Conject Project Control

A Plan-Build-Operate Solution from conject

conject NEC 3 Module – Engineering & Construction Contract (ECC)

User Guide for Contractors

Date	19th January 2015
For	**Contractor,**

CONTENTS

conject

RAISE AN EARLY WARNING

When raising one form from within another users should select 'Yes' in the 'Do you want to copy the Issue List from this item' pop up to use the distribution of the previous form.

Early Warnings can be raised by selecting the **Publish** button on the tool bar and then under the ECC heading, select **Early Warning** or clicking the publish icon adjacent to Early Warning on the Dashboard.
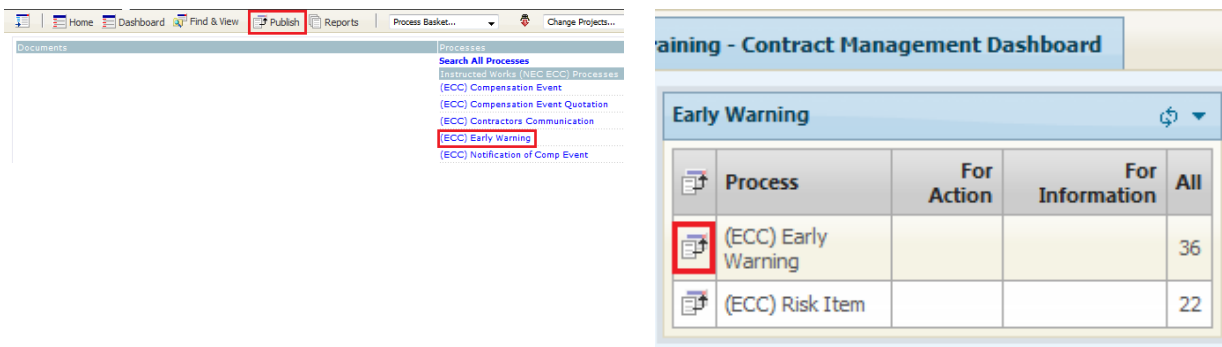
The Early Warning Form will open and you will need to fill in the required details. The form requires you to input information into each of the fields (all are mandatory).

Pick at least one option from clause 16.1 in relation to reason for raising the EW.

* Risk Reduction Meeting Required? (clause 16.2)	Yes ○ No ○	
	If yes then please attach an agenda	

* Urgency	...Please Select... ▼	Enter Urgency, Nature & Type of Change
* Nature of Change	...Please Select... ▼	
* Type of Change	...Please Select... ▼	
* The Anticipated Cost Level Impact is...	...Please Select... ▼	Enter anticipated cost & time (High / Med / Low)
* The Anticipated Programme level Impact is...	...Please Select... ▼	Enter anticipated programme impact (High / Med / Low)
Status	OPEN ▼	

Email Issue List	☑	
Associate Documents	[0 Associated]	+ Associate
Associate (ECC) Compensation Event(s)	[0 Associated]	+ Associate
Associate (ECC) Compensation Event Implem(s)	[0 Associated]	+ Associate
Associate (ECC) Contractors Communication (s)	[0 Associated]	+ Associate
Associate (ECC) Notification of Comp Event(s)	[0 Associated]	+ Associate
Associate (ECC) Notification of Defective Works (s)	[0 Associated]	+ Associate
Associate (ECC) Project Managers Instruction (s)	[0 Associated]	+ Associate
Associate (ECC) Risk Assessment(s)	[0 Associated]	+ Associate

Other forms and documents can be associated to this EW.

Early Warnings should be 'Closed' by the originator/recipient by selecting Respond & Modify Status button if no longer valid – this allows you to filter out the Early Warnings from the results listing and the NEC reports.

Distribution

Early Warnings are to be issued to the relevant Issue Group available on the Issue List screen. The distribution of the Early Warning must include all relevant recipients with the required reasons for issue:
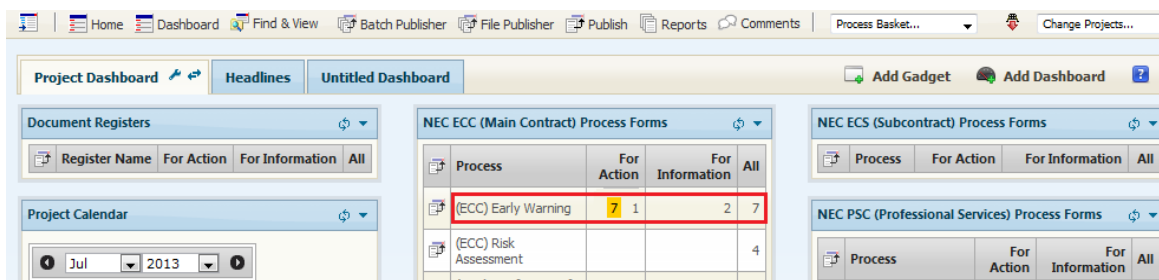
Project Manager   **Review 14 days**

All other defined recipients   **Information**

SEARCH, FIND & VIEW AN EARLY WARNING

If you have been issued an Early Warning you will be notified on your Dashboard when you login to conject Project Control. In addition you will receive an immediate Email Notification to your specified email address.

(The example above shows 1 Early Warning issued with 7 days to action)

To view the Early Warning, click on the 1 . The Early Warning register will open and the 1 Early Warning you have for action will be displayed in the results screen.

