলিত ব্যয় (লক্ষ টাকায়)	সম্ভাব্য তারিখ			চুক্তি অনুযায়ী সম্পাদনের শেষ তারিখ
	পূর্ত কাজ							প্রাক যোগ্যতা আহবান	দরপত্র আহবান	চুক্তি স্বাক্ষর	
১	২	৩	৪	৫	৬	৭	৮	৯	১০	১১	১২
সিলেট											
লট:পূর্ত-১.৫	সিলেট আঞ্চলিক কার্যালয় সাইটের ভূমি উন্নয়ন	ঘন মিটার	2313.14	উন্মুক্ত দরপত্র	আর্থিক ক্ষমতা অর্পণ অনুযায়ী	জিওবি	13.93				

Figure 7.5 The procurement plan, with the Print button

Select **Print** 1 to print the plan as it appears on the screen.

Versions of the plan

Whenever the procurement plan changes, PPMS keeps the new plan as a separate version. A revised DPP (RDPP), an approved split or merge of packages, and an adjustment between components each create a new version. When a project has more than one version, a **Version** list appears on this tab. Select a version from the list to see the plan as it stood then. A project that has never changed has no Version list.

7.5 Users

The Users tab shows every office attached to the project: the field offices (Zone, Circle and Working Division), the monitoring users of the Chief Engineer's office, the supporting offices that prepare the preliminary design and the detailed estimate, and the Project Director's office.

A Working Division can add supporting offices to the project. Monitoring users can do the same. A supporting office that is added here will find the project in its own account.

TASK 2 **Add a supporting office to the project**

1. Open the **Users** tab and select **Edit** at the top right of the table.
2. Boxes open in the rows under **Preliminary Design Preparation** 1 and **Details Estimate Preparation**. Each group has four rows: Design Division, Plumbing Division, Arc Division and E/M Division.
3. Select the box of the office you are adding 2 and type the first letters of its user ID.
4. Select the office from the list 3. You can add more than one.
5. Select **Update** at the top right of the table to save, or **Cancel** to leave the table as it was.

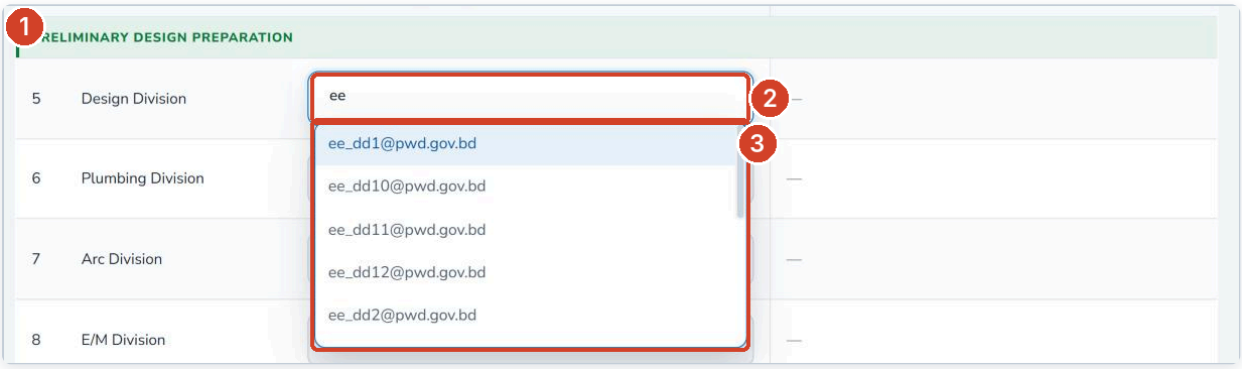


Figure 7.6 Adding a Design Division for the preliminary design

7.6 Packages

The Packages tab lists the packages of the latest version of the procurement plan, grouped by location. Each row shows the package number and name, the procurement type and Working Division, the budget, and the dates for calling the tender, signing the contract and completion.

Select a package to open its own page. All package-level work starts from there, and is described in Chapter 8.

7.7 Documents

The Documents tab holds the files of the project. It is divided into sections that open and close when you select their titles.

Section	File types	Notes
Field Related Files	Digital Survey, Soil Test Report, Layout Plan, Other Drawings	Supplied by the Working Division.
Arc Related Files	Finish Schedule, Approved Masterplan, Arch Drawings (2D), Arch Drawings (3D), Working Drawings, Other Drawings	Mainly for the supporting offices. A Working Division may also add files.
Str Related Files	Sub-Structure, Superstructure, Estimate Support, Other Designs	As above.
Plumbing Related Files	Plumbing Drawings, Other Plumbing Related Files	As above.
E/M Related Files	E/M Internal Works, E/M External Works, Other E/M Design	As above.
Project Related Files	DPP, PSC meeting decisions and similar papers	Uploaded by the Monitoring Office when the project is entered. View only.
Other Files	NoA, Agreement, Commencement, Other, PCR, Comment Section	Collected automatically from the packages and from comments.

Inside a section, each file type is a tab, and under it is one row for each package. The row shows what has been provided so far.

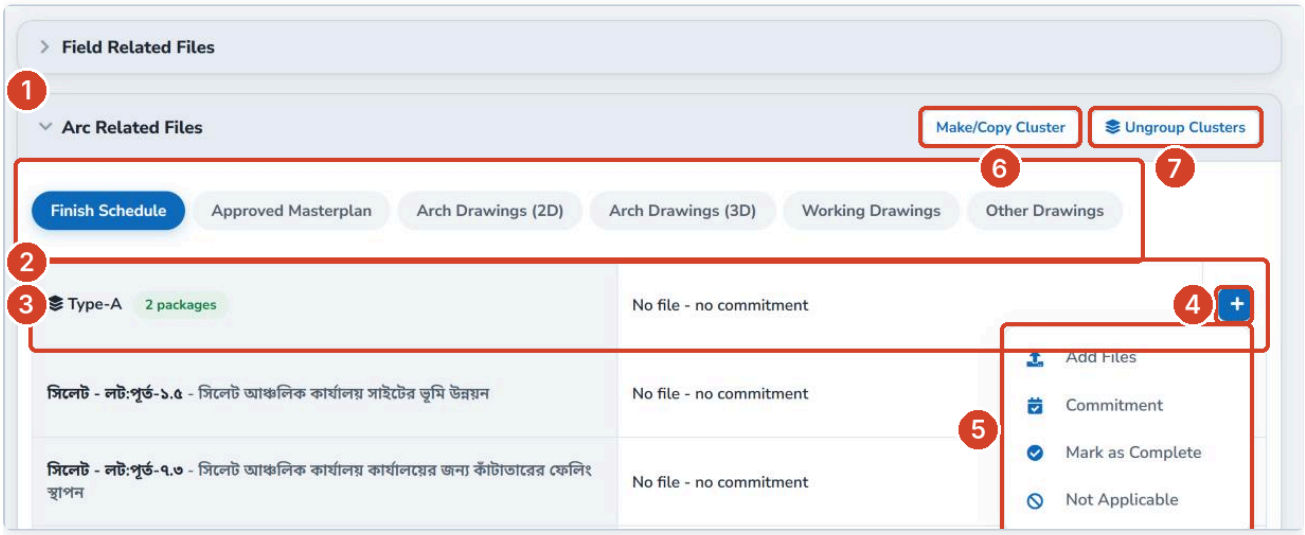


Figure 7.7 A section of the Documents tab, with the actions of a row

1. The section title. Select it to open or close the section.
2. The file types of the section. Select one to see its rows.
3. A row. Here it is a cluster named Type-A that stands for two packages.
4. The add button of the row.
5. The four actions.
6. **Make/Copy Cluster**.
7. **Ungroup Clusters**.

Action	Use it when
Add Files	The file is ready. Choose it and upload it.
Commitment	The file is not ready yet. Give the date by which you will upload it, with a remark if needed, and select **Save Commitment**.
Mark as Complete	Everything for this row has been provided and there is nothing more to share.
Not Applicable	This kind of file does not apply to this package.

TASK 3 **Provide a file, or commit a date**

1. Open the **Documents** tab and select the section 1.
2. Select the file type 2.
3. In the row of the package 3, select the add button 4.
4. Select the action you need 5 and complete it.

Clusters

A project may have a hundred packages but only five designs. Uploading the same drawing a hundred times would waste time. A cluster solves this: you group the packages that share a design, give the group a name, and upload the file once for the whole cluster.

A cluster belongs to one file type. A cluster made under Finish Schedule, for example, does not appear under Arch Drawings (2D) unless you copy it there. Clusters are available in the Arc, Str, Plumbing and E/M sections. They are used mostly by the supporting offices, but every office can make them.

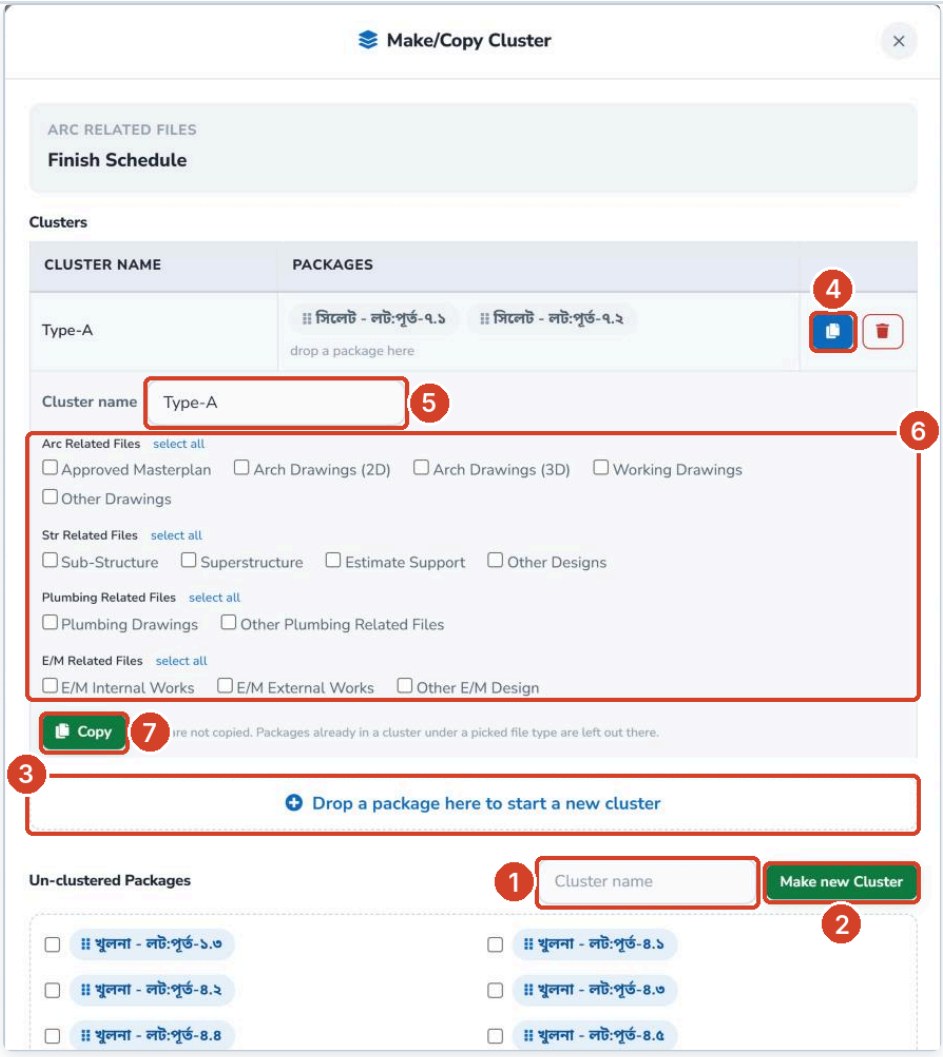


Figure 7.8 The Make/Copy Cluster window, with one cluster made and its copy options open

TASK 4 Make a cluster

1. Open the section and select the file type the cluster is for.
2. Select **Make/Copy Cluster**. The window shows the section and the file type at the top.
3. Under **Un-clustered Packages**, tick the packages that share the design.
4. Type a name in **Cluster name** 1 and select **Make new Cluster** 2. You can also drag a package to **Drop a package here to start a new cluster** 3 and type the name when asked.
5. The cluster appears under **Clusters**. To add another package to it, drag the package into its row.

TASK 5 **Copy a cluster to other file types**

1. Open **Make/Copy Cluster** under the file type that already has the cluster.
2. In the row of the cluster, select the copy button 4. The copy options open under the row.
3. Change the **Cluster name** 5 if the copy should have a different name.
4. Tick every file type that needs the same cluster 6. **select all** ticks a whole section.
5. Select **Copy** 7. The files themselves are not copied, only the grouping. A package that is already in a cluster under a chosen file type is left out there.

The red button beside the copy button removes the cluster together with its files. When a section has clusters, **Ungroup Clusters** switches between the cluster view and the list of single packages. It changes only what you see.

7.8 Photo Gallery

The Photo Gallery keeps the photographs that the Working Divisions upload from the sites, arranged by package. Use the date and package filters to narrow the gallery. Select a package to see its photographs by date, and select a date card to view them one after another.

The same photographs can be reached for all projects from **Photos** in the menu on the left. Uploading photographs is package-level work and is described in Chapter 8.

7.9 Merge/Split

Sometimes a package must be divided into smaller packages, or several packages must be combined into one. The Merge/Split tab is where a Working Division asks for this. Nothing changes in the procurement plan until the request is approved.

The tab has two parts. **Requests** lists the requests of the project and appears once there is at least one. **Merge / Split Packages** lists the packages you can choose from.

- A split starts from one package. The quantities of the new packages must add up to the quantity of the original, and so must the amounts.
- A merge starts from two or more packages of the same location. The quantity and the amount of the new package must equal the totals of the packages being merged.
- Every new package needs its own number and name. They must differ from the original and from each other.
- A package with a lock in place of the tick box cannot be split or merged. Its estimate or tender has already been approved, which cannot be undone, or it is already part of another request.

