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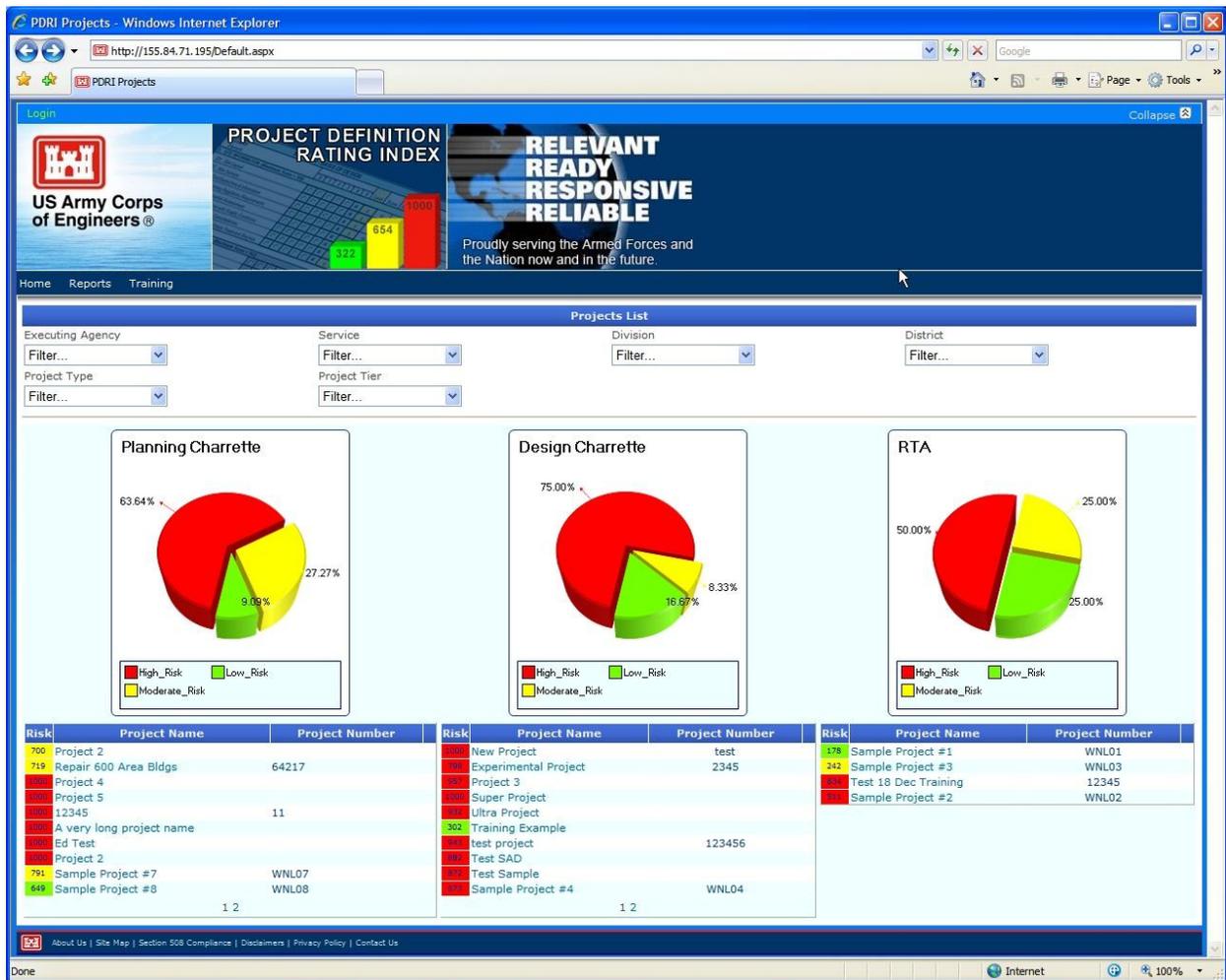
Introduction

The Project Definition Rating Index was developed by private sector in late 1990s as a response to end-product construction deficiencies. This web application provides the project manager with an evaluation tool that is applied at successive project “gates”. Early high-risk ratings may trigger later actions. This web application provides a simple and easy-to-use tool for measuring the degree of scope definition for completeness. In addition it identifies and precisely describes each critical element in a scope definition package. With this information a team can quickly predict factors impacting project risk.

Web Application Site Address

The Project Definition Rating Index (PDRI) web application home page is located at <http://155.84.71.155>.

PDRI Home Page



Project Definition Rating Index (PDRI) Web Application Documentation

Project information can be filtered by selecting the drop-downs. As the information is filtered the corresponding charts are updated.

Click a project name to view the project. If more than 10 projects are in a given list then page numbers will be displayed at the bottom of the list (1 2 3 4, etc.). If you don't see your project in the list then change your filter criteria or click through the page numbers until you find the project you are looking for.

Header Bar

Login

Click "Login" to login to the PDRI application. **NOTE:** This is only required if you need to "edit" a project or the PDRI elements associated with it. For complete information about logging into the application see "Logging In". Information about creating a profile can be found in the section "Creating a User Profile."



Collapse/Expand Header

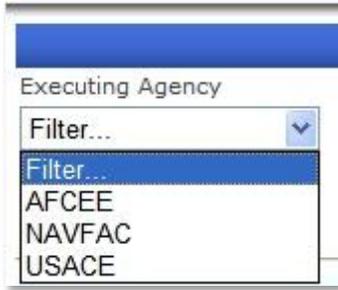
To see more of the application web page click "Collapse". The header graphics (Corps Logo, application logo) will be collapsed.



Click "Expand" to restore the default page view which includes the header graphics.



Executing Agency



Select the Executing Agency to filter by.

Note: Administrators can add to this list. If your agency is not listed contact a PDRI administrator to request the addition.

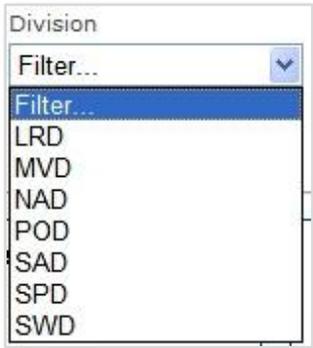
Service



Select the Service to filter by.

Note: Administrators can add to or edit this list.

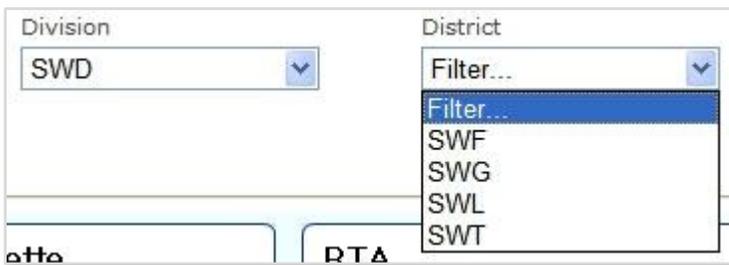
Division



If applicable select the Division to filter by.

Note: Administrators can add to or edit this list.

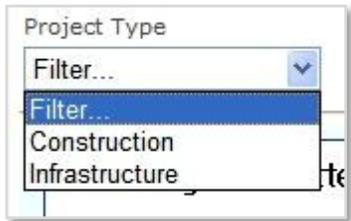
District



If applicable select the District to filter by. The District dropdown will not be populated until a Division is selected.

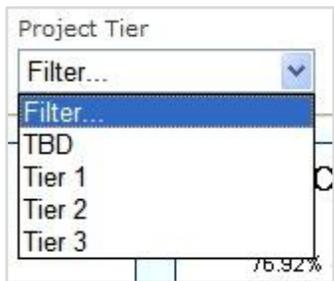
Note: Administrators can add to or edit this list.

