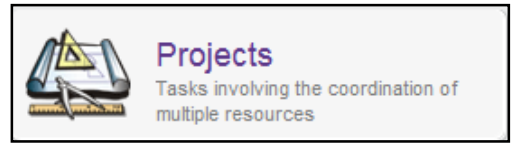


Often there are a series of items that need to be performed to achieve a job, goal, or objective. Project Management lets you combine different records so that you can manage and evaluate the status of these collectively.



The different types of records you associate with your projects determine the complexity of the projects you track through AwareManager. These can include Work, Purchases, Contracts, Time, Budgets and Schedules.

Project

Code: ☐ Inactive

Alias:

Name:

Description:

Project Type:

Organization:

Contact:

Contact Group:

Property:

Unit:

Start:

End:

Notes:

Cockpit Text:

Work

Purchases

Contracts

Time

Budgets

Schedules

Convenient tabs at the bottom of the form are useful for storing extra data and linking information from various other capsules.

Custom Fields
Roles
Estimates
Defaults
External
Reminders

Charge:

Cost:

Hours:

Percent Completed:

The Work, Purchase, Contracts, Time, Budgets, and Schedules buttons provide an easy way to find records linked to the project.

Project

Code: 100BE ☐ Inactive

Alias:

Name:

Description:

Project Type:

Organization:

Contact: Charlie Brown

Contact Group:

Property: 100 Beacon Street Nor...

Unit:

Start:

End:

Notes:

Cockpit Text:

Work

Purchases

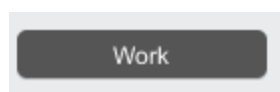
Contracts

Time

Budgets

Schedules













For example, all work orders associated with a specific project can be viewed by clicking on the Work button on the Project record.



Clicking on **Work** will bring you straight into the Work List containing all Work Orders associated with the Project.












Work List Operations 8									
Number	Date Entered	Client	Project	Work Person	Work Type	Assigned To	Description	Work Status	
0617	December 15, 20...	ACTADV	CONF ROOM1	BROWN.CHA...	CONSTRU...	BAGGADON...	Construction - dem...	SCHEDULED	
0645	January 12, 2010		CONF ROOM1	BUTTON.MATT...	BID	ATV	BID Receipt	OPEN	
0646	January 12, 2010		CONF ROOM1	BUTTON.MATT...	BID	EASTCOAST	BID Receipt	OPEN	
4001	October 4, 2010	DIG	CONF ROOM1	MACK.JOE	PLUMB	POLO.MARCO	Quarterly PM Cooli...	CLOSED	
4050	October 11, 2010	BATS	CONF ROOM1		PM	maintenance ...	Testing roles trigger...	OPEN	
4051	October 11, 2010	BATS	CONF ROOM1		PM	maintenance ...	This work generate...	OPEN	
4552	July 13, 2011	ALLPROBAS...	CONF ROOM1	SLIDER.TOM	CONSTRU...		Construction	PENDING	
4557	July 13, 2011	ALLPROBAS...	CONF ROOM1	SLIDER.TOM	BOOKING			REQUEST	
4558	July 13, 2011	ALLPROBAS...	CONF ROOM1	SLIDER.TOM	CONFERE...		Book Conference R...	PENDING	
4559	July 13, 2011	ALLPROBAS...	CONF ROOM1	SLIDER.TOM	CLEAN	CARPET ONE	Cleaning	PENDING	
4562	July 13, 2011	ALLPROBAS...	CONF ROOM1	SLIDER.TOM	PEST	AMPESTCTL	Cleaning	PENDING	
6326	May 24, 2012		CONF ROOM1		CARPENTR...	CDC1	BID Receipt asdfas...	OPEN	

In this example, the work order displays a particular job associated with the project. Here you can see that a wall is scheduled to be demoed as part of the Conference Room 1 Project.











Work













Number:	0617	100BE	<input type="checkbox"/> Posted
Client:	ACTADV	Acton Adventures	Work Category: SVS-BO Build Out Service
Work Contact:	BROWN.CHARLIE	Charlie Brown	Work Status: SCHEDULED Work Assigned and Sc...
Phone:	617-575-7878		Entered: December 15, 2009 11:51
Property:	100-N BEAC	100 Beacon Street Nor...	Received: December 15, 2009 11:51
Unit:	100-N BEAC-CONF1		Scheduled: December 15, 2009 13:51
Floor:	01		Required: December 15, 2009 15:51
Room:	Conference Room 1		Started: December 1, 2009 08:00
Department:	MAINT	Maintenance/Janitorial	Completed: 00:00
Work Type:	CONSTRUCT	Construction	Closed: 00:00
Priority:	2-HIGH	High	Posted: 00:00
Worker:	BAGGADONUTS.JOEY	Joey Baggadonuts	<input checked="" type="checkbox"/> Billable
Description:	Construction - demo wall between conf room and office 121		Notes:

Similarly, clicking on the **Time** button on the Project will bring you to the Time List of all records related to the project. This is convenient feature that allows you to view and track all workers time that is spent on the particular Project!