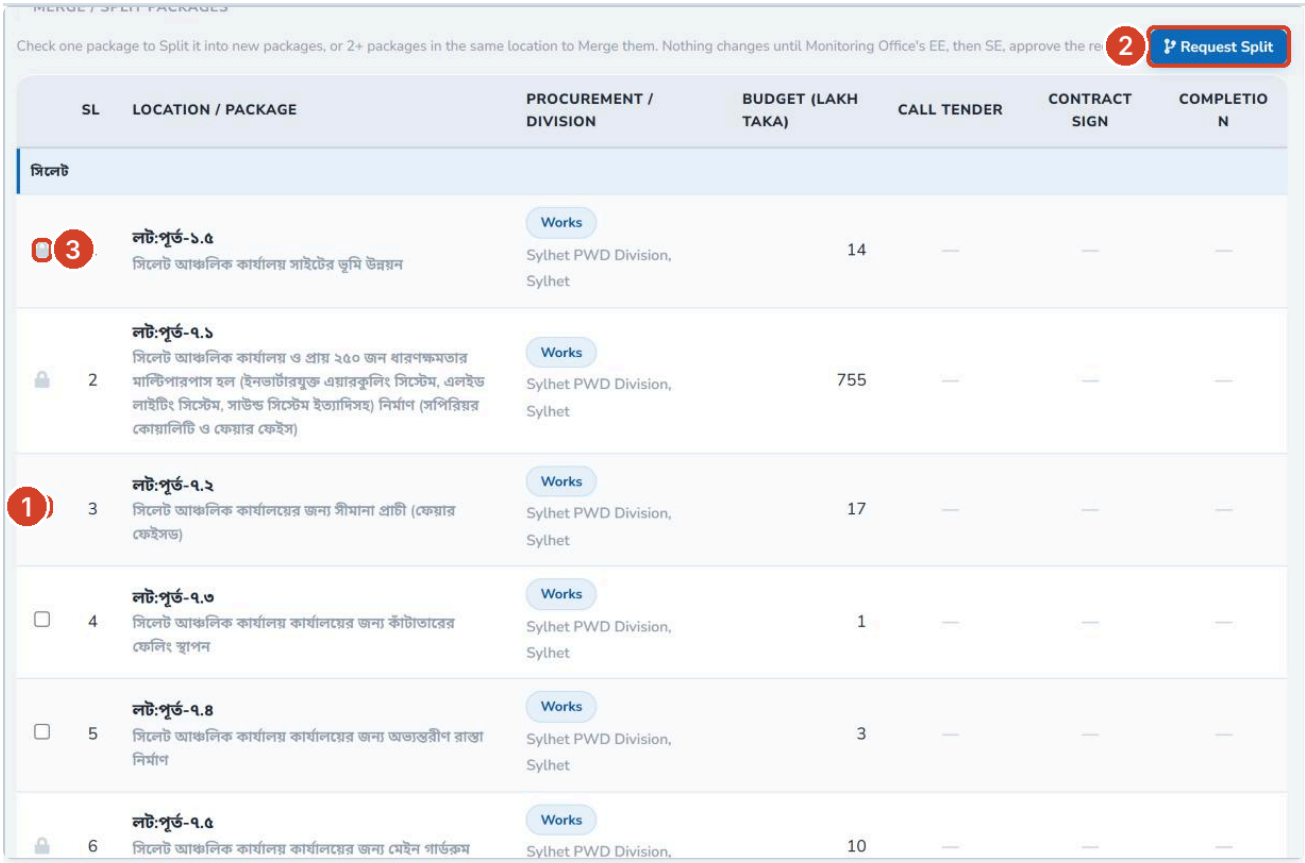


Figure 7.9 Choosing a package on the Merge/Split tab

TASK 6 Ask for a package to be split

1. Open the **Merge/Split** tab and tick the package 1. A locked package 3 cannot be ticked.
2. Select **Request Split** 2. The Request Split window opens (Figure 7.10).
3. The window shows the package to be split and two new packages, each a copy of the original with half the quantity and half the amount. Edit the number, name, quantity and amount of each new package. Select **Add another package** if you need more than two.
4. Check the totals row. It must show **balanced** before you can go on.
5. Select **Go To Note Sheet**. PPMS saves the request as a draft and opens its note sheet (Figure 7.11).
6. Type the reason in **Note**, attach supporting files if you have them, and select **Send for Approval**.



Figure 7.10 The Request Split window

1. The package to be split.
2. The new packages. Every field except the four dates is required.
3. The totals: source total, entered and remaining.
4. **Add another package**.
5. **Go To Note Sheet**.

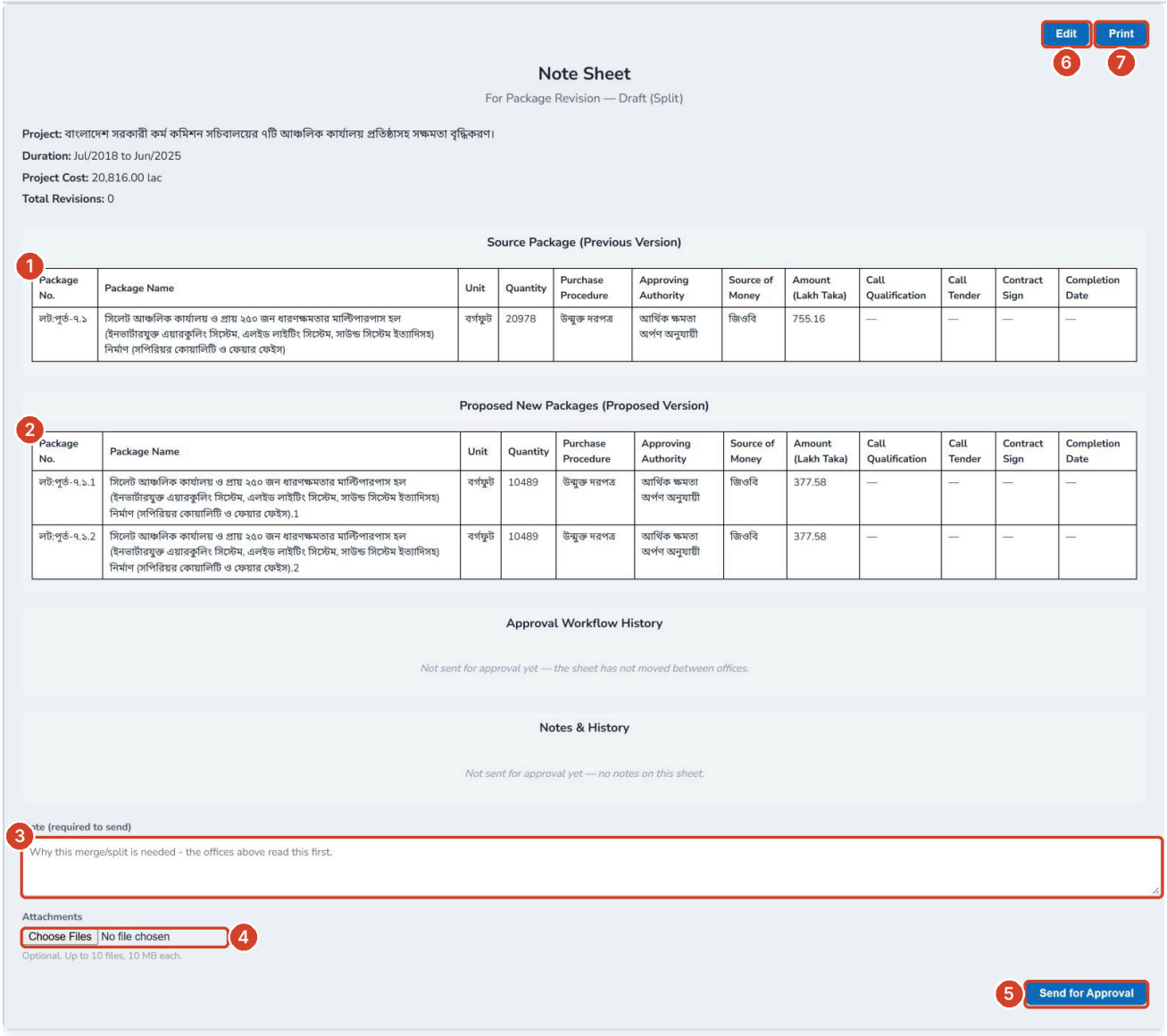


Figure 7.11 The note sheet of a split request

1. The source package, as it is now.
2. The proposed new packages.
3. **Note**. Required before sending.
4. **Attachments**. Optional, up to 10 files of 10 MB each.
5. **Send for Approval**.
6. **Edit** reopens the table of new packages.
7. **Print** prints the note sheet.

> **NOTE** The request is saved as a draft as soon as you select Go To Note Sheet, and the package is locked from that moment. If you change your mind, discard the draft from the Requests list.

Following a request

After you send it, the note sheet travels upward through the offices below. Each office can send it forward or send it back. Only the Chief Engineer can approve it.

Working Division ▶ Working Circle ▶ Working Zone ▶ Monitoring Circle ▶ Monitoring Zone ▶ Chief Engineer



Figure 7.12 A request in the Requests list

1. The status of the request.
2. **Note Sheet** opens the note sheet, where you can follow its movement and read the notes of each office.
3. **Discard** cancels the request. It is available while the request is with you.

While a request is on its way, its packages cannot be used in another split or merge. If the note sheet is sent back to you, you can correct and send it again, or select **Discard**. Discarding frees the packages for other requests.

TASK 7 Ask for packages to be merged

1. Open the **Merge/Split** tab and tick two or more packages of the same location.
2. The button changes to **Request Merge**, with the number of packages in brackets. Select it.
3. The window lists the packages to be merged 1 and one row for the new package 2. Its amount is filled in with the total and must stay equal to it. Enter the number, name, unit and quantity of the new package.
4. Select **Go To Note Sheet** 3, then write the note and send the request as you would for a split.

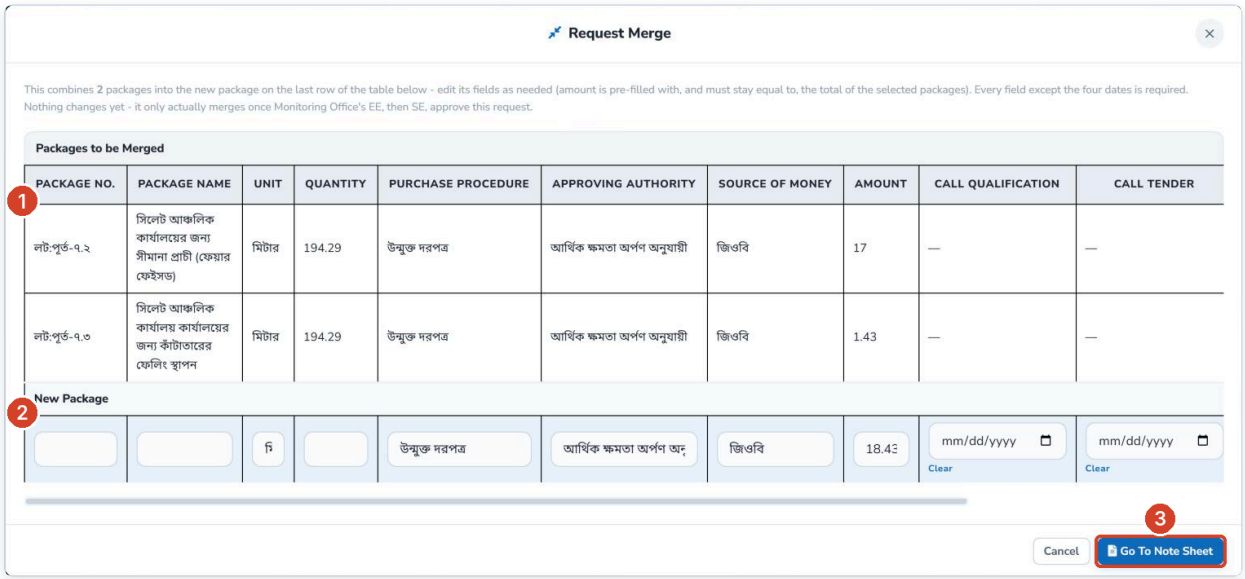


Figure 7.13 The Request Merge window

8 WORKING DIVISION
The package page

A package is a single piece of procurement within a project. The package page is where a Working Division carries a package through every step, from acquiring the land to recording that the work is complete. This is the heart of the daily work in PPMS.

To open a package, select **Projects > Approved Projects**, open the project, go to the **Packages** tab and select the package. The package opens on its own Home tab.

8.1 The package header

The dark panel at the top of every package tab shows the package at a glance.

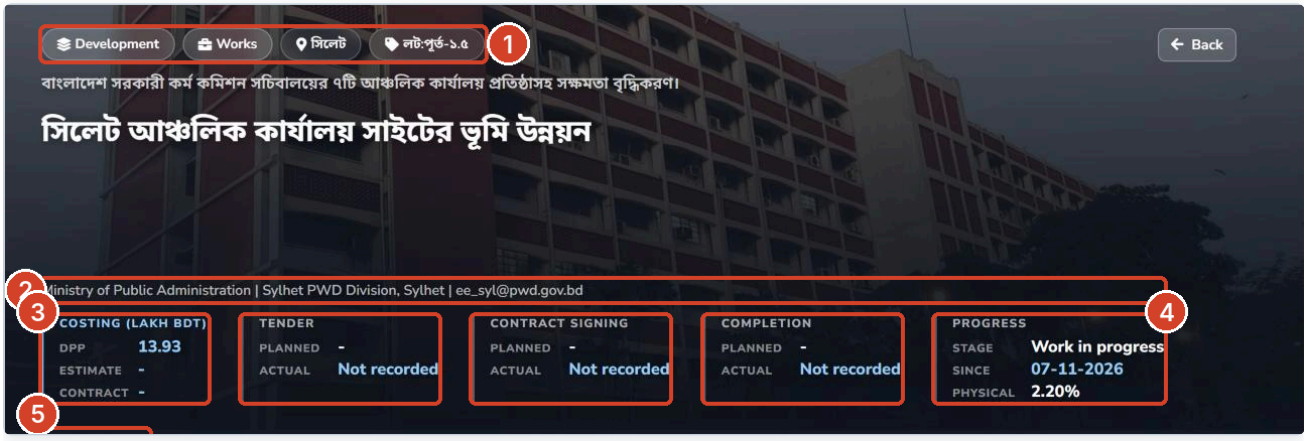


Figure 8.1 The top of a package page

1. Labels: the nature of the package (Works, Goods or Service), its location and its package number.
2. The ministry, the Working Division and the user ID.
3. Costing (DPP, estimate and contract cost), the tender dates, the contract-signing dates and the completion dates, each as planned and actual.
4. Progress: the stage the package is in, the date it started, and the physical progress so far.

Below the header are five tabs: **Home**, **Users**, **Procurement Plan**, **Work Program** and **Photo Gallery**. The Work Program and Photo Gallery are described in Chapter 9.

8.2 Home

The Home tab has the same three panels as the project Home page — Comments, Project Activity and Project Users — but scoped to this one package. The comments, activity and users shown here concern this package alone. (The project Home page shows the same kind of information for all packages together.) The panels work exactly as described in Section 7.3.

8.3 Users

The Users tab shows and manages the users of this package only. Select **Edit** to open the boxes that a Working Division is allowed to fill.