Project Type



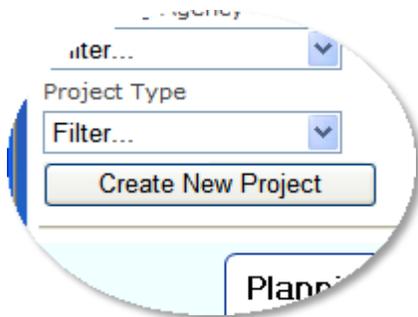
At this time only the "Construction" project type is fully supported. Once the "Infrastructure" project type is fully defined this selection will be completely active. This drop-down will allow for the filtering of the project list based on the type of project it is.

Project Tier



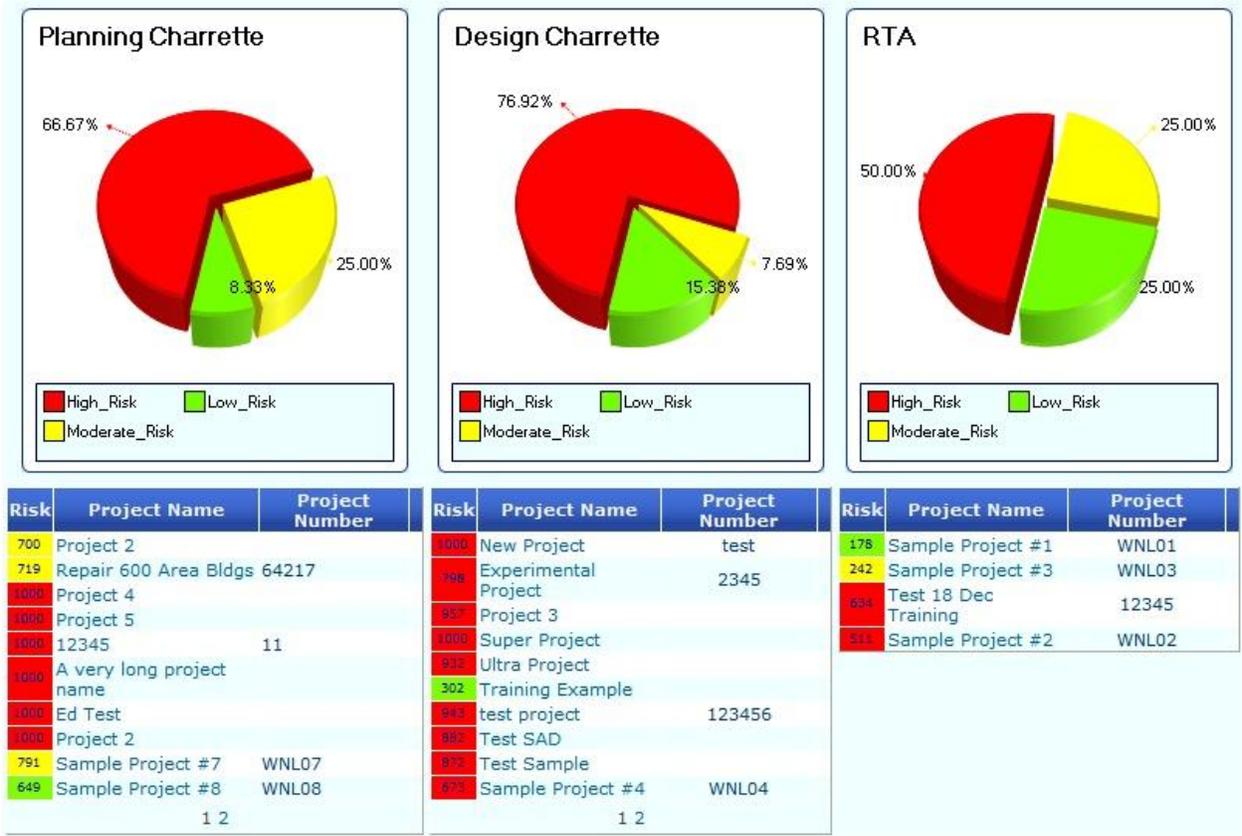
At various stages of a project a Project Manager may decide to change the Tier level for a given project. To filter by a specific Tier select it from the drop-down.

Create New Project



The "Create New Project" button will only be available to Project Managers. To create a new PDRI for a project select this button and fill out the Project information. See the *Project Information* screen for more information.

Charts and Project Lists



The charts for each project phase (Planning, Design and RTA) will adjust automatically to display the filtered results as selections are made. Percentages are calculated based on the filtered results. The project list for each phase will be updated along with the charts as the page is filtered. The charts provide a quick overview of the amount of projects that may be at risk for any given phase. Click the Project Name to view the PDRI for that project. If you have been assigned the "Editor" role for a given project you will be able to edit Project Information, PDRI Scores and other information.

Logging In

Log In

US Army Corps of Engineers®

PROJECT DEFINITION RATING INDEX

RELEVANT
READY
RESPONSIVE
RELIABLE

Proudly serving the Armed Forces and the Nation now and in the future.

Home Reports Training

Log In

User Name: m2imidn9

Password: ●●●●●●●●

Remember me next time.

Your login attempt was not successful. Please try again.

Log In

New User
Forgot Password?

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Clicking the word “Login” at the top of the page will take you to the log in page. To login to the PDRI web application enter your User Name and Password. If your password is incorrect you will receive an error message. If you forgot your password you can request to have it reset. See “*Forgot Password*” for further information. If you are a New User select “New User” to create a user profile. See “*New User*” for details.

NOTE: Logging into PDRI and the associated User Profile are only required to “Edit” PDRI information. To “View” the project information and PDRI scores you do not need to create a User Profile.

New User



Login Collapse

US Army Corps of Engineers®

PROJECT DEFINITION RATING INDEX

**RELEVANT
READY
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Proudly serving the Armed Forces and the Nation now and in the future.

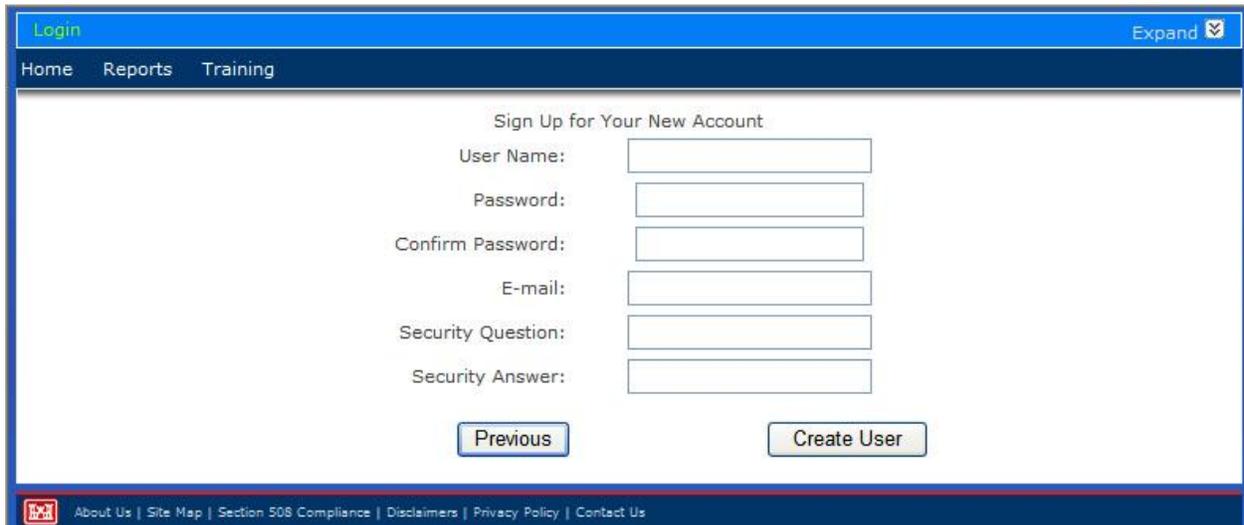
Home Reports Training

Click "Next" to create a new PDRI user profile. A user profile is only required if you need to edit PDRI project information or scores.

