

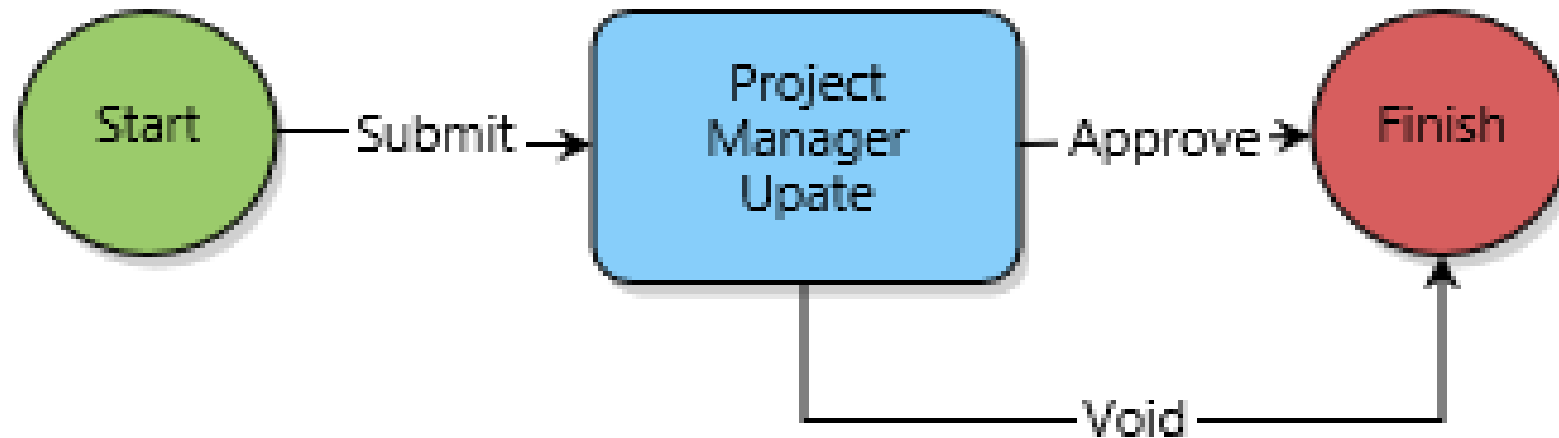


# e-BUILDER TIPS OF THE MONTH

April 2019

TIP 1: PROJECT STATUS UPDATE  
PROCESS

# Project Status Update Process Workflow:



# TIP 1: PROJECT STATUS UPDATE PROCESS

Project Details For 10055 - \*Test Donna 1

Details

Export Address Book   Printable Participants Directory   Cancel

Project Name	*Test Donna 1
e-Builder Project Administrator	Sutliff , Donna
Project Status	Administrative

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Required?:	
Short Name:	
Status Update:	Much of the new infrastructure has been installed with the exception of the duct-work and accessories which are scheduled to start this week. Laboratory casework has been submitted/approved and is scheduled to be on-site in mid-May. Most of the difficult work in the IT server room is complete. Barring any unforeseen developments, this project should finish on time and on budget. 03/12/2019
Close Date:	
MultiVista Project Site:	0

## Pilot – Prompting PM's:

- Paul Stemkoski's Group
- Process launched by an administrator in a batch
- Process goes directly to “Project Manager Update” step and shows up as an action item in PM's e-B home page
- Previous Status Update will be displayed, can be copied/pasted into \*Status Update field to be edited or completely new text can be written

## Project Status Update:

- Information used in BI Dashboard
- PM, PC or Project Director can also start a new process whenever an update is needed/requested
- PM will always be the Actor prompted to write the update
- Guidance Document:

[Documents](#) \ [User Resources](#) \ PSU - Project Status Update Process Help

## Wednesday Workshops:

- Schedule Posted on e-B Home Page “Announcements”
- Next Up:

Date	Topic	Recommended Audience
April 3, 2019	Submittals Module	Project Manager Construction Manager Project Coordinator A/E
April 17, 2019	Contract Amendment & Approval	Project Manager Construction Manager
May 1, 2019	Schedule of Values	Project Manager Construction Manager Project Coordinator
May 15, 2019	Cost Codes & Budgeting for Capital Projects; PAR Process (Capital Projects)	Project Manager Construction Manager

## E-mail-In Capabilities Added:

- All default subfolders to 08.12 Quality Assurance - Quality Control
- 08.17 Progress Photos





# e-BUILDER QUESTIONS?

April 2019