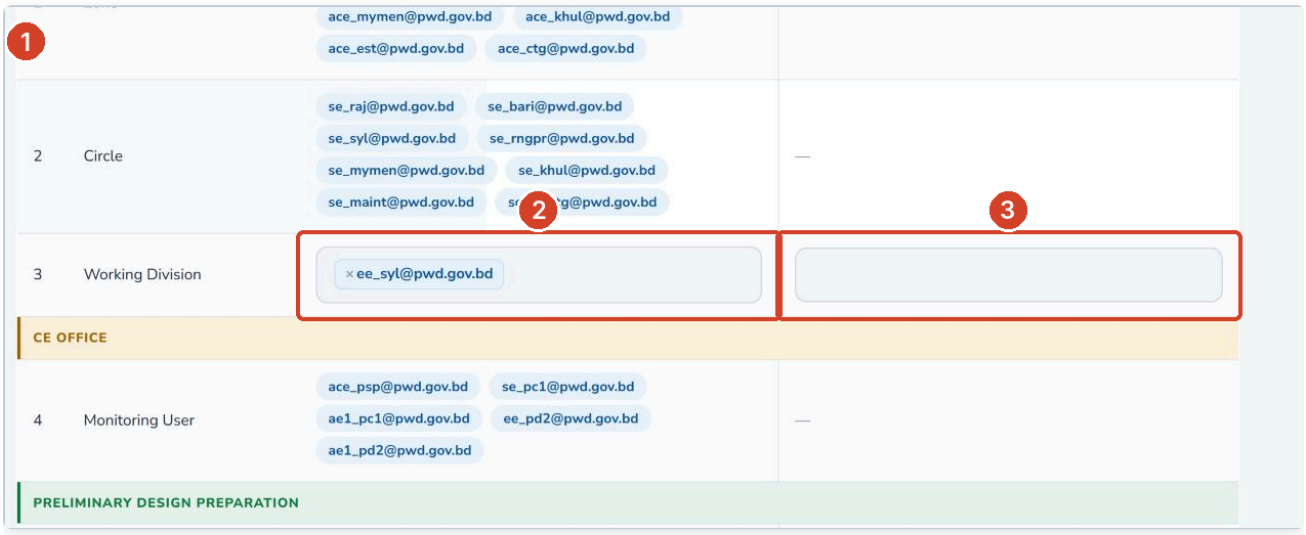


Figure 8.2 Editing the users of a package

1. The user groups. A Working Division can set its own users and the primary users of the design and estimate supporting offices.
2. Primary user of the Working Division.
3. Secondary users of the Working Division.

The secondary users are the officers under the division, such as Sub-Divisional, Assistant and Sub-Assistant Engineers. When the division adds an officer as a secondary user, that officer sees the project and the package in their own PPMS account; without this, they do not. A secondary user has the same authority as the division user, but only for the packages where they are named.

The supporting offices name their own secondary users. Select **Update** to save your changes, or **Cancel** to leave them.

Contractor users

At the bottom of the Users tab, the Working Division adds the contractors of the package. Select **Add User** to open the dialog.

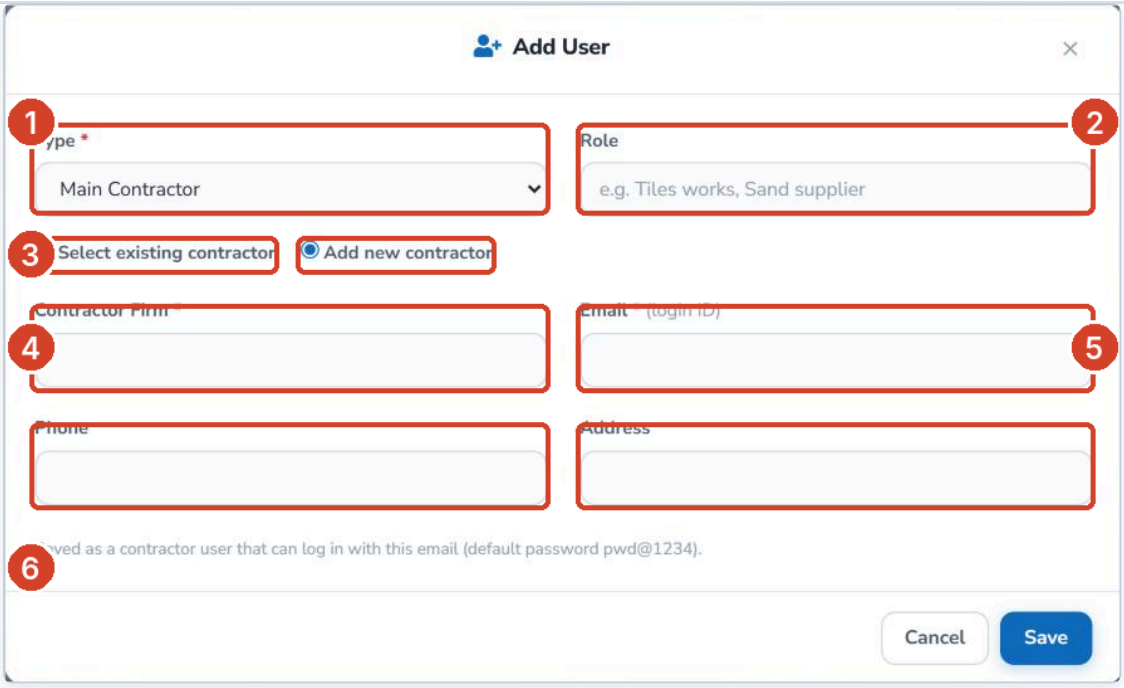


Figure 8.3 Adding a contractor

1. Type: Main Contractor, Sub-contractor or Supplier.
2. Role: a short description, such as the kind of work or supply.
3. Choose Select existing contractor to pick from the list, or Add new contractor to create a profile.
4. Contractor Firm.
5. Email, which becomes the contractor's login ID.
6. The new contractor can log in with this email and a default password. The firm, email, phone and address of an existing contractor come from their own account.

You can add as many contractors as the package needs. A contractor added here can log in to PPMS with the email as the user ID.

> **NOTE** When you add a contractor by email, PPMS checks the email. If it is new, a new contractor account is created. If it already exists, PPMS updates that contractor with the latest information instead of making a second account.

8.4 Procurement Plan: the eight steps

The Procurement Plan tab carries the package through eight steps: seven that come before construction and one at the end. A line of numbered circles across the top shows the eight steps; a step that is finished is marked with a tick.

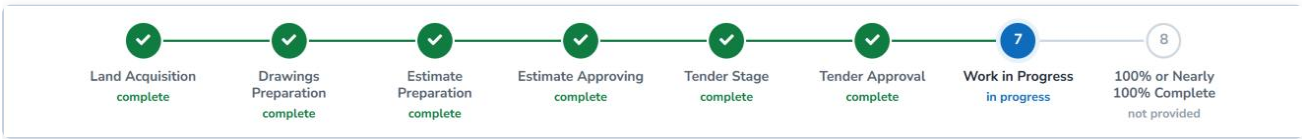


Figure 8.4b The eight-step progress line

Below the line are eight sections that open and close when you select their titles. Each section holds the data for one step.

> **TIP** The steps are not locked to an order. You may fill them in any sequence. Filling in a later step, such as Tender Approval, does not stop you from going back and filling in an earlier one. PPMS saves whatever you enter.

Step 1 — Land Acquisition

Record whether the land for the package has been acquired, and the soil-test dates.

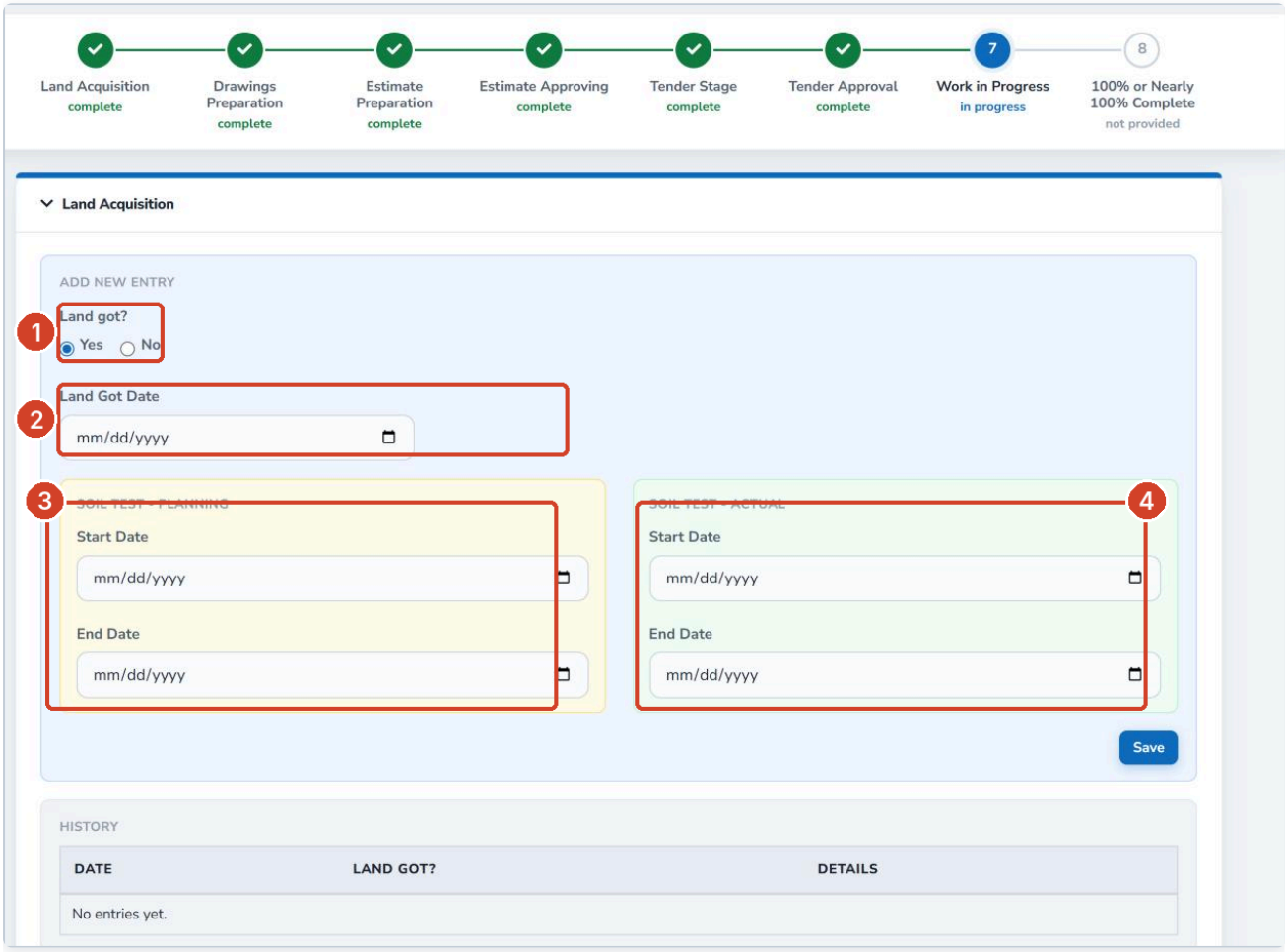


Figure 8.4 The Land Acquisition step

1. Land got? Select Yes or No. If you select No, a box opens for the reason; enter it and save. Each entry appears in the history table below.
2. If you select Yes, enter the date the land was acquired.
3. Soil test, planning: the planned start and end dates.
4. Soil test, actual: the dates it actually happened.

Nothing here is compulsory; PPMS saves whatever you enter. You may also change Land got from Yes back to No after a Yes entry. This happens when land where construction had started is later claimed by another party and goes out of hand, so the system allows it.

Step 2 — Drawings Preparation

This step works exactly like the Documents tab of the project (Section 7.7), but for this package alone. For each type of drawing, you either upload the file to its cell or, if it is not ready, record a commitment date by which you will provide it. This step is also open to the supporting offices.

Step 3 — Estimate Preparation

The package type sets how the estimate is prepared. In PWD, an estimate is prepared in one of two ways. When the Working Division prepares the whole estimate, the package type is **Single (field only)**. When the supporting offices (the Design, Architecture, Electro-mechanical and Plumbing units) and the Working Division prepare it together, the package type is **Hybrid**.

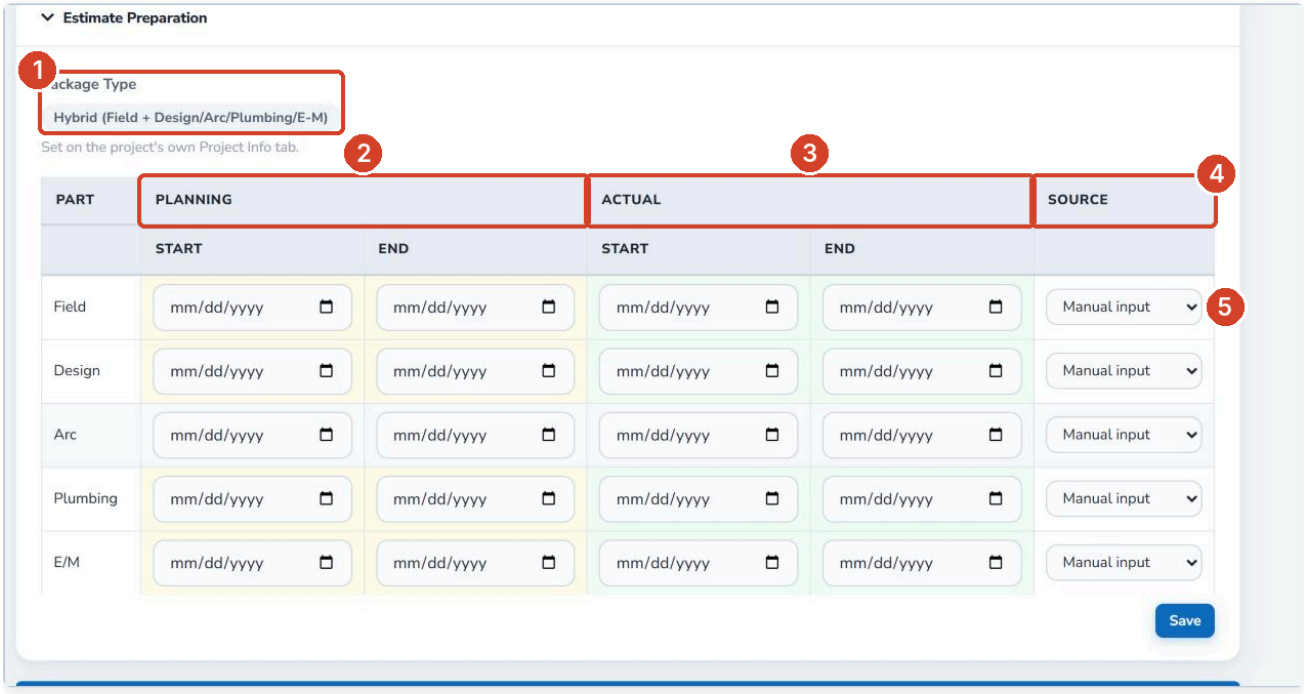


Figure 8.5 The Estimate Preparation step

1. Package Type. This is read-only; it is set on the project's Project Info tab.
2. Planning: the planned start and end dates for each office.
3. Actual: the dates it actually happened.
4. Source. Choose how the dates are filled.
5. Manual input lets you type the dates. From Est soft brings them directly from the estimating software through a link.