Note: If you already have a PDRI user profile then go to the [User Profile](#) page to edit your profile information or to request edit access for a PDRI Project.

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To create a new user account click “Next” to proceed.



Login Expand

Home Reports Training

Sign Up for Your New Account

User Name:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

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Fill out the requested information and click “Create User” to create a new account. You will be taken to your User Profile page where you can request access to a specific project. See “*User Profile*” for more information.

NOTE: Logging into PDRI and the associated User Profile are only required to “Edit” PDRI information. To view the project information and PDRI scores you do not need to create a User Profile.

User Profile

Account Management

User Name: m2imidn9

Email:

Description:

First Name:

Last Name:

Executing Agency:

Service:

Region:

Change Your Password

Password:

New Password:

Confirm New Password:

Request Edit Access

Your Assigned Projects	Unassigned Projects	Requested Projects	Select PM
12345 Experimental Project Sample Project #1 New Project Project 2 Project 3 Repair 600 Area Bldgs Super Project	A very long project name Barracks Test Ed Test Sample Project #3 Project 4 Project 5 Sample Project #2 Sample Project #4 Sample Project #5 Sample Project #6 Sample Project #7 Sample Project #8 Sample Project #9 Stand Alone Test 18 Dec Training		

Select the projects that you wish to have edit access from the Unassigned Projects list. You can select multiple projects by holding down the CTRL-key and clicking multiple items.

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The User Profile screen is available from the New User screen and, once you have an account and login, from your User ID at the top of the screen. From this screen you can update your email address, executing agency, service, and region. You can also change your password. In addition, this is where you request "Edit Access" for a specific project. See "User Profile – Request Edit Access" for an example of a request for "Edit Access". An email will be sent to the PM listing the Projects you are requesting access for. When the PM has approved access to a Project it will show up in the "Your Assigned Projects" list.

User Profile – Request Edit Access

The screenshot displays the PDRI web application interface. At the top, there is a navigation bar with 'Home', 'Reports', 'Training', 'Manage Users', and 'Admin'. The user is logged in as 'm2imidn9' and has an 'Expand' button. The main content area is divided into two sections: 'Account Management' and 'Request Edit Access'.

Account Management:

- User Name: m2imidn9
- Email: Dennis.Northum@usace.army.mil
- Description: (empty)
- First Name: Dennis
- Last Name: Northum
- Executing Agency: USACE (dropdown)
- Service: Army (dropdown)
- Region: SWD (dropdown)
- Change Your Password: Password, New Password, Confirm New Password (text boxes)
- Change Password (button)
- Submit Change (button)

Request Edit Access:

- Your Assigned Projects: 12345, Experimental Project, Sample Project #1, New Project, Project 2, Project 3, Repair 600 Area Bldgs, Super Project
- Unassigned Projects: A very long project name, Barracks Test, Ed Test, Sample Project #3, Project 4, Project 5, Sample Project #2, Sample Project #4, Sample Project #5, Sample Project #6, Sample Project #7, Sample Project #8, Sample Project #9, Stand Alone, Test 18 Dec Training
- Requested Projects: Sample Project #3, Sample Project #2, Sample Project #4, Sample Project #5, Sample Project #6, Sample Project #7
- Select PM: Anjna O'Connor (dropdown)
- Submit Request (button)

Below the project lists, there is a note: "Select the projects that you wish to have edit access from the Unassigned Projects list. You can select multiple projects by holding down the CTRL-key and clicking multiple items."

At the bottom of the page, there is a footer with links: About Us, Site Map, Section 508 Compliance, Disclaimers, Privacy Policy, Contact Us.

To request "Edit Access" for a project:

1. If you are not already at the User Profile – Account Management screen click your User ID at the top of the screen.
2. Select the project from the "Unassigned Projects" list that you need "Edit Access" for. You can use the "CTRL" key to select multiple projects. As you select projects they will show up in the "Requested Projects" list.
3. Select the PM to send the request too.
4. Click "Submit Request"
5. A message will display on the screen stating that your request has been sent.
6. An email will be sent to the Project Manager you selected requesting access to the project(s) you selected (see sample).

Sample Request Edit Access after submittal

The screenshot shows a web application titled "Request Edit Access" with a blue header. Below the header, there are four columns: "Your Assigned Projects", "Unassigned Projects", "Requested Projects", and "Select PM".

- Your Assigned Projects:** 12345, Experimental Project, Sample Project #1, New Project, Project 2, Project 3, Repair 600 Area Bldgs, Super Project.
- Unassigned Projects:** A very long project name, Barracks Test, Ed Test, Sample Project #3, Project 4, Project 5, Sample Project #2, Sample Project #4, Sample Project #5, Sample Proj...
- Requested Projects:** (Empty)
- Select PM:** A red-bordered box contains the text: "Your request has been sent to Anjna O'Conner".

Sample email of an "Edit Access" request as received by the selected PM

The screenshot shows an email client window titled "PDRI Web Application - Request for edit access. - Message (...)". The email is from Dennis Northum (m2imidn9) to Northum, Dennis SWF Contractor, sent on Fri 1/30/2009 9:12 AM. The subject is "PDRI Web Application - Request for edit access." The email body contains the following text:

Request for edit access

Dennis Northum (m2imidn9) has requested permission to edit the following project(s):

- Sample Project #3
- Sample Project #2
- Sample Project #4
- Sample Project #5
- Sample Project #6
- Sample Project #7

[Click here to go to the PDRI web application.](#)

***** Email created by the PDRI web application on behalf of Dennis Northum *****

Forgot Password

The screenshot shows the 'Forgot Your Password?' screen of the PDRI web application. The header includes the US Army Corps of Engineers logo, the title 'PROJECT DEFINITION RATING INDEX', and a bar chart with values 322, 654, and 1000. Navigation links for Home, Reports, and Training are visible. The main content area contains the text 'Forgot Your Password? Enter your User Name to receive your password.' followed by a 'User Name:' label and an input field. A 'Submit' button is located below the input field. The footer contains a small logo and links for About Us, Site Map, Section 508 Compliance, Disclaimers, Privacy Policy, and Contact Us.

To reset your password follow these steps:

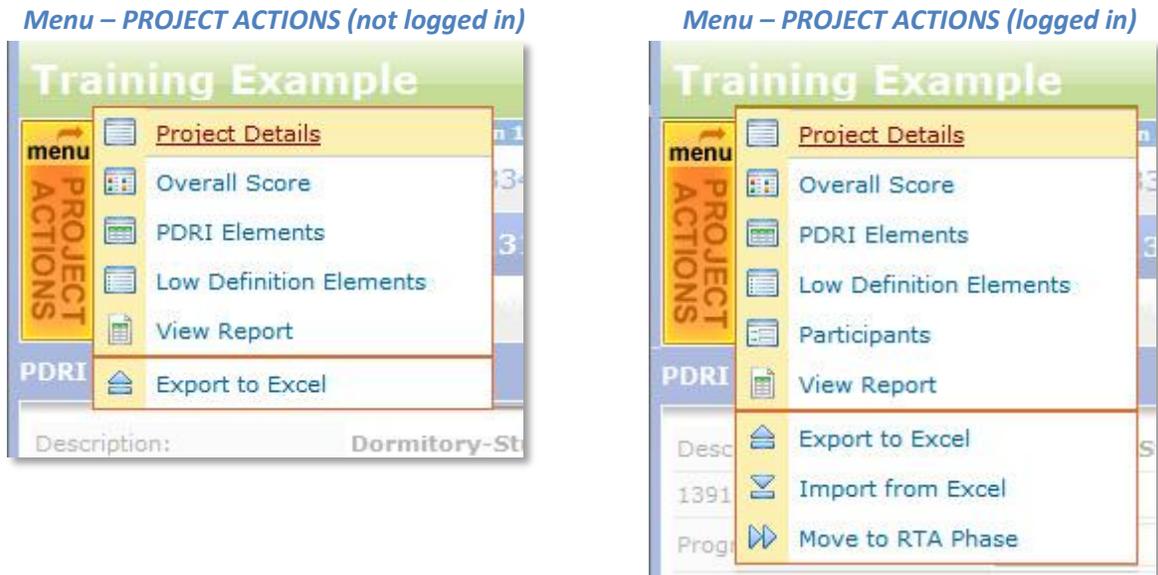
1. Select "Forgot Password?" from the login screen.
2. Input your User Name and click "Submit".