Time List           Operations 				
Number ▲	Description	Client	Start Date	Contact
0298	Construction - demo wall between conf room and office 121		December 4, 2009	CARVE...
0299	Construction - demo wall between conf room and office 121		December 4, 2009	BAGGA...
0300	Construction - demo wall between conf room and office 121		December 3, 2009	BAGGA...
0301	Construction - demo wall between conf room and office 121		December 1, 2009	BAGGA...
0451	Construction	ALLPR...	July 25, 2011	PM 1
0452	Construction	ALLPR...	July 25, 2011	CDC
0463		ALLPR...	July 13, 2011	ENG
0464	Book Conference Room	ALLPR...	July 13, 2011	BROWN...
0467	Cleaning	ALLPR...	July 1, 2011	CDC
0468	Pest Control	ALLPR...	July 13, 2011	CDC
0469	Pest Control	ALLPR...	July 13, 2011	BAIN.M...
0482		DIG	September 12, 2011	CDC

Time

Number: 0301 100BE

Contact: BAGGADONUTS.JOEY Joey Baggadonuts

Start Date: December 1, 2009

Start Time: 08:00

End Time: 14:00

Total Time: 6.000

Time Type: REG Regular Time

Work: 0617 Construction - demo w...

Work Type: CONSTRUCT Construction

Project: CONF ROOM1 Conference Room 1 B...

Department: MAINT Maintenance/Janitorial

Client:

Client Contact:

Property: 100-N BEAC 100 Beacon Street Nor...

Unit: 100-N BEAC-CONF1

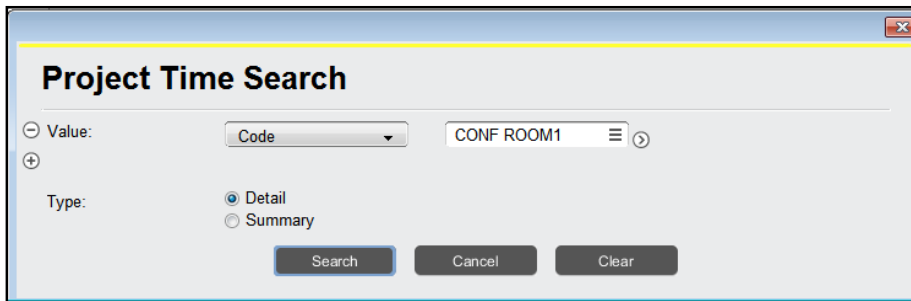
Description: Construction - demo wall between conf room and office 121

< Custom Fields Rates Reminders >

Reporting

The **Project Time Report** in the AwareManager is designed to be as flexible as possible. This report is designed to show actual time, estimated time and estimated project overruns based on your search criteria. All time records will be linked directly to the project or indirectly through a work record.

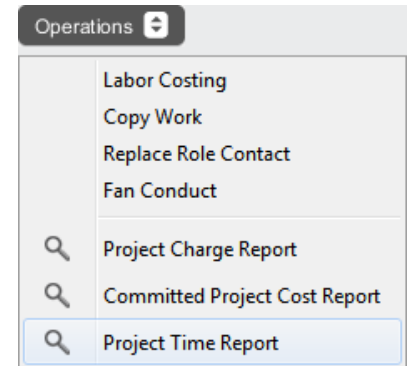
Search window:



Project Time Search

Value:

Type: ☒ Detail ☐ Summary




Operations

- Labor Costing
- Copy Work
- Replace Role Contact
- Fan Conduct
- Project Charge Report
- Committed Project Cost Report
- Project Time Report**

You are able to choose between two versions of the report:

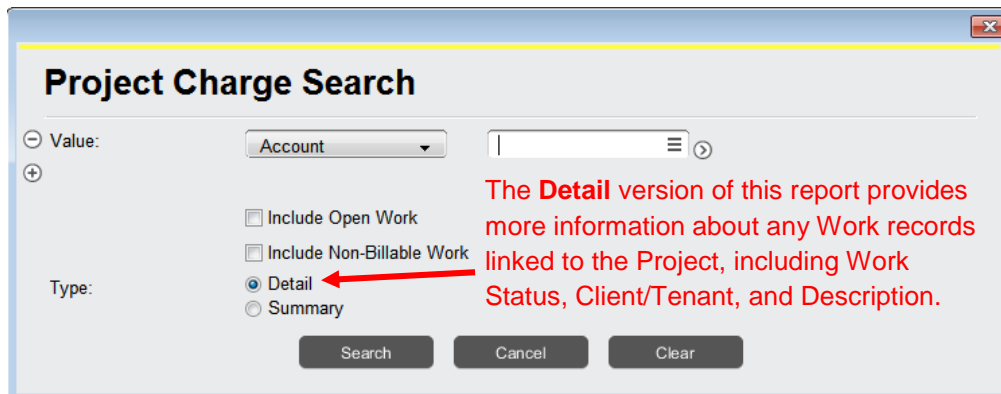
- **Detail:** displays detail time records below each project line
- **Summary:** displays one project per line

Example of the Project Time Detail Report:

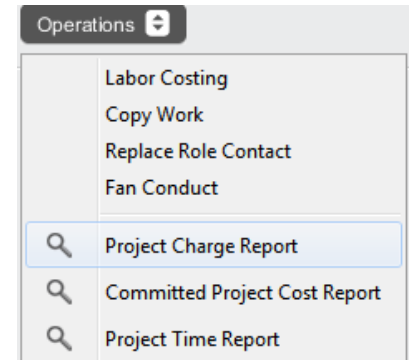
<div>  <div> Project Time Detail Report DIG Property Group 50 Congress Street Boston, Massachusetts 02109 </div> </div>							
Search Ranges:		Code: CONF ROOM1					
Project	Name	Actual Start Date	Actual End Date	Hours To Date	Estimated Hours	Percentage Completed	Percentage Over-Under
CONF ROOM1	Conference Room 1 Buildout	Dec 1 09	Jan 15 10	88.86	120.000	20%	270.00%
	0298 CARVER.J	Dec 4 09		7.00	Construction - demo wall between conf r...		
	0299 BAGGADONUTS.JOEY	Dec 4 09		7.00	Construction - demo wall between conf r...		
	0300 BAGGADONUTS.JOEY	Dec 3 09		4.00	Construction - demo wall between conf r...		
	0301 BAGGADONUTS.JOEY	Dec 1 09		6.00	Construction - demo wall between conf r...		
	0337 CDC	Dec 30 10		4.53	Plumbing all day		
	0344 CDC	Dec 30 10		4.53	Quarterly PM Cooling Towers		
	0345 CDC	Dec 30 10		4.53	Quarterly PM Cooling Towers		
	0346 CDC	Dec 30 10		4.53	Quarterly PM Cooling Towers		
	0347 CDC	Dec 30 10		4.53	Quarterly PM Cooling Towers		
	0348 CDC	Dec 30 10		4.53	Quarterly PM Cooling Towers		
	0349 CDC	Dec 30 10		4.53	Quarterly PM Cooling Towers		
	0350 CDC	Dec 30 10		4.53	Quarterly PM Cooling Towers		
	0353 CDC	Dec 30 10		4.53	Quarterly PM Cooling Towers		
	0354 CDC	Dec 30 10		4.53	Quarterly PM Cooling Towers		
	0355 CDC	Dec 30 10		4.53	Quarterly PM Cooling Towers		
	0451 PM 1	Jul 25 11		1.00	Construction		
	0452 CDC	Jul 25 11		3.00	Construction		
	0463 ENG	Jul 13 11		1.00			
	0464 BROWN.CHARLIE	Jul 13 11		4.00	Book Conference Room		
	0467 CDC	Jul 1 11		1.00	Cleaning		
	0468 CDC	Jul 13 11		1.00	Pest Control		
	0469 BAIN.MATTHEW	Jul 13 11		1.00	Pest Control		
	0482 CDC	Sep 12 11		3.00			

The **Project Charge Report** in the AwareManager is designed to be as flexible as possible. This report is designed to show estimated charges and committed charges for Projects.


Search window:



The **Detail** version of this report provides more information about any Work records linked to the Project, including Work Status, Client/Tenant, and Description.



Example of the Project Charge Report:



Project Charge Report

DIG Property Group

50 Congress Street
Boston, Massachusetts 02109

Project Work	Date	Work Status	Client	Description	Estimated	Actual	Variance	Variance %
1W.100BE - Weekly PM					\$0.00	\$0.00	\$0.00	0.00
1Y.100BE - Yearly PM					\$0.00	\$603.00	\$-603.00	0.00
4409	Mar 1 11	PENDING	ACTADV	Annual Air Handler Maintenance AHU-01		\$603.00		
CONF ROOM1.100BE - Conference Room 1 Buildout					\$0.00	\$0.00	\$0.00	0.00
COPY WORK - Copy Work Test					\$0.00	\$0.00	\$0.00	0.00
COPY WORK 2 - Copy Work Test 2					\$0.00	\$0.00	\$0.00	0.00
EXAMPLE.100BE - Example					\$0.00	\$0.00	\$0.00	0.00
FAKEPROJ					\$0.00	\$0.00	\$0.00	0.00
NEW GAME - New Game					\$0.00	\$6,623.66	\$-6,623.66	0.00
0013		CLOSED	ACTADV	We need some new keys for three new employees		\$638.00		
0006	Jan 4 08	CLOSED	VERMONT SAP	Replace Lights; There are several lights out in the main hallway. It makes navigating through there very sticky.		\$77.48		
0018	Jan 5 08	CLOSED	TINYSTAF	Keys, Locks, Doors; I need some new keys made for our front door		\$659.83		
0017	Jan 10 08	CLOSED	LEXPOOL S	Painting. We need to have an office repainted blue		\$1,805.00		
0010	Jan 11 08	CLOSED	HIPJOINT	Book Conference Room; Friday January 11th for staff meeting 1pm - 2pm		\$85.00		
0012	Jan 15 08	CLOSED	ACTADV	Carpentry; We would like to have some shelves installed in our back offices		\$820.83		