> **NOTE** To use From Est soft, the estimate of the package must first be included in the estimating software. PPMS then reads the dates from it automatically.

Step 4 — Estimate Approving

First record whether the estimate is already approved. If it is, PPMS asks for the approval date and the approving authority. If it is not, PPMS shows the planning dates and the progress section, where the estimate is sent up for approval.

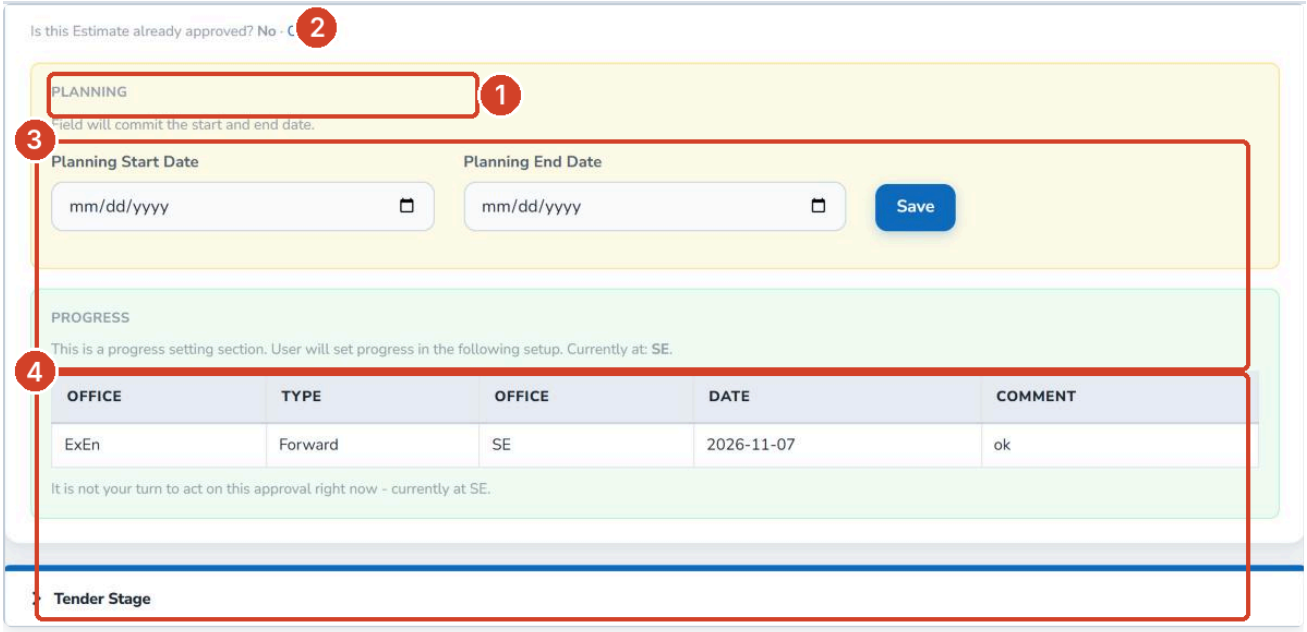


Figure 8.6 The Estimate Approving step

1. Is this Estimate already approved? If Yes, enter the approval date and authority.
2. Select Change to switch the answer.
3. Planning: the field office commits the planned start and end dates.
4. Progress: the record of how the estimate has moved between offices, and where it is now.

In the progress section, select **+ Add Progress** to open a small window. Choose **Forward** or **Backward**, add a comment and confirm. Forwarding sends the estimate to the next higher office. The chain is Division, Circle, Zone and then Chief Engineer. Every office above the Division can forward, send back, reject or approve; the office that holds the approving power sets it to approved.

> **NOTE** When an estimate is with a higher office, the line "It is not your turn to act on this approval right now" appears, and the +Add Progress button is hidden until the estimate returns to you.

Step 5 — Tender Stage

Record the tender and its newspaper advertisements.

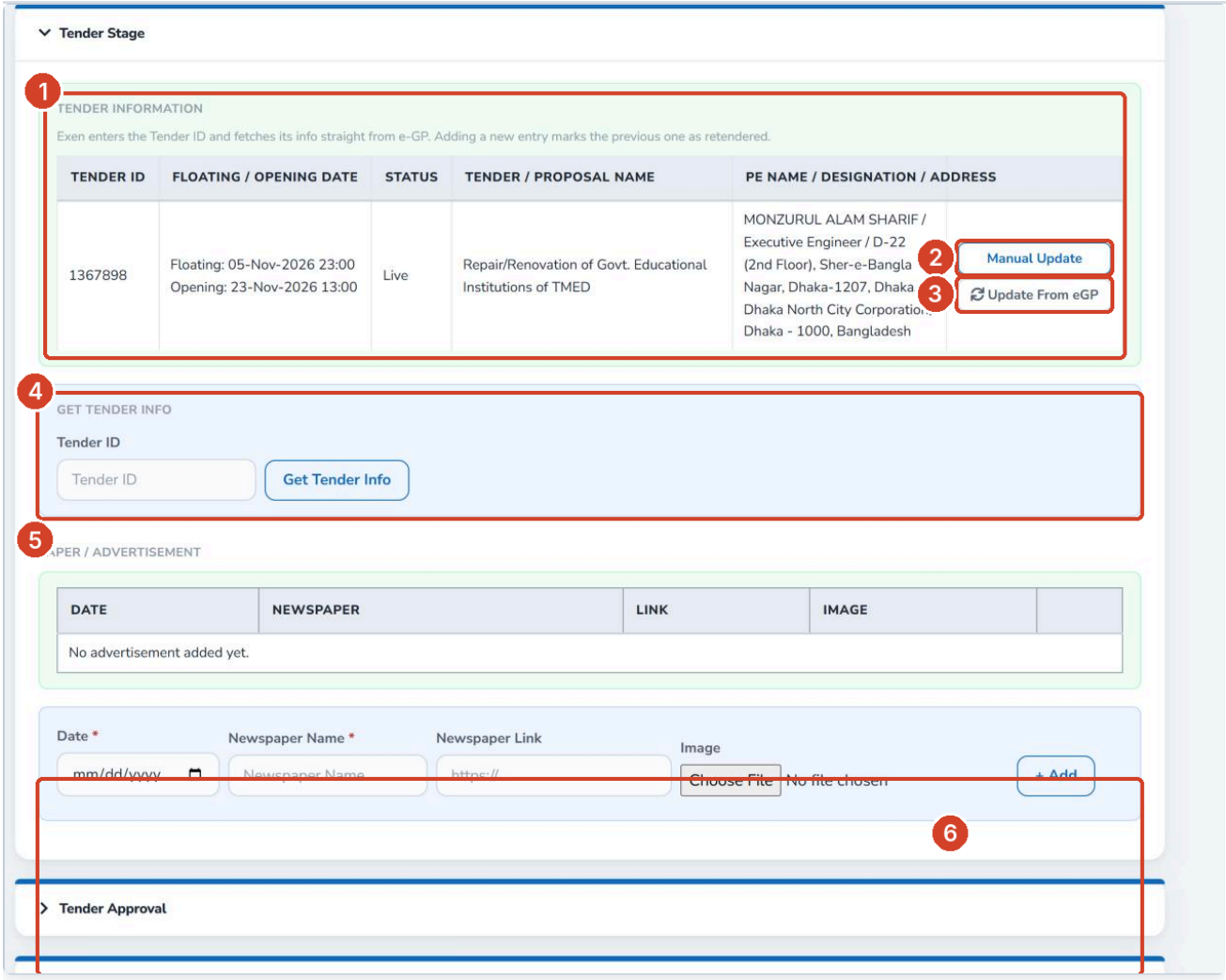


Figure 8.7 The Tender Stage step

1. Tender information, fetched from e-GP.
2. Manual Update lets you change the fetched information by hand.
3. Update From eGP refreshes it from e-GP.
4. Get Tender Info: enter the Tender ID here and PPMS fetches the tender's details from e-GP.
5. Paper / Advertisement: the advertisements recorded for this tender.
6. + Add records a new advertisement.

Enter the Tender ID in the box and PPMS fetches the tender's information straight from e-GP. For the fetch to work, the tender must already be floated on e-GP. Adding a new Tender ID marks the previous one as retendered.

To record a newspaper advertisement, enter the date, the newspaper name, an online link and an image, then select **+ Add**. Each advertisement in the table can also be deleted.

Step 6 — Tender Approval

The Tender Approval step works exactly like Estimate Approving (Step 4). Record whether the tender is approved; if not, commit the planning dates and use **+ Add Progress** to send it up the same chain — Division, Circle, Zone, Chief Engineer — where each office can forward, send back, reject or approve.

Step 7 — Work in Progress

Record the contractor and the key dates of the contract.

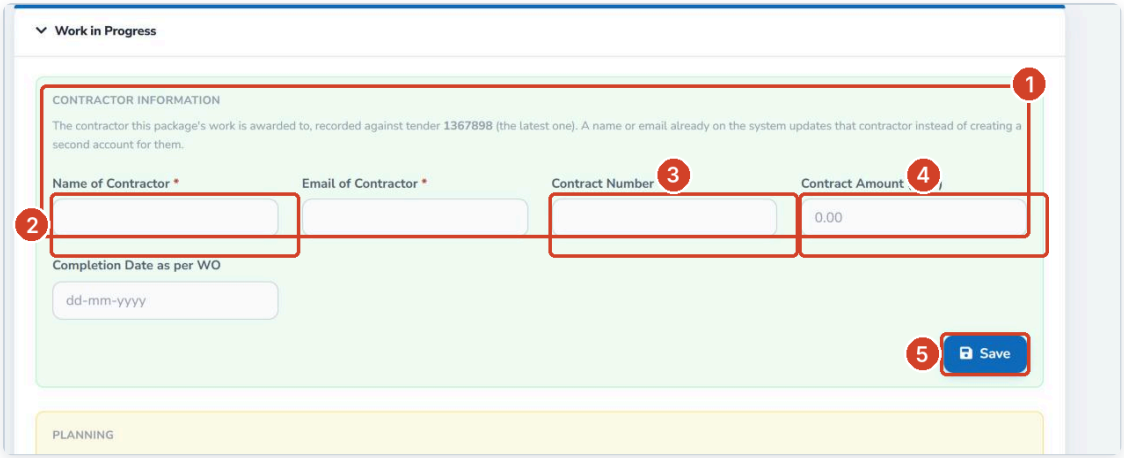


Figure 8.8 The contractor information in Work in Progress

1. The contractor is recorded against the latest tender of the package.
2. Name of the contractor.
3. Contract number.
4. Contract amount and the completion date as per the work order.
5. Select Save to record the contractor.

If you enter an email that is new, PPMS saves it as a new contractor. If the email already exists, PPMS updates that contractor with the latest information. A contractor can log in to PPMS with this email as the user ID and the default password.

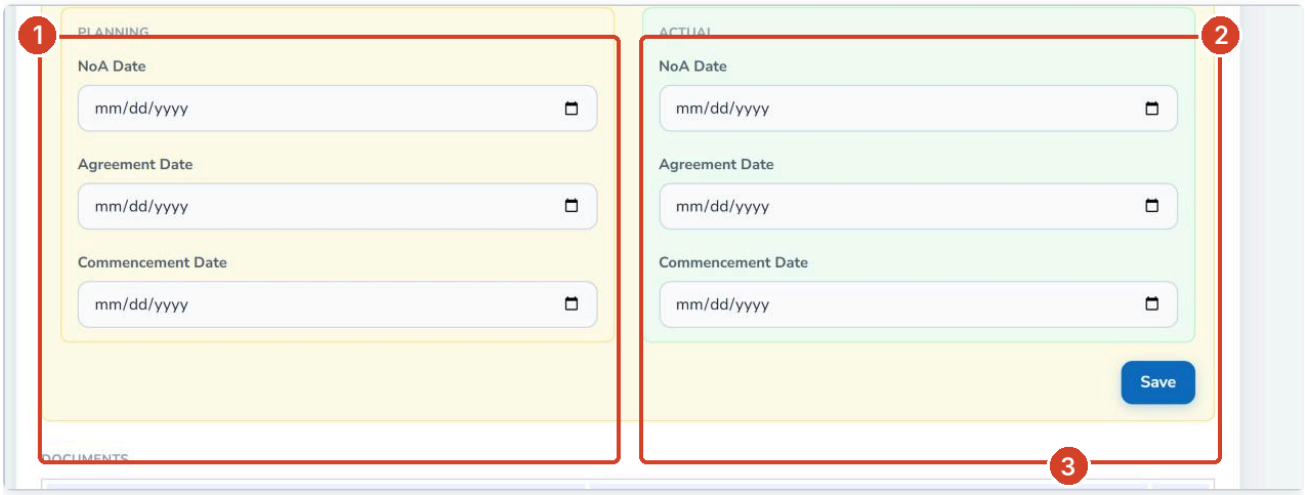


Figure 8.9 The NoA, Agreement and Commencement dates

1. Planning: the planned dates for the NoA, the Agreement and the Commencement.
2. Actual: the dates once each has happened.
3. Select Save to record the dates.

Below the dates, the Documents area lets you upload the NoA, the Agreement and the Commencement files.

Step 8 — 100% or Nearly 100% Complete

This step is for a package whose physical progress has reached 100% or is close to it.