The screenshot shows the 'Identity Confirmation' screen of the PDRI web application. The header includes the title 'Identity Confirmation' and the text 'Answer the following question to receive your password.' Below this, the 'User Name:' is displayed as 'm2imidn9'. The 'Question:' is 'Dogs Name?'. There is an 'Answer:' label and an empty input field. A 'Submit' button is located below the input field. The footer contains a small logo and links for About Us, Site Map, Section 508 Compliance, Disclaimers, Privacy Policy, and Contact Us.

3. Answer the "Secret Question" that you established when your account was created.
4. An email will be sent to the email account that you used when you registered with the system.

PDRI Project Information

Menu - Project Actions



The menu button “**PROJECT ACTIONS**” is the primary means of navigating to the different sections of a PDRI project. If you are logged in and have the “Edit” role for a given project you will see additional menu elements such as “Participants”, “Import from Excel” and “Move to ____ Phase”.

Project Actions: Project Details

The Project Details screen displays information about the project. This includes:

1. Description – A description of the project.
2. 1391 Project # - The 1391 Project Number that has been assigned to this project.
3. Program Type – MILCON, BRAC
4. Project Type – Currently only the “Construction” project type is supported.
5. Phase – Current PDRI phase: Planning Charrette, Design Charrette, Ready To Award (RTA)
6. Tier – TBD, Tier 1, Tier 2, Tier 3
7. Facilitator – The name of the individual who is the Charrette facilitator.
8. Project Manager – The name of the Project Manager for this PDRI.
9. Installation , Executing Agency , Service , Division and District
10. USACE P2 Number – P2 Number from P2 project management system.

The screenshot displays the PDRI web application interface. At the top, there is a navigation bar with 'm2imidn9 Logout' and 'Expand' options. Below this is a menu with 'Home', 'Reports', 'Help / Training', 'Manage Users', and 'Manage Controls'. The main content area is titled 'Sample Project #6' and contains a table with the following data:

	Section 1 Score	Section 2 Score	Section 3 Score	Normalized Total Score	Normalized Percentage
Planning Charrette	239	429	158	826	82.6%
Design Charrette	120	74	57	259	25.9%
RTA	N/A	N/A	N/A	N/A	N/A

Below the table is the 'PDRI - Project Details' section, which contains the following information:

- Description: **Testing risk with high phase 1 risk, and no phase 2 risk for current phase**
- 1391 Project #: **WNL06**
- Program Type: **BRAC**
- Project Type: **Construction**
- Phase: **Planning Charrette**
- Tier: **TBD**
- Facilitator:
- Project Manager:
- Installation:
- Executing Agency: **AFCEE**
- Service: **Army**
- Division: **LRD**
- District: **LRH**
- USACE P2 Number:
- Date Created: **1/22/2009 11:52:25 AM**

At the bottom of the details section is an 'Edit' button. The footer of the application includes a logo and links for 'About Us', 'Site Map', 'Section 508 Compliance', 'Disclaimers', 'Privacy Policy', and 'Contact Us'.

Project Definition Rating Index (PDRI) Web Application Documentation

Project Actions: Overall Score

The Overall Score page displays the PDRI scores for a project. This includes Section and Top Ten scores. Lower scores indicate a better definition of the section or specific element.

NOTE: The Overall Total Max Score is determined by the PDRI scores for each section. Any item that has a definition level of "0" (Not Applicable) is subtracted from the Total Max Score. If all 64 PDRI elements are level 1 or higher the Max Score will equal 1000. The "Normalized Total Score" and "Normalized Percentage" are based on this rule.

m2imidn9 Logout
Expand

[Home](#) [Reports](#) [Help / Training](#) [Manage Users](#) [Manage Controls](#)

Sample Project #6

	Section 1 Score	Section 2 Score	Section 3 Score	Normalized Total Score	Normalized Percentage
Planning Charrette	239	429	158	826	82.6%
Design Charrette	120	74	57	259	25.9%
RTA	N/A	N/A	N/A	N/A	N/A

PDRI - Overall Scores

OverAll	Score	Max Score
Section I - Basis of Project Decision	120	413
Section II - Basis of Design	74	429
Section III - Execution Approach	57	158
Total	251	971

Top Ten - Basis of Project Decision	Score	Max Score
A1. Building Use	1	44
A5. Facility Requirements	2	31
A7. Site Selection Considerations	1	28
A2. Business Justification	1	27
C6. Project Cost Estimate	2	27
A3. Business Plan	2	26
C2. Project Design Criteria	13	24
C3. Evaluation of Existing Facilities	19	24
A6. Future Expansion/Alteration Consideration	1	22
A4. Economic Analysis	2	21
Total	44	274

Top Ten - Basis of Project Design	Score	Max Score
F2. Architectural Design	1	22
E2. Building Summary Space List	1	21
F4. Mechanical Design	2	20
D3. Civil/Geotechnical Information	2	19
F3. Structural Design	1	18
D5. Environmental Assessment	1	16
E1. Program Statement	1	16
G1. Equipment List	1	15
E5. Growth and Phased Development	1	15
F5. Electrical Design	1	15
Total	12	177

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Project Definition Rating Index (PDRI) Web Application Documentation

Project Actions: PDRI Elements

The screenshot displays the PDRI Web Application interface. At the top, there is a navigation bar with the user name 'm2imidn9 Logout' and an 'Expand' button. Below this is a menu with options: Home, Reports, Help / Training, Manage Users, and Manage Controls. The main content area is titled 'Sample Project #6' and contains a summary table:

	Section 1 Score	Section 2 Score	Section 3 Score	Normalized Total Score	Normalized Percentage
Planning Charrette	239	429	158	826	82.6%
Design Charrette	120	74	57	259	25.9%
RTA	N/A	N/A	N/A	N/A	N/A

Below the summary table is the 'PDRI - Project Elements - Section 1' section. It includes a 'Show Section 1' dropdown and a 'Definition Levels' legend:

- 0 = Not Applicable
- 1 = Complete Definition
- 2 = Minor Deficiencies
- 3 = Some Deficiencies
- 4 = Major Deficiencies
- 5 = Incomplete or Poor Definition

The main table for Section 1 has the following columns: Title, Level, Score, Max Score, Issues, Remarks, and Pacing. The row for 'A8. Project Objectives Statement' is highlighted in yellow, indicating it is in edit mode. The 'Level' dropdown is set to 5, and the 'Issues' and 'Remarks' fields contain text.