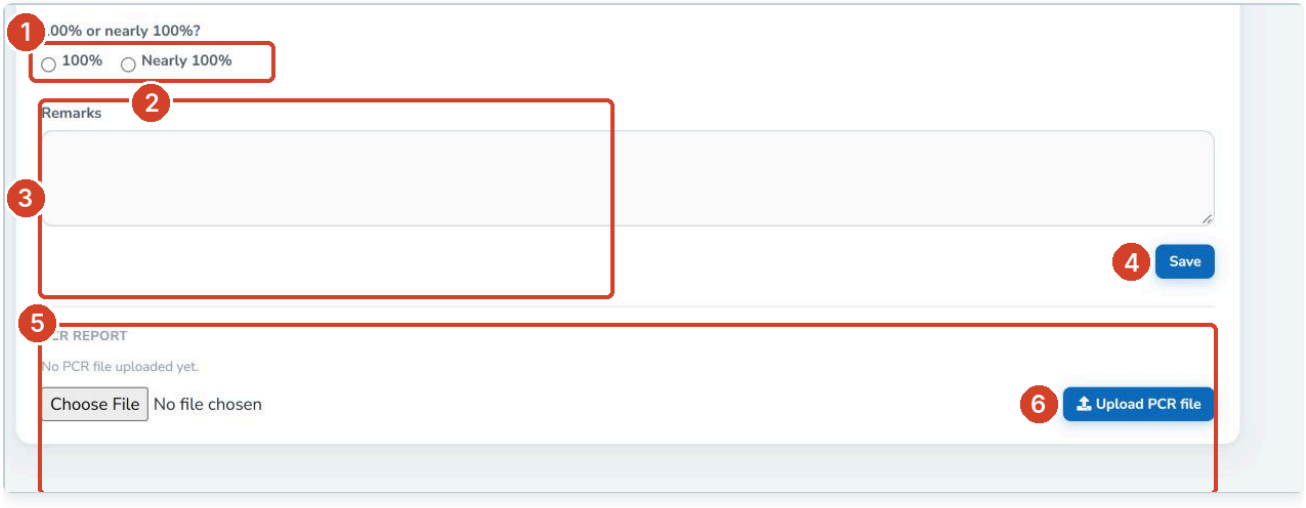


Figure 8.10 The completion step

1. 100% or nearly 100%? Select one.
2. If you select 100%, PPMS records the hand-over date. If you select Nearly 100%, it records the progress (between 90 and 99 per cent).
3. Remarks.
4. Select Save to record.
5. PCR Report: the Project Completion Report.
6. Select Choose File and then Upload PCR file to attach the report.

WORKING DIVISION

9 Work Program and Photo Gallery

The Work Program tab is where the physical progress of a package is recorded. It can be kept in two ways: as a full work program with a schedule and a bar chart, or as a plain running progress figure. The Photo Gallery holds the site photographs of the package.

> **NOTE** A package must have a Tender ID before its work program can be used. Enter the Tender ID in the Tender Stage step (Section 8.4) first.

9.1 The two modes

PPMS keeps the progress of a package in one of two modes.

Work program mode
The default. The work is divided into segments and steps, each with a weightage and a time span, and progress is shown against a schedule on a bar chart.

Direct progress mode
A single running progress figure, with no schedule. Used when a full work program would not make sense.

Every package starts in work program mode. A package is moved to direct mode only on request, as described in Section 9.4.

9.2 Work program mode

Open the **Work Program** tab. The screen has a toolbar at the top, the overall and per-segment progress below it, and then one collapsing section for each segment.

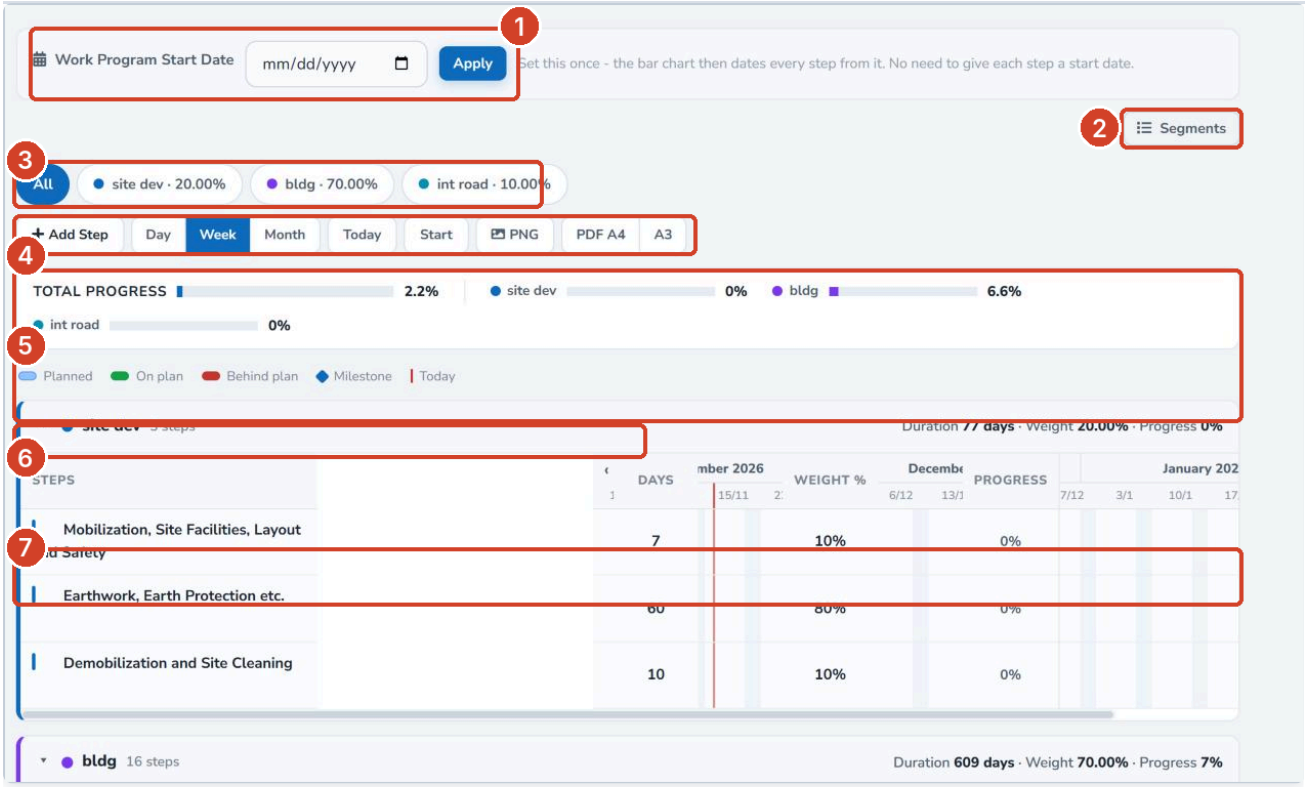


Figure 9.1 The Work Program screen

1. Work Program Start Date. Set this once and select Apply. The bar chart then dates every step from it, so you do not give each step its own start date.
2. Segments. Opens the window where the segments are created and edited.
3. The segment tabs. All shows every segment; selecting a segment name shows that segment alone.
4. The toolbar (described below).
5. The total progress and the progress of each segment.
6. A segment section. Select its title to open or close it.
7. The steps of the segment, with their days, weightage and progress, beside the bar chart.

The toolbar

Button	What it does
Day, **Week**, **Month**	Scale the bar chart in days, weeks or months.
Today	Jump to today's date on the timeline, marked by a red vertical line.
Start	Move the timeline to the very beginning of the plan.
PNG	Download the bar chart as a PNG image.
PDF A4, **A3**	Download the bar chart as a PDF, in A4 or A3 size.

Setting up the segments

A package is usually a combination of works. A package might hold two buildings, a road, a boundary wall and two watch towers. You divide it into broader segments and give each a weightage, so that the weightages add up to 100 per cent. For example: two building segments of 35 per cent each, a road and a boundary of 5 per cent each, and two watch towers of 10 per cent each.

Select **Segments** to open the window.

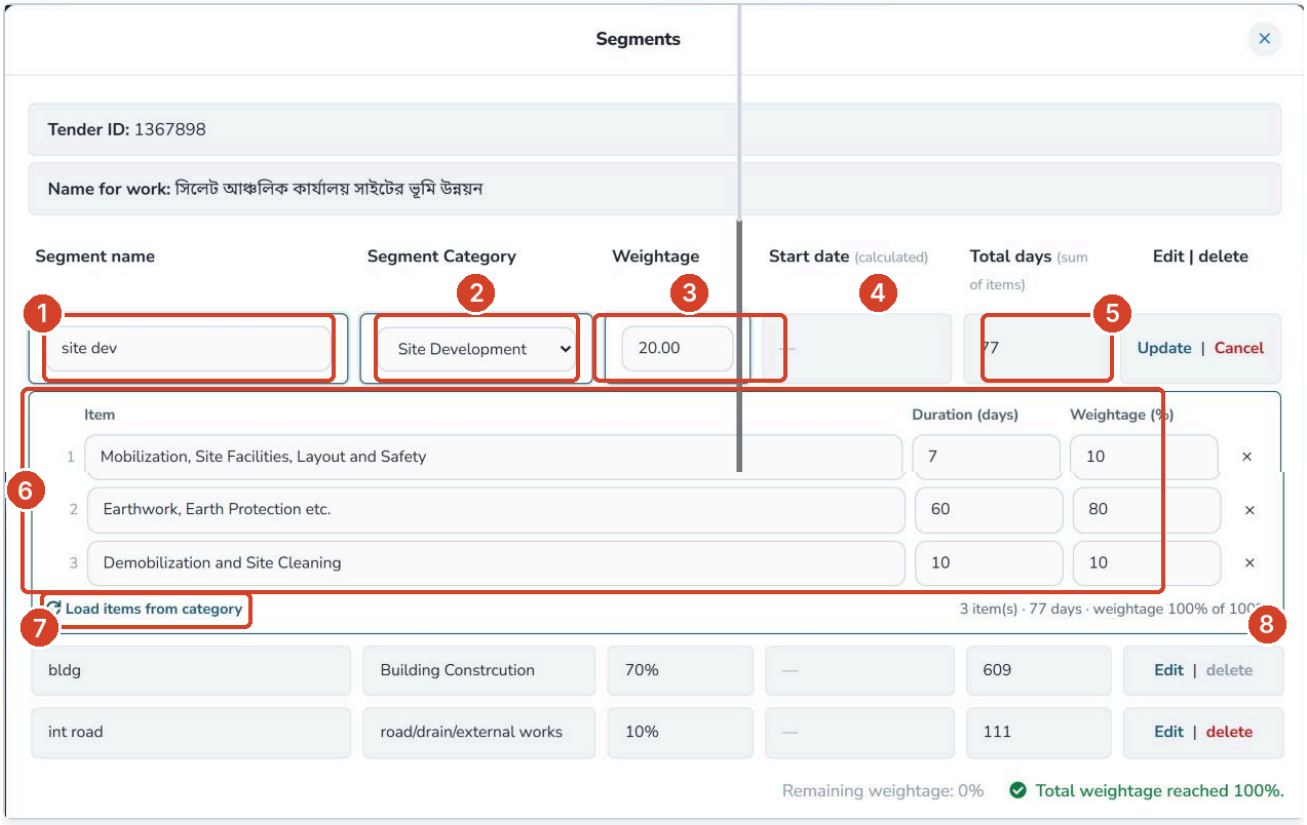


Figure 9.2 Creating a segment

1. Segment name, such as a building or a road.
2. Segment Category. Choosing a category loads a ready list of work items with their own time spans and weightages.
3. Weightage of the segment.
4. Start date, worked out by PPMS from the items.
5. Total days, the sum of the item durations.
6. The work items of the segment, each with its duration in days and its weightage. You can change the items, the durations and the weightages freely.
7. Load items from category brings the ready list for the chosen category.
8. The item weightages must total 100 per cent of the segment.

Add each segment in the same way — the two buildings, the road, the boundary and the towers. The weightages of all the segments must total 100 per cent, or PPMS will not save them. Each segment can be edited or deleted from the list, and the window shows the remaining weightage and whether the total has reached 100 per cent.

Steps and sub-steps

Once the segments are set, each one appears as a section below, with its steps and a planned bar for each step on the chart. Resting the pointer on a step shows **+ Add Step**, which lets you divide the step into sub-steps. For example, "Earthwork up to PL" can be split into earthwork and palisading, each with its own weightage and duration.

9.3 Setting progress

Select a step (or, where a step has sub-steps, a sub-step) to open the progress window. The same window opens from the **Update Progress** button in direct mode.

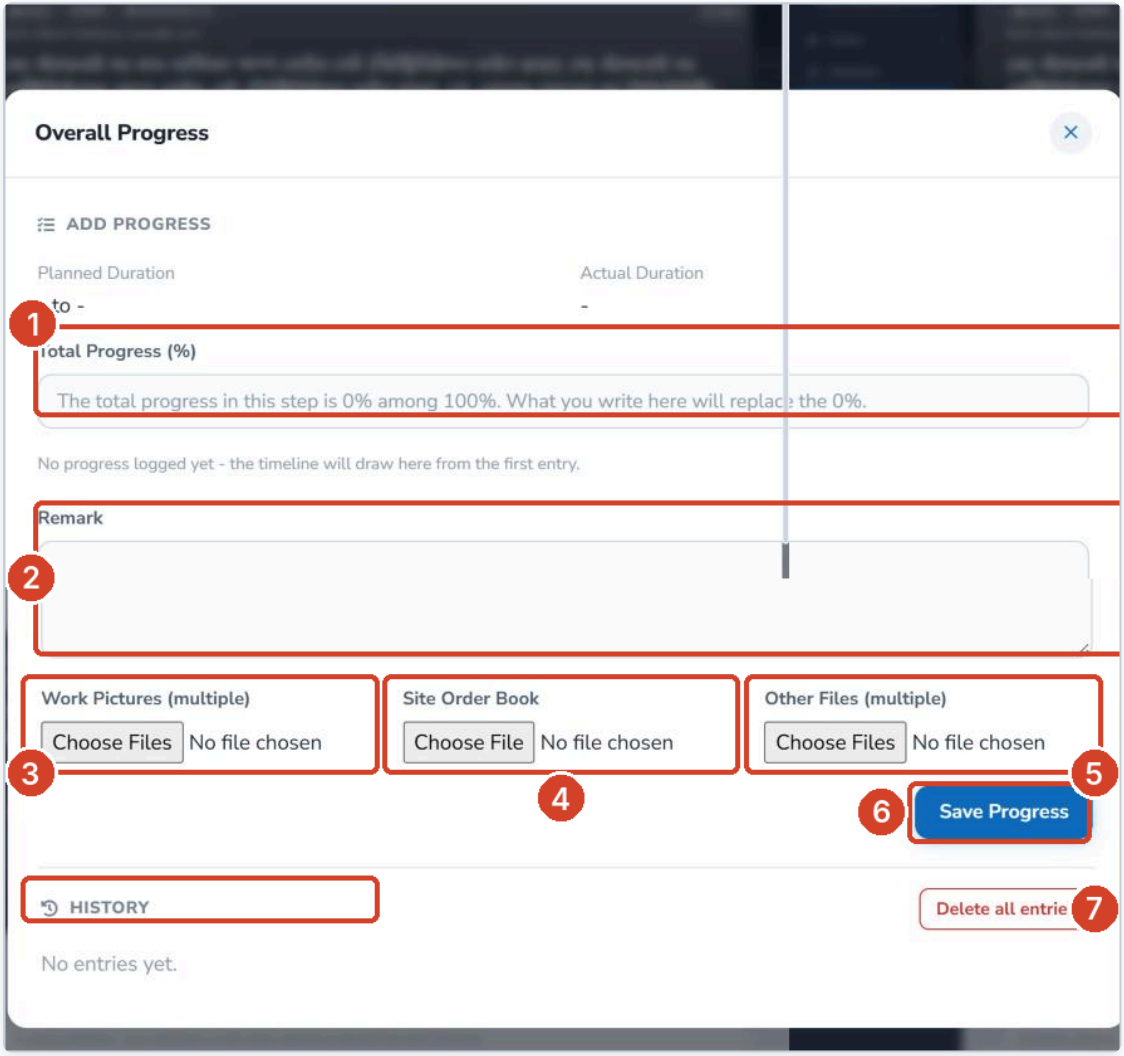


Figure 9.3 The progress window

1. Total Progress (%). Enter the progress as a figure. What you enter replaces the current figure; it is not added to it.
2. Remark.
3. Work Pictures. One or more site photographs.
4. Site Order Book. The site order book pages.
5. Other Files.
6. Select Save Progress to record the entry.
7. The history, where the entries are listed.

> **NOTE** The figure you enter replaces the current one; it does not add to it. If the progress is 15 per cent and you enter 5, the total becomes 5 per cent, not 20. To show 20, enter 20.

The history

Below the progress fields, the history lists the earlier entries. For each entry you can edit the remark and add or remove files. The last entry can be deleted; when it is, the total progress resets to the entry before it, which can then be deleted in turn. Deleting all entries resets the progress to zero.

> **NOTE** A deleted entry cannot be brought back. Delete with care.

9.4 Direct progress mode

In direct progress mode the package has no schedule. The tab shows a single overall progress figure and an **Update Progress** button that opens the same progress window as above.

This mode is for packages where a work program would mislead rather than help, such as a package where the work in the field is already far ahead and a long stretch of progress is pending, or where the work has moved so far from the beginning that a schedule drawn now has no value. Because progress in a work program cannot be dated backwards, these packages record progress directly, with no time schedule.

Moving a package to direct mode

1. The Working Division contacts the help desk and provides the latest signed work-progress report of the package.
2. The help desk, after consulting the Monitoring Offices, switches the package from work program mode to direct progress mode.

Every package is in work program mode by default; only the help desk can move it to direct mode.

9.5 Photo Gallery

The Photo Gallery holds the site photographs of the package. It works the same way as the gallery at the project level (Section 7.8) and as the Photos page in the menu, but shows only this package's photographs. The photographs on it are the work pictures attached to the progress entries (Section 9.3).

The photographs are grouped by the date they were taken, one card for each date.



Figure 9.4 The package Photo Gallery

1. The trail showing where you are — project, then package.
2. A date group. Each day's photographs are collected into one card.
3. Select the card (or its play button) to open the viewer.
4. The date and the number of photographs in the group.

Selecting a date group opens the viewer, where the photographs are shown one after another.

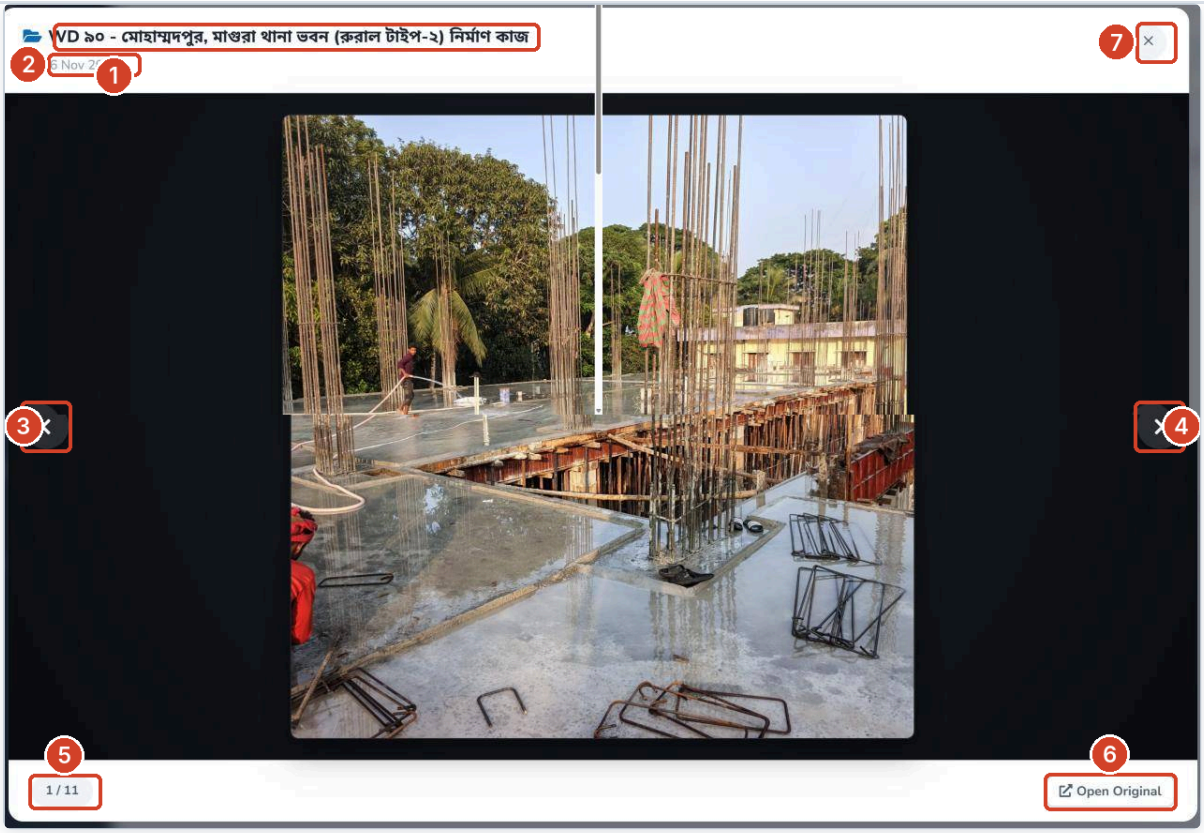


Figure 9.5 The photo viewer

1. The package name.
2. The date of the photographs.
3. Previous photograph.
4. Next photograph.
5. The position in the set, such as 1 of 11.
6. Open Original opens the full-size photograph in a new browser tab.
7. Close the viewer.

10 WORKING OFFICES Progress Report

The Report menu holds the reports that officials and other departments ask for from time to time. Most of them are built from the information the offices have already entered, so they are read-only. The Progress Report is the exception: it is the one report that takes fresh input, and it is the formal monthly return of a package's progress that passes up the office chain.

Working Division ▶ Working Circle ▶ Working Zone ▶ Monitoring Circle

This chapter is written for the Working Division, which prepares and sends the report. How the Circle and Zone offices handle it is covered in Section 10.8.

10.1 Opening the page

From the menu, open **Report**, then **Progress Report**.



Figure 10.1 The top of the Progress Report page

1. The report date, with Excel, PDF A4 and Legal buttons to download the page.
2. Office Information — the office name and user ID.
3. Summary — the totals of projects, packages, tenders and cost for the office.

10.2 Who sets progress

Only the Working Division enters progress; every office above it reads. A Working Division may update a package's progress at any time, as often as it wishes. The formal report, however, is sent upward only **once a month**. If a sent report is returned, the office corrects it and sends it again for that month.

> **NOTE** Updating progress and sending the monthly report are two different acts. Progress can be kept current day by day; the report is a formal monthly snapshot, sent once.

10.3 The progress reports

Below the summary is the Progress Reports section — the reports moving between offices, with filters for the fiscal year, the fiscal period and the status.

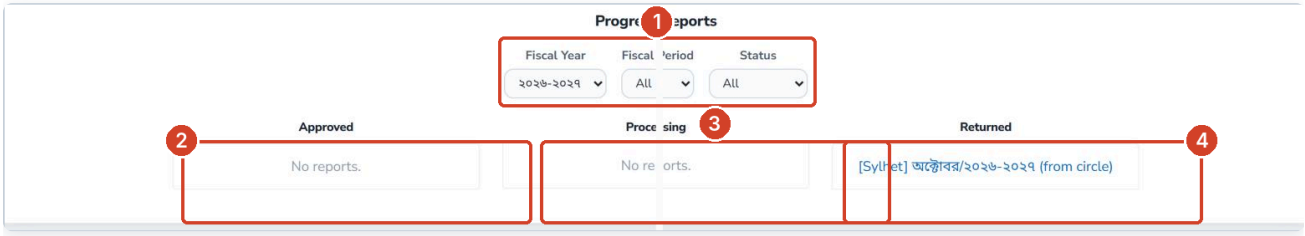


Figure 10.2 The progress reports section

1. The filters — Fiscal Year, Fiscal Period and Status.
2. Approved — reports that have completed the chain.
3. Processing — reports sent and awaiting a higher office.
4. Returned — reports sent back to this office; select one to open it and send again.

10.4 The progress status filter

The Progress Status Filter narrows which packages the tables below show. It helps an office with many packages reach the ones it wants without scrolling through all of them.

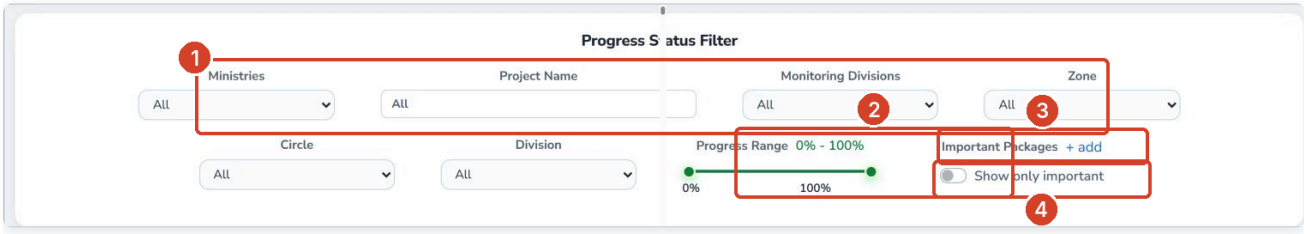


Figure 10.3 The Progress Status Filter

1. The category filters — Ministries, Project Name, Monitoring Divisions, Zone, Circle and Division. Each limits the tables to the packages that match.
2. Progress Range — a slider that shows only the packages whose overall progress falls between the two handles. Set it, for example, to 0-20% to find the packages that have barely started, or to 90-100% to find those nearly done.
3. Important Packages — + add, for marking the packages you want to watch (below).
4. Show only important — a toggle that limits the tables to the packages marked as important.

Important packages

An office usually watches a handful of packages more closely than the rest. These can be marked once and then shown on their own.

HOW **Mark and show important packages**

1. Select **+ add** beside Important Packages. A window opens listing every package, grouped under its project.
2. Tick the packages you want to watch and select **Save**.
3. Turn on the **Show only important** toggle. The tables now show only the packages you marked.

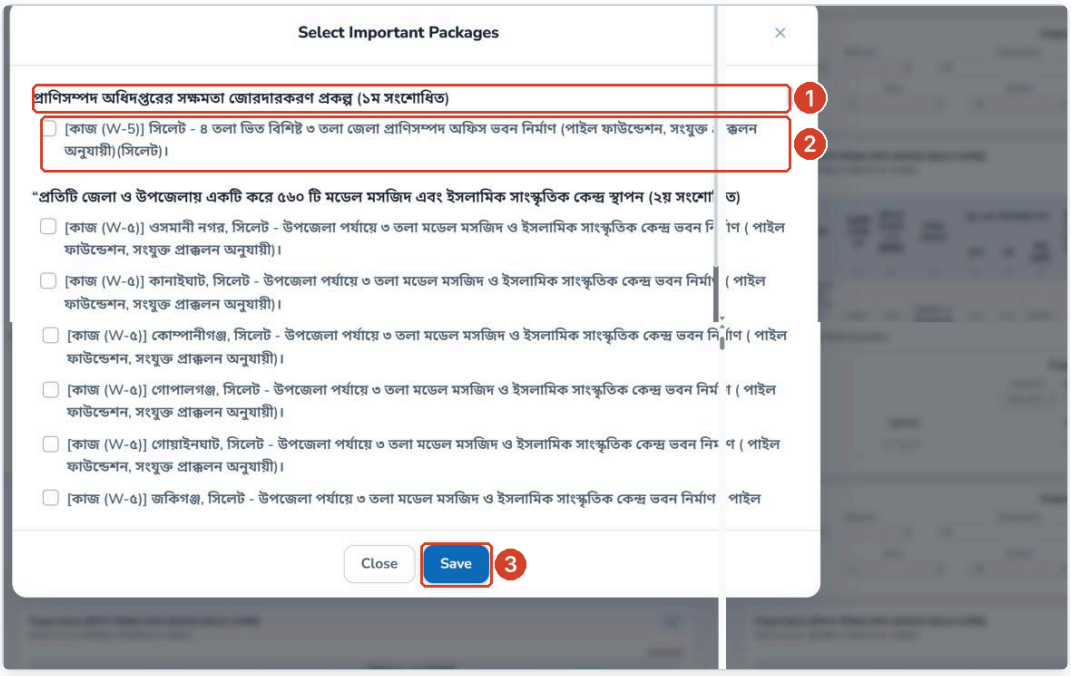


Figure 10.4 Selecting important packages

10.5 The progress tables

Below the filters, each project has its own progress table, with one row for every package. The columns carry, from left to right: the package, the approved and the contract (with variation) price, the project duration, the position up to the previous fiscal year (allocation, expenditure, physical progress), the current-year ADP, the position in the current fiscal year, the overall position, the probable completion date and a comment.

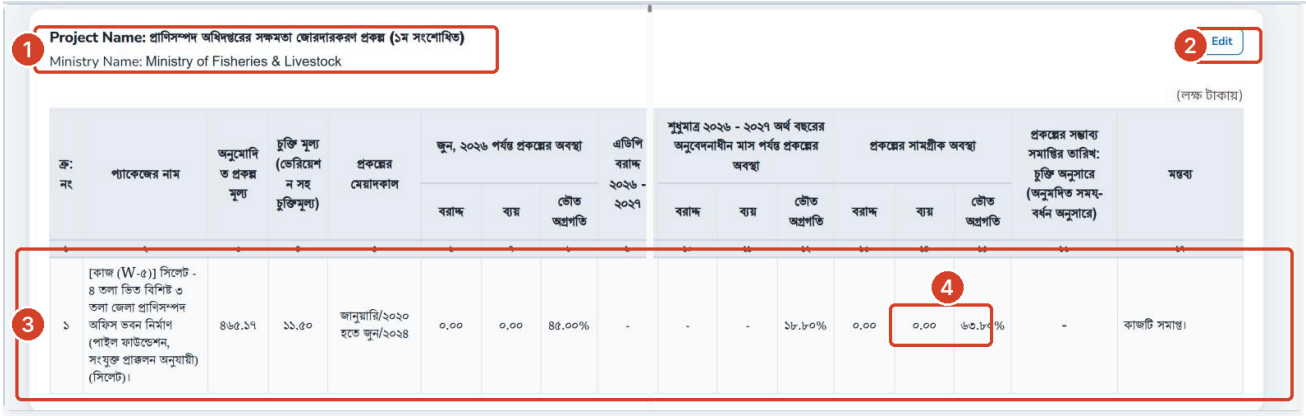


Figure 10.5 A project's progress table

1. The project name and its ministry.
2. Edit — opens the whole table of this project for editing. This button is shown only to Working Divisions.
3. A package row. Resting the pointer on a row shows a small edit button that opens just that row (Section 10.6).
4. The overall physical progress. Selecting it opens the package's Work Program page (Section 9.2), where the progress is updated.