	Title	Level	Score	Max Score	Issues	Remarks	Pacing
Edit	A1. Building Use	1	1	44			<input checked="" type="checkbox"/>
Edit	A2. Business Justification	1	1	27			<input checked="" type="checkbox"/>
Edit	A3. Business Plan	1	2	26			<input checked="" type="checkbox"/>
Edit	A4. Economic Analysis	1	2	21			<input type="checkbox"/>
Edit	A5. Facility Requirements	1	2	31			<input checked="" type="checkbox"/>
Edit	A6. Future Expansion/Alteration Consideration	1	1	22			<input checked="" type="checkbox"/>
Edit	A7. Site Selection Considerations	1	1	28			<input checked="" type="checkbox"/>
Update Cancel	A8. Project Objectives Statement	5	15	15	Project objectives have not been fully defined.	Matt will address this.	<input type="checkbox"/>
Edit	B1. Reliability Philosophy	0	1	18			<input type="checkbox"/>
Edit	B2. Maintenance Philosophy	2	1	16			<input type="checkbox"/>
Edit	B3. Operating Philosophy	4	1	15			<input type="checkbox"/>
Edit	B4. Design Philosophy	5	19	19	Does not meet IDG requirements.		<input type="checkbox"/>
Edit	C1. Value-Analysis Process	3	10	19	Specified Solar Power too costly.		<input type="checkbox"/>
Edit	C2. Project Design Criteria	3	13	24			<input checked="" type="checkbox"/>
Edit	C3. Evaluation of Existing Facilities	4	19	24	Questionable utility infrastructure.	John will discuss with city engineers.	<input checked="" type="checkbox"/>
Edit	C4. Scope of Work Overview	3	9	17			<input type="checkbox"/>
Edit	C5. Project Schedule	4	20	20			<input type="checkbox"/>
Edit	C6. Project Cost Estimate	1	2	27			<input checked="" type="checkbox"/>

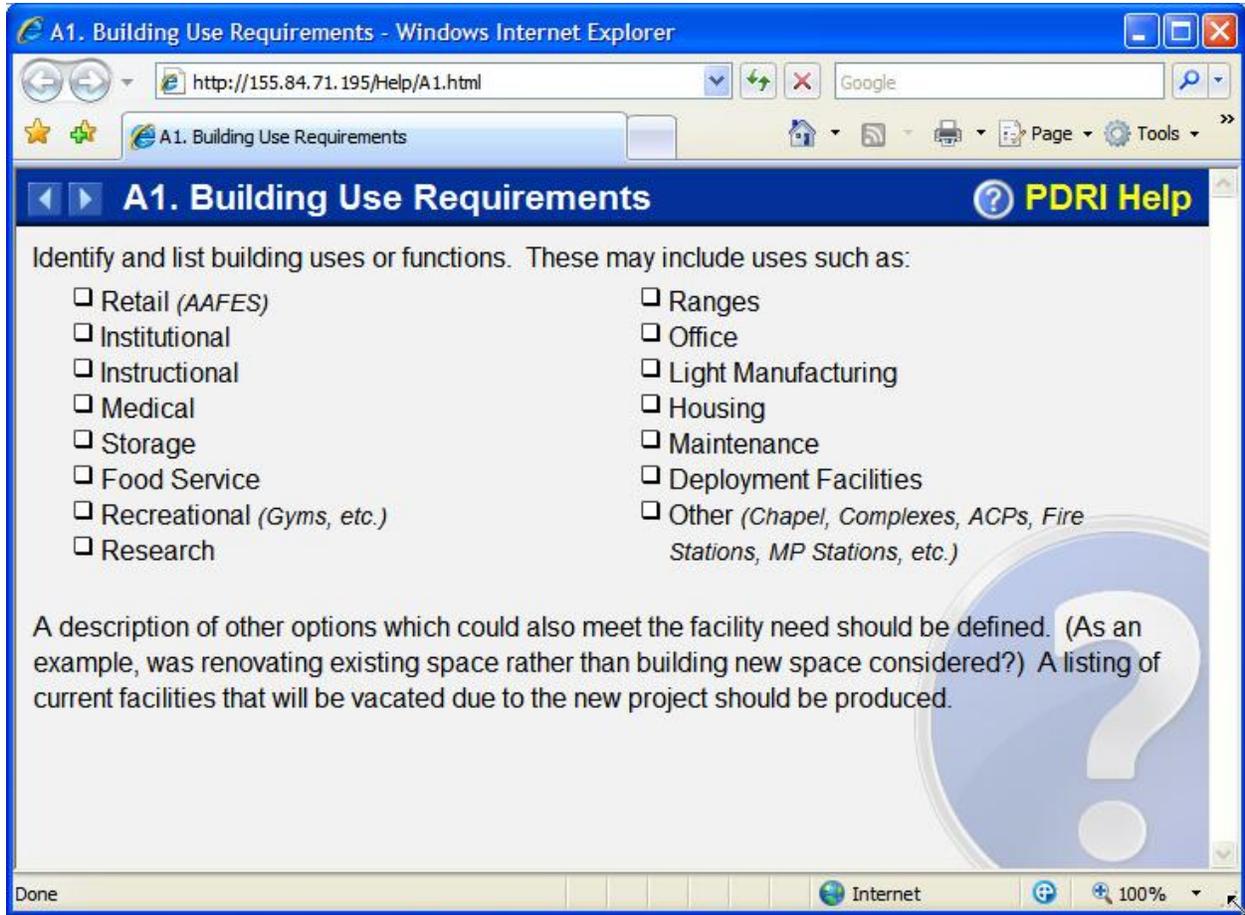
At the bottom of the application, there is a footer with links: About Us | Site Map | Section 508 Compliance | Disclaimers | Privacy Policy | Contact Us.

To edit a PDRI Element click "Edit". The row will be highlighted in yellow and become editable. Change the "Level" score, edit the "Issues" and "Remarks" fields as needed and click "Update" to save the changes. The scores will be updated immediately and the "Level" will be color coded according to the "Definition Levels" legend shown.

When you are finished editing "Section 1" use the "Show Section..." drop-down to change to another section of the PDRI.

To determine what an element definition includes click the "Title" to view help for that element. For example to see what is defined by "A1. Building Use" click it. A window will open as exemplified below. You can keep this window open. When you click on another element the help contents will change.

Project Definition Rating Index (PDRI) Web Application Documentation



In addition you can use the navigation buttons to go forward and backward through the element descriptions. 

A printable version of the PDRI Elements is available on “Help / Training” page.

Project Actions: Low Definition Elements

The screenshot displays the PDRI web application interface. At the top, there is a navigation bar with 'Home', 'Reports', 'Help / Training', 'Manage Users', and 'Manage Controls'. Below this is a header for 'Sample Project #6'. A summary table shows scores for different project phases:

	Section 1 Score	Section 2 Score	Section 3 Score	Normalized Total Score	Normalized Percentage
Planning Charrette	239	429	158	826	82.6%
Design Charrette	120	74	57	259	25.9%
RTA	N/A	N/A	N/A	N/A	N/A

Below the summary table is the 'PDRI - Low Definition Elements' section. It includes a legend for Definition Levels:

- 0 = Not Applicable
- 1 = Complete Definition
- 2 = Minor Deficiencies
- 3 = Some Deficiencies
- 4 = Major Deficiencies
- 5 = Incomplete or Poor Definition

The main table lists project elements with their levels, scores, issues, and remarks:

Project Element	Level	Score	Issues	Remarks
A8. Project Objectives Statement	5	15	Project objectives have n...	Matt will address this.
B4. Design Philosophy	5	19	Does not meet IDG requirm...	No Remarks
C1. Value-Analysis Process	3	10	Specified Solar Power too...	No Remarks
C2. Project Design Criteria	3	13	No Assigned items	No Remarks
C3. Evaluation of Existing Facilities	5	19	Questionable utility infr...	John will discuss with ci...
C4. Scope of Work Overview	3	9	No Assigned items	No Remarks
C5. Project Schedule	5	20	No Assigned items	No Remarks
D6. Utility Sources with Supply Conditions	5	13	Questionable Power provis...	No Remarks
E7. Functional Relationship Diagrams/Room by Rm.	3	5	No Assigned items	No Remarks
G3. Equipment Utility Requirements	5	11	No Assigned items	No Remarks
H1. Identify Long Lead / Critical Equip. & Mat'ls.	5	14	No Assigned items	No Remarks
J1. CADD / Model Requirements	3	2	Infrastructure drawings i...	No Remarks
L4. Design/Construction Plan and Approach	3	8	No Assigned items	No Remarks
L5. Substantial Completion Requirements	5	9	No Assigned items	No Remarks

The Low Definition Elements screen shows all PDRI elements that are at risk. To edit the “Issues” or “Remarks” click the edit () icon. Edit the information and click “Update” to update the information or “Cancel” to discard edits.