10.6 Editing a package

Select the row's edit button to open the Edit Progress window for that package.

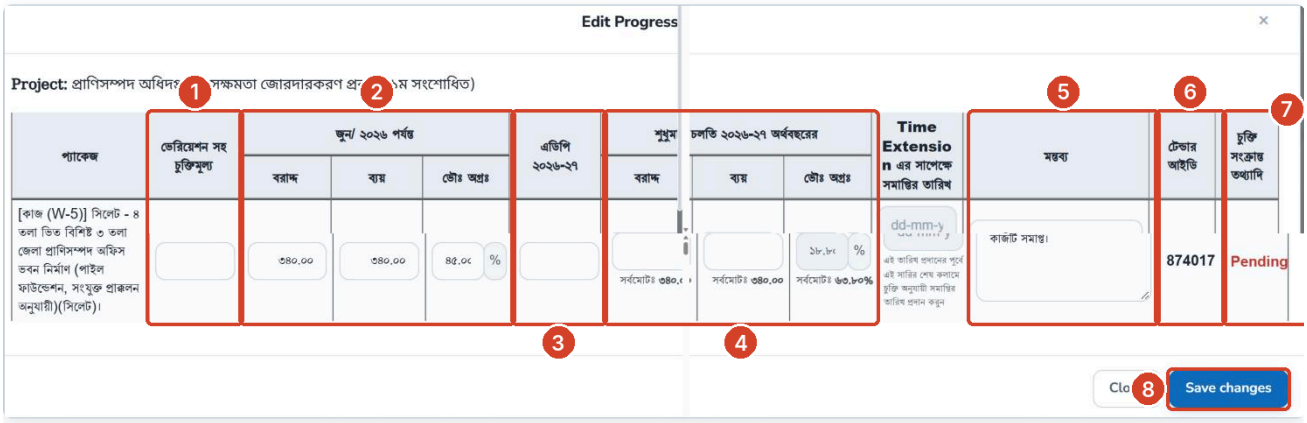


Figure 10.6 The Edit Progress window

1. Contract price with variation — the full amount (not in lakh), if a variation has occurred.
2. Up to the previous fiscal year — allocation, expenditure and physical progress.
3. The current-year ADP allocation.
4. The current fiscal year — allocation and expenditure; the physical progress is worked out by PPMS.
5. Comment.
6. Tender ID.
7. Contract-related information.
8. Save changes.

What to fill, and when

The figures up to the previous fiscal year, and the contract price with variation, are entered once in a fiscal year — they do not change month to month. Each **month** the office enters only the current year's allocation and expenditure; the current-year physical progress is calculated for you, as the total progress minus the progress up to the last fiscal year.

The total progress itself comes either from a direct entry or from the package's Work Program. To change it, close this window and select the overall progress in the table (Section 10.5), which opens the Work Program page.

Tender and contract

- If the package is **not yet tendered**, add a comment and save.
- If the tender is **floated**, the Tender ID cell shows **Pending**. Select it to go to the Tender Stage, set the Tender ID and fetch from e-GP (Section 8.4), then add the comment and save.
- If the work is **already contracted**, provide the contract information as well: in the contract-information cell, if it shows anything other than **added**, select it to go to the Work in Progress step (Section 8.7) and enter the contract details.

10.7 Sending the report

At the bottom of the page, select **Send Progress Report** to open the sending window.

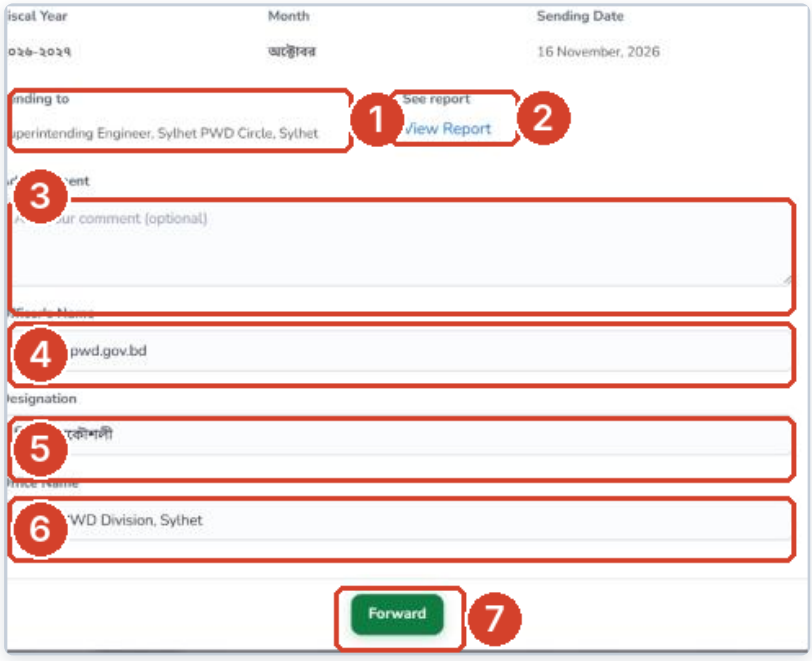


Figure 10.7 The Send Progress Report window

1. Sending to — the office the report goes to (the Circle).
2. View Report — a preview of how the report will look.
3. A comment.
4. The sending officer's name.
5. The officer's designation.
6. The office name.
7. Forward — sends the report.

Once forwarded, the report appears under Processing with a link showing that it is now at the Circle. Selecting the link opens the report.

10.8 The report and its log

The opened report is the formal Monthly Progress Report: a heading with the month and office, Excel, PDF A4 and Legal download buttons, a status badge, and the project tables. At the foot of the

report is the Report Log, which records every step the report has taken.

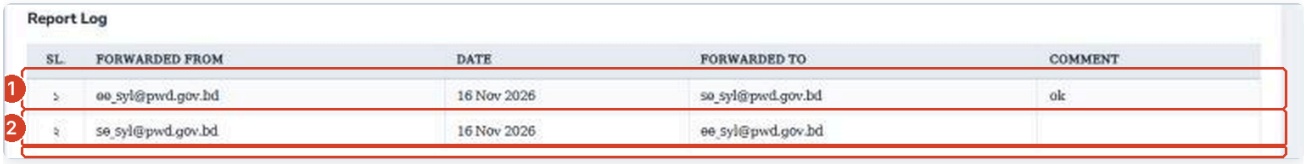


Figure 10.8 The Report Log

1. Each line shows who forwarded the report, the date, to whom, and any comment.
2. A line going back down the chain is a return.

10.9 Circle and Zone offices

The Circle and the Zone see the same page, laid out in the same way, but holding the packages of every Working Division under them — the Office Information lists those divisions, and the Progress Reports section gains a Divisions filter. These offices have no Edit button and no Send Progress Report button: they do not set progress or send reports. They act only on the reports sent to them.

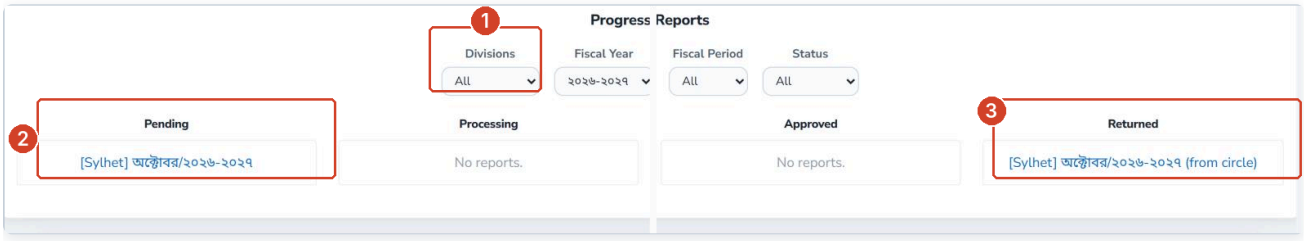


Figure 10.9 The Circle's progress reports

1. The Divisions filter — narrow the view to one of the divisions under this office.
2. Pending — a report sent up and waiting for this office to act on. Select it to open and process it.
3. Returned — reports this office has sent back.

Processing a report

Open a pending report and select **Process**. A window opens like the division's sending window, but with two actions instead of one.

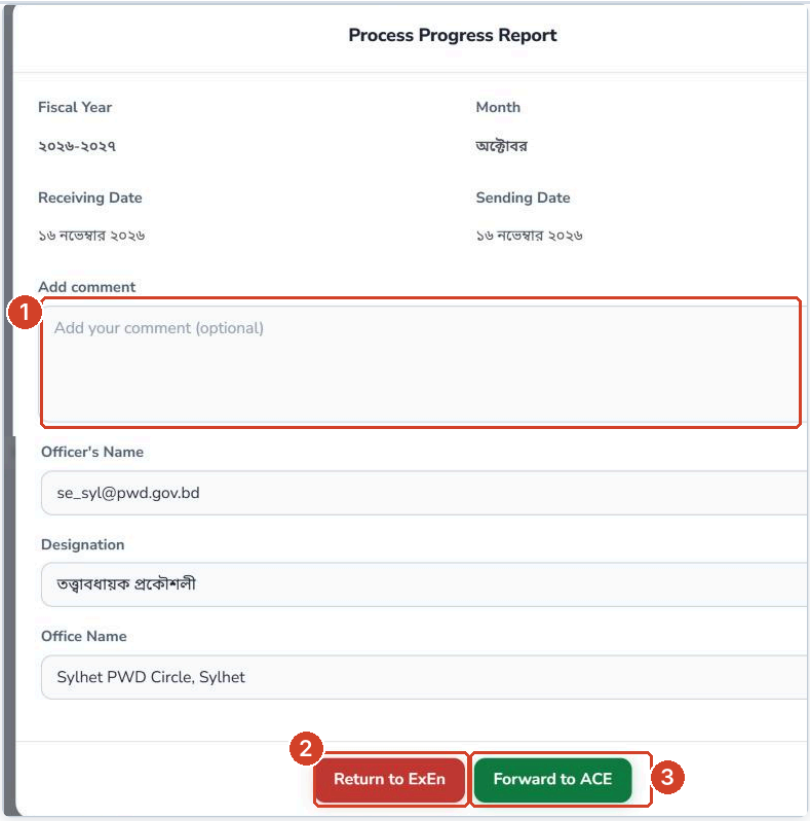


Figure 10.10 The Process Progress Report window

1. A comment.
2. Return — sends the report back down to the Working Division (shown here as **Return to ExEn**, the Executive Engineer).
3. Forward — sends the report up to the next office (shown here as **Forward to ACE**, the Additional Chief Engineer).

> **NOTE** A returned report always goes straight back to the Working Division, whichever office returns it. If the Zone returns a report, it does not stop at the Circle — it goes to the Division, the copy is treated as rejected, and a fresh report must be sent for that month.

The approval path

The report moves up one office at a time. The Division sends it to the Circle, where it waits as pending; the Circle forwards it to the Zone, where it waits as pending; the Zone forwards it to the Monitoring Circle, at which point it is approved.

Division sends ▶ Circle forwards ▶ Zone forwards ▶ Monitoring Circle · approved

PART C

Supporting Offices

Design and document support at the package level — user management and the uploading of drawings and reports.

SUPPORTING OFFICES

11 Supporting office tasks

Supporting offices assist at the package level: they provide the officers and the documents a package needs, watch its progress, and give advice. These tasks use the very same screens the working offices use, so this chapter names each task and points to where its screen is shown, in full, in Part B.

11.1 What a supporting office does

A supporting office has four tasks. Each is carried out exactly as described in the chapter noted beside it.

Task	Where the screen is shown
Provide the **secondary users** for a package — assign your officers so the package appears in their accounts.	The package **Users** screen — Section 8.3. The method is the same as assigning a secondary user on a location (Chapter 6, Task 2).
Provide the **drawings, reports and relevant documents** for the package.	The **Documents** screen, where files are grouped by office and gathered into clusters — Section 7.7.
Monitor progress overall.	The **Work Program** (Chapter 9) shows the physical progress; the **progress tables** (Chapter 10) show the financial and overall position. A supporting office reads these; it does not edit them.
Give and seek **advice through comments**.	The **comments** on the project Home — Section 7.3.

NOTE A supporting office works on the package, not the project record as a whole. It provides users and documents and watches progress, but it does not set progress, prepare the procurement plan or send the progress report — those belong to the working offices.

11.2 A note on finding your packages

A supporting office sees the projects and packages it has been attached to. If a package you expect is not shown, it has usually not yet been attached to your office; contact the working division responsible for it, or the project monitoring circle.

12 SUPPORTING OFFICES
Design and document upload

Beyond watching progress, a supporting office does two things of its own: it brings its officers onto a project by assigning secondary users, and it provides the project's drawings and documents. This chapter sets out both, for upcoming projects and for approved ones.

12.1 User management — assigning a secondary user

A supporting office is given a project through its **primary user**; that officer then brings colleagues onto the project by naming them as **secondary users**. A secondary user can open the project and work on it.

1. Open **Projects → Verified Ongoing Projects** and find the project — search, filter or browse — then open it.
2. Go to the **Users** tab and select **Edit**.
3. On the row where your own office is set as primary user, type the officer you want to add in the **Secondary** column.
4. Save. The secondary user now has access to the project to explore and to work on it.

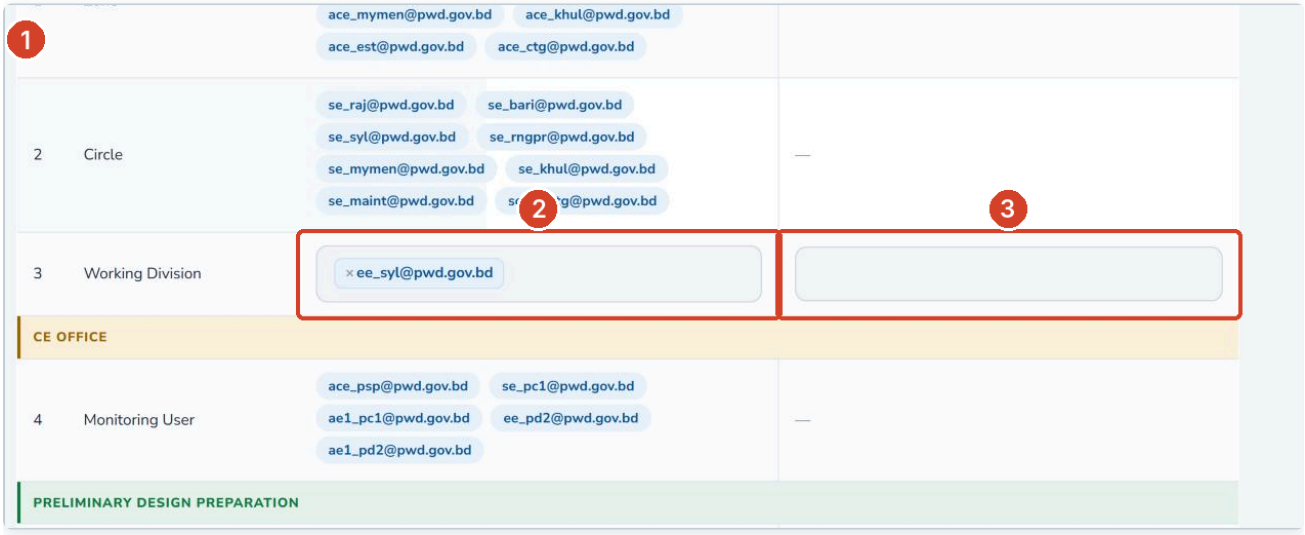


Figure 12.1 Editing users — on the row where your office is the primary user, add your officer in the **Secondary** column.

> **NOTE** This is the same method used throughout PPMS for secondary users; the supporting office uses it to share a project among its own officers. The screen shown here is the same Users editor used by the working offices.

12.2 Uploading design and documents — upcoming projects

For an upcoming project, the supporting office uploads its design files against the project's **Document (Uploaded)** page. Open the upcoming project and go to **Document (Uploaded)**; there you

will find a table for the supporting offices, each row carrying the **user type** (Architecture, Design, Plumbing or E/M) and the **building type**. Upload the file for your type and building against its row.

The supporting-office table on the Document (Uploaded) page of an upcoming project (screen to be added once the upcoming-project view is enabled for supporting offices).

> **NOTE** This upload is made against the building types recorded for the project. If the building type you expect is not listed, it has not yet been added by the monitoring office — ask them to add it.

12.3 Uploading design and documents — approved projects

For an approved (verified ongoing) project the design is uploaded by package, on the project's **Documents** page. Open the project, go to the **Documents** tab, and open your supporting office's collapsed section. There you will find the **design-type** buttons and, beneath them, a **table of packages** with the action for each row.

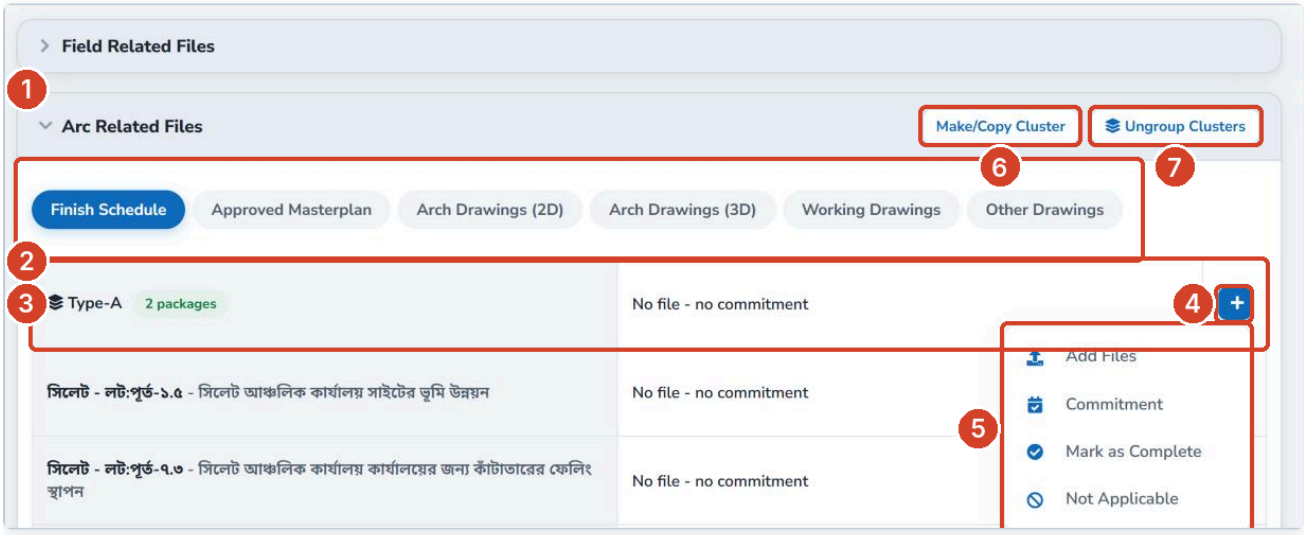


Figure 12.2 The Documents tab — the design-type buttons and the table of packages, with the actions available on a row.

Within a design type, each **file type** is a tab, and under it is one row for each package. On a package row, the **add** button offers four actions: **Add Files** (upload the drawing when it is ready), **Commitment** (give the date by which you will upload it, with a remark), **Mark as Complete** (nothing more is to be provided for this row), and **Not Applicable** (this kind of file does not apply to this package).

Clusters — uploading one drawing for many packages

A project may have a hundred packages but only a handful of designs. Uploading the same drawing against every package would waste time. A **cluster** solves this: you group the packages that share a design, give the group a name, and upload the file **once** for the whole cluster. A cluster belongs to

one file type — a cluster made under Arch Drawings (2D), for example, does not appear under Working Drawings unless you **copy** it there. Clusters are available in the Arc, Str, Plumbing and E/M sections, and every office may make them.

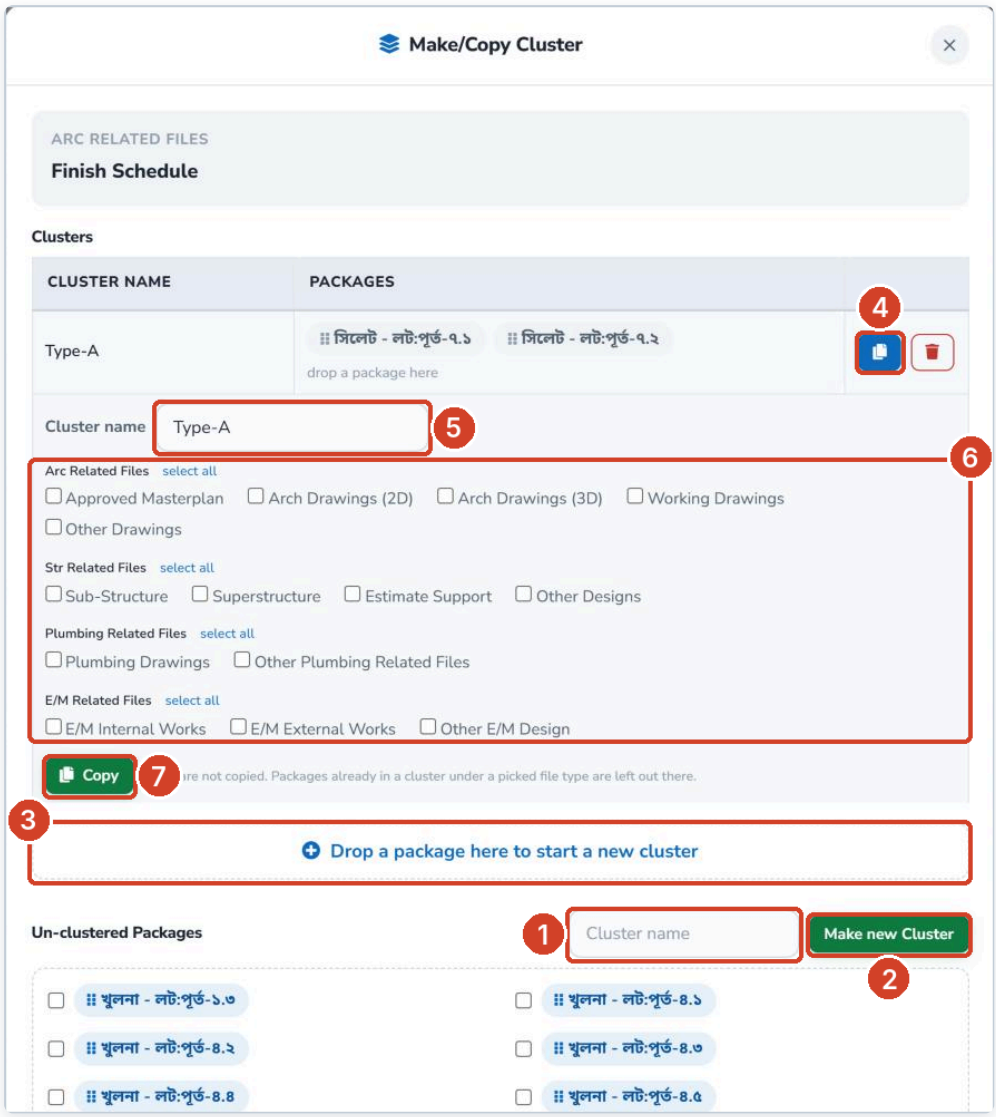


Figure 12.3 The Make / Copy Cluster window — one cluster made, with its copy options open.

TASK Make a cluster

1. Open the section and select the **file type** the cluster is for.
2. Select **Make / Copy Cluster**. The window opens, showing the section and file type at the top, with the packages listed under **Un-clustered Packages**.
3. **Tick** the packages that share the same design.
4. Type a name in **Cluster name** and select **Make new Cluster**. (You can also **drag** a package onto *Drop a package here to start a new cluster* and type the name when asked.)
5. The cluster now appears under **Clusters**. To add another package to it later, drag the package into its row.
6. Upload the drawing once against the cluster — it stands for every package in it.

TASK Copy a cluster to other file types

1. Open **Make / Copy Cluster** under the file type that already has the cluster.
2. In the cluster's row, select the **copy** button; the copy options open beneath it.
3. Change the **Cluster name** if the copy should differ.
4. Tick every **file type** that needs the same grouping — **select all** ticks a whole section.
5. Select **Copy**. Only the grouping is copied, not the files themselves; a package already clustered under a chosen file type is left as it is there.

The **red** button beside the copy button removes a cluster together with its files. When a section has clusters, **Ungroup Clusters** switches between the cluster view and the plain list of single packages — it changes only what you see, not the grouping itself.

1. For a package that needs no drawing from you, use the add button and mark it **Not required**.
2. When a cell is done — everything uploaded, or nothing required — mark it **Completed**.

NOTE If a package you expect to upload against is not shown, you may still be required to provide its design — ask the corresponding monitoring office. The clustering and copying here are identical to those the working offices use on the same Documents screen, described in full in Part B.

TIP Marking cells **Not required** or **Completed** keeps the design status honest for the whole project: the monitoring and working offices read these marks to know what design work is still outstanding.

REFERENCE

Glossary

The terms used throughout this manual, in alphabetical order.

ACE (Additional Chief Engineer)
The senior approving officer above a Superintending Engineer; the final approver for an estimate, and a step in the chain for a split or merge.

Approval workflow
The defined chain of offices — initiator, verifier(s) and approver — through which a change passes, recorded with a note, a date and a name at every step.

Audit / Activity Log
The system's record of actions taken on a project or in the system, used to trace who did what and when.

CCGP
The Cabinet Committee on Government Purchase, to which certain tenders pass for approval beyond the Ministry.

Cluster
A group into which drawings or documents of a design type are gathered on the Documents page.

Contract information
The contract details recorded against a package; once present, the package is locked against version changes.

Dashboard
The summary screen showing an office's overall figures, projects needing attention and pending tasks.

DPP (Development Project Proforma)
The approved proposal under which a project enters the system as an approved project.

EE (Executive Engineer)
The officer in charge of a division; a verifier or initiator in most flows.

Estimate
The costed procurement plan of a package, approved through its own flow.

Field office
A working division, circle or zone that carries out and reports work in the field.

Green Page (shabuj pata)
The listing in which a project marked for it appears.

Merge

Combining two or more packages of the same location into one, through version control.

Monitoring office

The office that brings projects into PPMS, assigns primary users, adds the RDPP and controls versions.

Note sheet

The screen that sets the previous version beside the proposed version and carries a change through its approval chain.

Notification

An alert in the top bar that links to the page it concerns; selecting it opens that page.

Package

A unit of procurement within a project; the level at which estimates, tenders, documents and progress are handled.

Primary user

The officer set by the monitoring office as an office's lead on a project; a new package needs its primary users before it is visible.

Procurement plan

The set of packages of an approved project, carried version by version.

Progress report

The formal return of a project's progress that rises from the field to the monitoring offices.

RDPP (Revised DPP)

A revision of the approved project's information and package figures, approved through version control.

SE (Superintending Engineer)

The officer in charge of a circle; the final approver for a DPP/RDPP version.

Secondary user

An officer added by a primary user to share access to a project.

Split

Dividing one package into several, through version control.

Supporting office

A design or document office (Architecture, Design, Plumbing, E/M) that provides users and drawings at the package level.

Tender

The procurement of a package put to bid, approved through its own flow to the Chief Engineer and beyond.

Upcoming project

A project under preparation, entered by the monitoring office before approval.

Users tab

The screen on which primary and secondary users are assigned to a project or package.

Version control

The controlled way of changing an approved project — RDPP revision or split/merge — keeping each approved state as a version.

Work Program

The schedule of a package's physical work, with its segments and progress.

Zone / Circle / Division

The three levels of the office hierarchy: a zone contains circles, a circle contains divisions.

REFERENCE

Index

Key subjects and the pages on which they appear.

Approval workflow 37, 41

Audit 4, 8, 12, 43

Cluster 45, 57, 58, 59

Contract information 34, 35, 38, 85

Dashboard 4, 8, 9, 12

DPP 3, 4, 5, 6

Estimate 5, 6, 10, 13

Green Page 16, 17

Merge 5, 6, 10, 13

Monitoring office 3, 5, 7, 14

Note sheet 33, 35, 36, 37

Notification 8, 9, 10

Package 3, 4, 6, 7

Primary user 13, 19, 24, 25

Procurement plan 5, 6, 7, 13

Progress report 3, 5, 7, 10

RDPP 3, 4, 5, 6

Secondary user 13, 18, 19, 20

Split 5, 6, 10, 13

Supporting office 1, 3, 5, 20

Tender 5, 7, 10, 13

Upcoming project 3, 13, 15, 16

Users 5, 7, 12, 13

Version control 3, 5, 6, 33

Work Program 3, 5, 10, 13