This close-up shows the 'Issues' edit dialog box for the element 'C3. Evaluation of Existing Facilities'. The dialog contains a text area with the text 'Questionable utility infrastructure.' and buttons for 'Update' and 'Cancel'.

Project Actions: Participants

The screenshot displays the PDRI web application interface. At the top, there is a navigation bar with the user 'm2imidn9' and a 'Logout' link, along with an 'Expand' button. Below this is a menu with 'Home', 'Reports', 'Help / Training', 'Manage Users', and 'Manage Controls'. The main heading is 'Sample Project #6'. A table shows scores for 'Planning Charrette' and 'Design Charrette' across three sections, with a total score and normalized percentage. Below the table is a 'PDRI - Participants List' section with a form to add participants. The form includes fields for 'First name', 'Last name', and 'Email', with 'John', 'Doe', and 'JD@lost.com' entered. Below the form is a 'Participants List' table with three entries: John Henry, Dennis Northum, and Susan Sharp, each with their respective email addresses. At the bottom, there is a footer with a logo and links for 'About Us', 'Site Map', 'Section 508 Compliance', 'Disclaimers', 'Privacy Policy', and 'Contact Us'.

	Section 1 Score	Section 2 Score	Section 3 Score	Normalized Total Score	Normalized Percentage
Planning Charrette	239	429	158	826	82.6%
Design Charrette	120	74	57	259	25.9%
RTA	N/A	N/A	N/A	N/A	N/A

PDRI - Participants List

Please enter your name.

First name:

Last name:

Email:

[Insert](#) [Cancel](#)

Participants List

Add

Name	John Henry
Email	JHenry@SampleProject.com
Name	Dennis Northum
Email	Dennis.Northum@usace.army.mil
Name	Susan Sharp
Email	SSharp@SampleProject.com

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The Participant List keeps track of all participants at the Charrette. Click "Add" to enter the First Name, Last Name and email address of the participants. The system will keep track of the participants at each phase of the PDRI.

Project Actions: View Report

The screenshot shows the PDRI web application interface. At the top, there is a navigation bar with 'Home', 'Reports', 'Help / Training', 'Manage Users', and 'Manage Controls'. Below this is a header for 'Sample Project #6'. A table displays scores for 'Planning Charrette' and 'Design Charrette' across three sections and a normalized total score. Below the table is a 'PDRI - Report' section with a printer icon, a '100%' zoom level, and an 'Export' button. The report content includes a summary table and a detailed metadata table.

	Section 1 Score	Section 2 Score	Section 3 Score	Normalized Total Score	Normalized Percentage
Planning Charrette	239	429	158	826	82.6%
Design Charrette	120	74	57	259	25.9%
RTA	N/A	N/A	N/A	N/A	N/A

Project Name	Current Phase	Normalized Total
Sample Project #6	Design Charrette	258

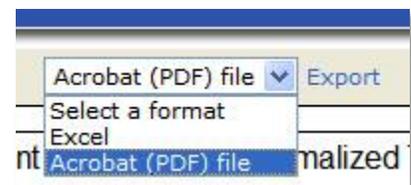
Phase Title	Section 1 Score	Section 2 Score	Section 3 Score	Normalized Total
Design Charrette	120	74	57	258

Project Description	Testing risk with high phase 1 risk, and no phase 2 risk for current phase
Project Type	Construction
Phase	Design Charrette
Tier	TBD
Facilitator	
Program Manager	
Installation	
Executing Agency	AFCEE
Service	Army
Division	LRD
District	LRH
Project Number	WNL06
P2 Number	
CAPCES	
Date Created	1/22/2009 11:52:25 AM

To view a report for the current Project/Charrette select “View Report” from the Project Actions menu.

To print the report click the printer icon ().

This report can be exported to “Acrobat (PDF) file” by making a selection from the “Select a format” drop-down and clicking “Export”. The PDF file can then be attached to other applications that may require this project documentation.



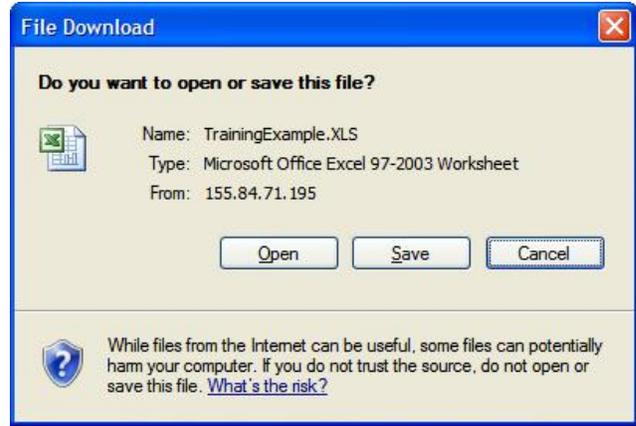
In addition there are a number of pre-defined reports. See “Pre-Defined Existing Reports”. To create a new custom report see “Custom Reports”.

Project Definition Rating Index (PDRI) Web Application Documentation

Project Actions: Export to Excel

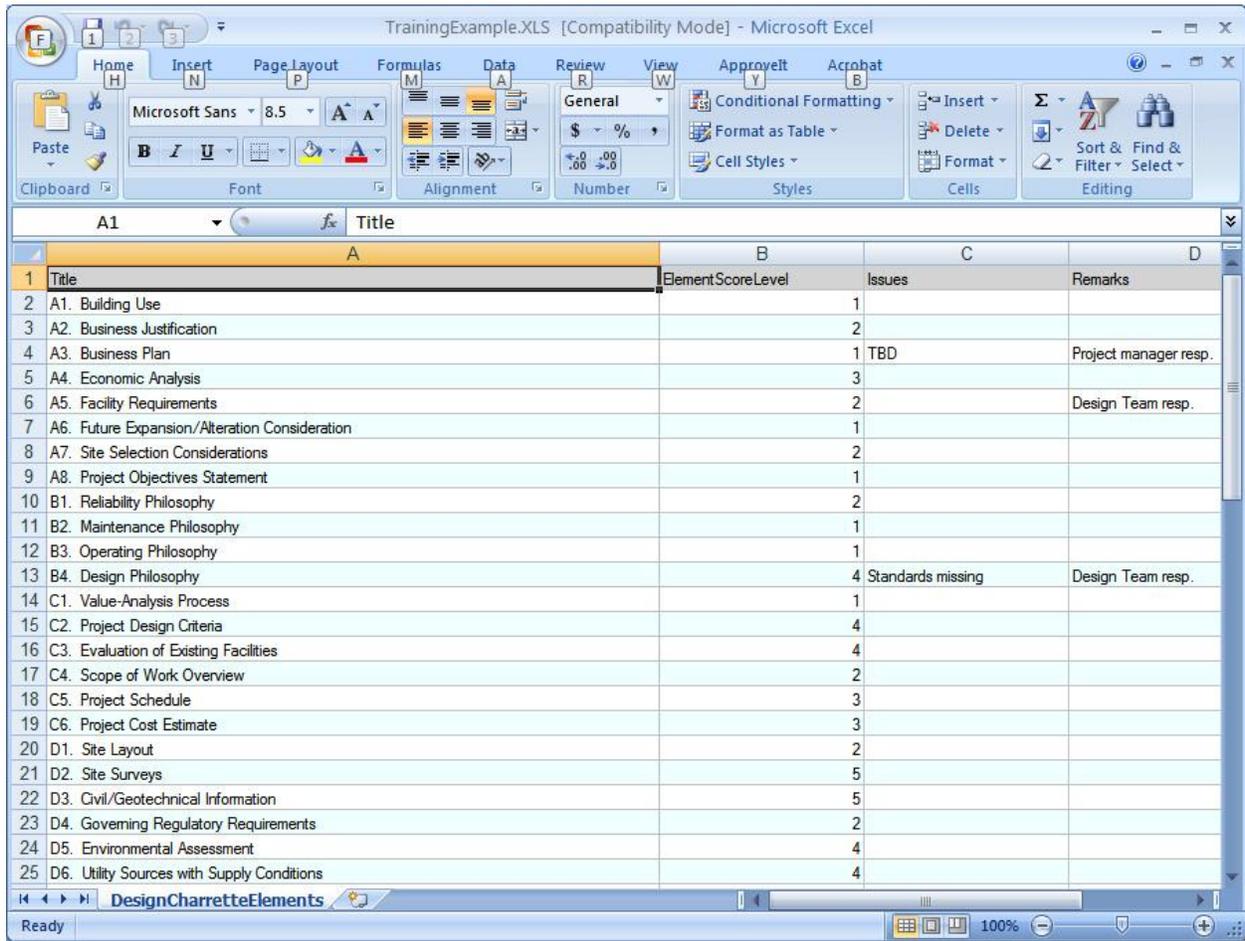
The “Export to Excel” function is designed to provide a means to edit a Projects PDRI score offline. If you know that you will be at a location that doesn’t have Internet connectivity you can do the following:

1. Export an existing projects PDRI scores to Excel and save. The Excel file will be named similar to the Project name.
2. Download the reference “Building Projects PDRI Element Descriptions” from the Training page. You may need to reference this document during the Charrette process.
3. In your Charrette open the spreadsheet in Excel.
4. Change the Element Score Level column numbers using the definition level numbers 0 – 5.
 - 0 – Not Applicable
 - 1 – Complete Definition
 - 2 – Minor Deficiencies
 - 3 – Some Deficiencies
 - 4 – Major Deficiencies
 - 5 – Incomplete or Poor Definition
5. Update the “Issues” and “Remarks” columns as needed.
6. Do not delete any of the 64 rows. This will affect the import process later.
7. Do not delete any columns or change the column order. This will affect the import process later.
8. When you get back to office proceed to the section “PDRI – Import from Excel” in this documentation and follow the instructions for importing the data into your project.



Project Definition Rating Index (PDRI) Web Application Documentation

Example Spreadsheet from Export to Excel function – Edit Element Score Level, Issues and Remarks and save for later (see “PDRI – Import from Excel”).



	A	B	C	D
1	Title	ElementScoreLevel	Issues	Remarks
2	A1. Building Use		1	
3	A2. Business Justification		2	
4	A3. Business Plan		1 TBD	Project manager resp.
5	A4. Economic Analysis		3	
6	A5. Facility Requirements		2	Design Team resp.
7	A6. Future Expansion/Alteration Consideration		1	
8	A7. Site Selection Considerations		2	
9	A8. Project Objectives Statement		1	
10	B1. Reliability Philosophy		2	
11	B2. Maintenance Philosophy		1	
12	B3. Operating Philosophy		1	
13	B4. Design Philosophy		4 Standards missing	Design Team resp.
14	C1. Value-Analysis Process		1	
15	C2. Project Design Criteria		4	
16	C3. Evaluation of Existing Facilities		4	
17	C4. Scope of Work Overview		2	
18	C5. Project Schedule		3	
19	C6. Project Cost Estimate		3	
20	D1. Site Layout		2	
21	D2. Site Surveys		5	
22	D3. Civil/Geotechnical Information		5	
23	D4. Governing Regulatory Requirements		2	
24	D5. Environmental Assessment		4	
25	D6. Utility Sources with Supply Conditions		4	

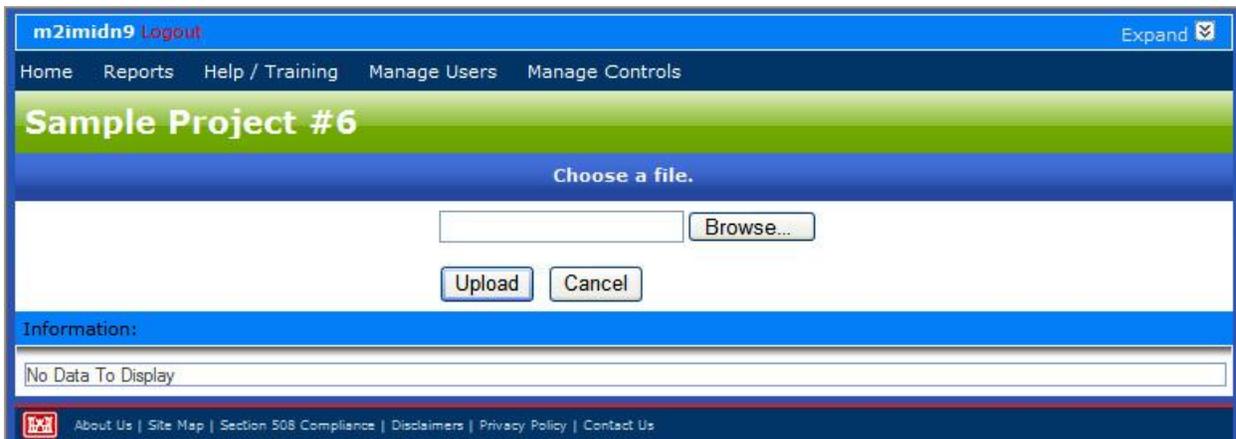
Project Actions: Import from Excel

The import from Excel function provides a means to import the PDRI scores when the web application was not available for the Charrette process. For example if there was no internet connectivity at the location where the Charrette took place. To import Excel data into a PDRI project do the following:

1. Login to the PDRI web application.
2. Open the project you want to import data into.
3. Make sure that you have selected the correct Charrette.
The data will be imported to the selected Charrette.
4. From the “Project Actions” menu select “Import from Excel”.
5. “Browse” to the Excel file that is for this project.



	Section
Planning Charrette	3
Design Charrette	1
RTA	



m2imidn9 Logout Expand

Home Reports Help / Training Manage Users Manage Controls

Sample Project #6

Choose a file.

Information:

No Data To Display

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6. Click “Upload” and the file will be uploaded to the web server and processed.
7. Review the data that is going to be imported. If it is not correct, or you are on the wrong Charrette, you can “Cancel” the import (see the “Import from Excel – Review Data Example Screen”).
8. If everything is a go then select “Update” and the data will be imported into your project.

Project Definition Rating Index (PDRI) Web Application Documentation

Import from Excel – Review Data Example Screen

Logout
Expand

Home Reports Help / Training Manage Users Manage Controls

Sample Project #6

Update Design Charrette data.

Information: File successfully uploaded.

Title	ElementScoreLev	Issues	Remarks
A1. Building Use	1		
A2. Business Justification	1		
A3. Business Plan	1		
A4. Economic Analysis	1		
A5. Facility Requirements	1		
A6. Future Expansion/Alteration Consideration	1		
A7. Site Selection Considerations	1		
A8. Project Objectives Statement	5	Project objectives have not been fully defined.	Matt will address this.
B1. Reliability Philosophy	1		
B2. Maintenance Philosophy	1		
B3. Operating Philosophy	1		
B4. Design Philosophy	1	Does not meet IDG requirements.	
C1. Value-Analysis Process	2	Specified Solar Power too costly.	
C2. Project Design Criteria	3		
C3. Evaluation of Existing Facilities	4	Questionable utility infrastructure.	John will discuss with city engineers.
C4. Scope of Work Overview	3		
C5. Project Schedule	5		
C6. Project Cost Estimate	1		
D1. Site Layout	1		
D2. Site Surveys	1		
D3. Civil/Geotechnical Information	1		
D4. Governing Regulatory Requirements	1		
D5. Environmental Assessment	1		
D6.

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Project Actions: Move to ___ Phase

When you are ready to move a projects PDRI to the next phase select “Move to ___ Phase”. The current phase data will be copied to the next phase. For example if you have finished the “Planning Charrette” and are ready to proceed to the “Design Charrette” select “Move to “Design Phase”. Your Planning Charrette scores will be copied to your Design Charrette as your base to proceed from.

At this point you could proceed to the PDRI Elements and score the project, or Export the data to Excel for offline scoring.

Reports

Pre-Defined Existing Reports

Existing Reports

- Detail by District Where Total>0, Current phase
- Detail Risk by District Where Total>0, All phases
- Detail Risk by District Where Total>0, Current phase
- Detail Risk by District Where Total>0, Design Charrette phase
- Detail Risk by District Where Total>0, RTA phase
- Detail with Scores, by District Where Total>0, Current phase
- Detail with Scores, by District Where Total>0, Design Charrette phase
- Detail with Scores, by Executing Agency/Service/Division/District Where Total:
- Detail with Scores, Elements, by District Where Total>0, Current phase, Secti
- Detail with Scores, Elements, Risk by District Where Total>0, Current phase,
- Detail with Scores, Low Def, by District Where Total>0, Current phase
- Detail with Scores, Low Def, Elements, by Executing Agency/Service/Division/
- Detail with Scores, Low Def, Elements, Risk by District Where Total>0, All pha
- Detail with Scores, Low Def, Elements, Risk by District Where Total>0, Curren
- Detail with Scores, Risk by District Where Total>0, All phases
- Detail with Scores, Risk by District Where Total>0, All phases, Section II - Ba:
- Detail with Scores, Risk by District Where Total>0, Current phase
- Detail with Scores, Risk by District Where Total>0, Current phase
- Detail with Scores, Risk by District Where Total>0, Current phase, Section II -
- Summary Scores by District Where Total>0

Run New

Sample Report View

Project Summary	
Project Name	Current Phase
	abc

Project Details	
Detail	abc
Detail	abc

Delete

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There are a number of pre-defined reports that have been provided. Select a report and click “Run” to view the report. In addition “New” reports can be created with the parameters that you select. See “Custom Reports” for more information.

Custom Reports

The screenshot shows the 'New Report' interface in the m2imdn9 application. The top navigation bar includes 'Home', 'Reports', 'Training', 'Manage Users', and 'Admin'. The main content area is titled 'New Report' and contains several sections:

- Filters:** Checkboxes for 'Show Scores for Selected Phase', 'Show Low Definition Elements', 'Show Project Elements', and 'Only At Risk'.
- Selections:** Dropdown menus for 'Executing Agency', 'Service', 'Division', and 'District', all currently set to '(ALL)'. An 'Available Groups' list is empty, and a 'Selected Groups' list contains 'Agency', 'Service', 'Division', and 'District'.
- PDRI Completion:** A table of input fields for 'PDRI Completed', 'Phase2 Completed', 'Phase1 Completed', and 'Date Created', each with 'After' and 'Before' options.
- Phase Selection:** Radio buttons for 'Current' (selected), 'Planning', 'Design', and 'RTA'. A 'Total >' field shows '302'.
- Report Title:** A text input field.
- Sample Report View:** A preview window showing a table with columns 'Project Name', 'Current Phase', and 'Detail'. The table contains two rows of data. Below the table are 'Create' and 'Cancel' buttons.

The footer contains a small logo and links for 'About Us', 'Site Map', 'Section 508 Compliance', 'Disclaimers', 'Privacy Policy', and 'Contact Us'.

A custom report can be created by selecting from several parameters that define how the report is generated. Once you make your selections enter a report name in the “Report Title” field. Click “Create” to create the report. The new report will be listed along with the other “Existing Reports”.

To delete a report select the report from the “Existing Reports” list and click “Delete”.

Role Management and Permissions

Manage Users

From the Manage Users screen you can manage various aspects of a PDRI user account.

Edit User Account	User Name	Email Address
Edit User Account	DCBalch	[redacted]@usace.army.mil
Edit User Account	m0pdmao9	[redacted]@usace.army.mil
Edit User Account	m0rbtapo	[redacted]@usace.army.mil
Edit User Account	m2aosrbg	[redacted]@usace.army.mil
Edit User Account	m2eddeam	[redacted]@usace.army.mil
Edit User Account	m2imcjsm	john.s.mcgee@usace.army.mil
Edit User Account	m2imidn9	Dennis.Northum@usace.army.mil
Edit User Account	[redacted]	[redacted]@usace.army.mil
Edit User Account	[redacted]	[redacted]@usace.army.mil
Edit User Account	[redacted]	[redacted]@usace.army.mil
Edit User Account	test10	[redacted]
Edit User Account	test11	[redacted]
Edit User Account	Walter [redacted]	[redacted]@usace.army.mil

Select “Edit User Account” for the user you would like to edit. For example to add “Edit Access” to the user m2imidn9, select that record. The Account/Roles/Profile management screen will be displayed (see sample). Select the project to assign and move it using the mover buttons (figure 1). Click “Update” to save the information.



Figure 1

Note: This is only available to Project Managers.

Sample Screen – Manage Users

m2imidn9 Logout Expand

Home Reports Training Manage Users Admin

	User Name	Email Address
Edit User Account	DCBalch	@usace.army.mil
Edit User Account	m0pdmao9	@usace.army.mil
Edit User Account	m0rbtapo	@usace.army.mil
Edit User Account	m2aosrbg	@usace.army.mil
Edit User Account	m2eddeam	@usace.army.mil
Edit User Account	m2imcjsm	john.s.mcgee@usace.army.mil
Edit User Account	m2imidn9	Dennis.Northum@usace.army.mil
Edit User Account		@att.net
Edit User Account		@usace.army.mil
Edit User Account		@usace.army.mil
Edit User Account	test10	@r.com
Edit User Account	test11	@po.com
Edit User Account	Walter	@usace.army.mil

Account Management Collapse

User Name: m2imidn9
Email:
Description:
Is user online?
Is User Account Locked? No
Last Login Date: 1/28/2009 10:09:41 PM

Roles Management Collapse

Unassigned Roles

- edit_A_very_long_project_
- edit_Barracks_Test
- edit_Ed_Test
- edit_project_1
- edit_Project_4
- edit_Project_5
- edit_Sample_Project_#2
- edit_Sample_Project_#4
- edit_Sample_Project_#5
- edit_Sample_Project_#6

Assigned Roles

- Admin
- Creator
- edit_12345
- edit_Experiment
- edit_Infantry_B
- edit_New_Projec
- edit_Project_2
- edit_Project_3
- edit_Repair_600
- edit_Super_Proj

>> <<

Profile Management Collapse

First Name:
Last Name:
Executing Agency:
Service:
Region:

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Project Manager

A Project Manager in the PDRI system manages the Project PDRI in the web application. They can assign “Editor” rights for project(s) to other site members. See “*Manage Users*” for full details. A Project Manager has the following rights in the PDRI web application:

- Create a New PDRI
- Edit Project Information
- Edit PDRI Element Scores including “Issues” and “Remarks”
- Edit Participants list
- Export/Import to/from Excel
- Move PDRI to next Phase (Planning Charrette to Design Charrette, etc.)
- Create custom reports

Editor

A user with the “Editor” role has the following permissions. **NOTE:** “Editor” access is assigned by the Project Manager on a Project by Project basis. A request for access to a Project must be sent to the PM so that he can assign the “Editor” role to an individual for a specific Project(s). See “*User Profile – Request Edit Access*” for more details.

- Edit Project Information
- Edit PDRI Element Scores including “Issues” and “Remarks”
- Edit Participants list
- Export/Import to/from Excel
- Move PDRI to next Phase (Planning Charrette to Design Charrette, etc.)
- Create custom reports

Viewer

- View an existing PDRI including:
 - Project Information
 - PDRI Element Scores including “Issues” and “Remarks”
 - Individual PDRI Report

NOTE: All site visitors have this level of access.

Administrator

The Administrator role includes the same permissions as the Project Manager with the following addition:

- Manage Controls – The content of Drop-Down boxes throughout the site can be edited.

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