Click on the Sys Ref, Title, Contents or Reason for Issue to open and view the Early Warnings. **For more information on the Early Warning process please refer to the Early Warning process flowchart in Appendix 1.**

Once opened, you can view the content of the Early Warning. A menu on the left (if there are any responses) may also be displayed. This shows the original Early Warning (top item) and any subsequent responses (listed in date of issue order, below it). You can select each response to view the details of each:
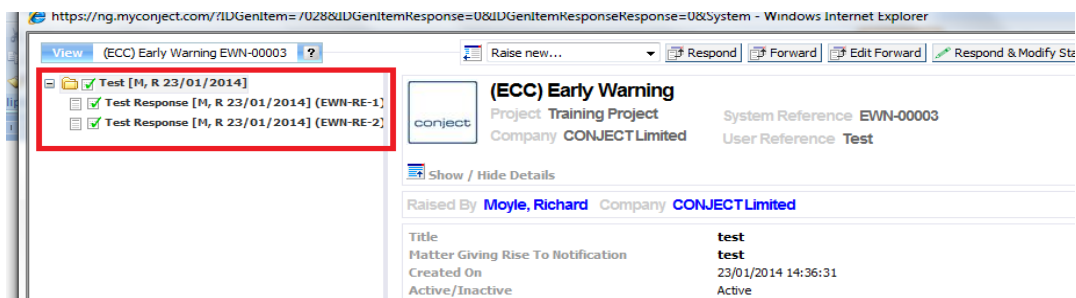
RESPOND TO AN EARLY WARNING

Any user has the abilty to 'respond' to a published early warning. Search and Open the relevant early warning....hit the '**Respond**' button at the top of the page.....

You can now type in your response and attach any supporting information (as required)...then hit '**Publish'...**

Note: that when responding, the orginal Early Warning content is hidden by default. You can select to view this using the 'show / hide details' toggle button towards the top left of the screen:

You will be asked to select a recipient for your response, by default the originator and any existing recipients of the original early wanirng will be pre-selected. Hit '**Issue Response to list'** to publish your response:

RESPOND AND STATUS CHANGE AN EARLY WARNING

Only the originator or the recipient of an Early Warning have the ability to respond and modify the status. Search and Open the relevant early warning....hit the 'Respond and Modify Status' button at the top of the page:

As well as typing a response and attaching any supporting information (as required), you can now also change the status of the early warning from Open to:

Closed = Early Warning has been mitigated / managed through another process (i.e. CE) and the Early Warning is now closed.

Once ready ...then hit 'Publish'.

You will be asked to select a recipient for your response, by default the originator and any existing recipients of the original early wanirng will be pre-selected. Hit 'Issue Response to list' to publish your response.

RAISE A NOTIFICATION OF COMPENSATION EVENT (NCE)

Contractors have the ability to notify the Project Manager / Supervisor of a Compensation Event via the Notification of Compensation Event (NCE) process. This can be raised as a standalone process from the Dashboard, from Early Warnings or from a PM/Supervisor Instruction (where no CE was generated by the PM).

To raise an NCE as a result of a PM's / Supervisor Instruction

Open the PM / Supervisor Instruction and select the 'Notification of Comp Event' from the 'raise new.' drop menu.

Notification of Compensation Event will appear:

Notifications of Compensation Event are to be issued to the relevant distribution by selecting the relevant Issue Group if issued standalone or by ticking 'Yes' in the 'Do you want to copy the Issue List from this item' pop up to use the distribution of the previous form:
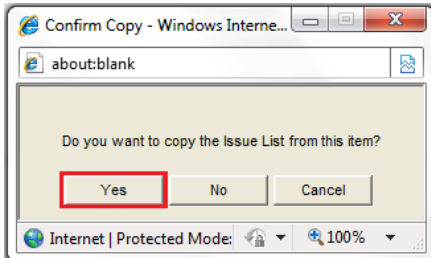
Distribution

The distribution of the Notification of Compensation Event must include all relevant recipients with the required reasons for issue:

Project Manager	**PM Review**
All other defined recipients	**Information**

For more information on the NCE and CE process please refer to the NCE and CE Process flowchart in Appendix 2.

RAISE A COMPENSATION EVENT QUOTE (CEQ) (IN RESPONSE TO BEING ISSUED A COMPENSATION EVENT)

Note:
The publication of the Compensation Event Form is the mechanism by which the PM instructs the contractor to submit a quotation (under clause 61.1 or 61.4) or proceed and submit a quotation (under clause 61.2). It is only possible to raise a Compensation Event Quote from within a Compensation Event Form.

As the Contractor you will be given 21 days in which to respond back to a Comp Event with a quotation. This will be clearly marked on the inbox.

To view the Comp Event, click on the 1 . The CE register will open and the 1 CE you have for action will be displayed in the results screen.

Click on the Sys Ref, Title, Contents or Reason for Issue to open and view the CE.

Open the Comp Event and select the '**raise Compensation Event Quote'** button.

| 1. New (ECC) Compensation Event Quote | 2. Issue List | 3. Confirmation Report |

(ECC) Compensation Event Quote

Project **Training Project**

Company **CONJECT Limited**

Ability to add a Cost & Time (Feeding the CE Schedule report)

Ability to attach multiple documents of any format (BOQ, AS, Programme etc)

* Title	New ECC EWN
...ation details	----------- -----------
Required By Date	5 ▼ February ▼ 2015 ▼ 🔳 Calendar
Attachment(s)	⊞ Click here to view/hide attached files [0 Files Attached]
* Change to the Prices (£)	
* Time effect of CE (Days)	
* Are you attaching an updated Programme?	Yes ○ No ○
Proposed New Completion Date (DD/MM/YYYY)	🔳
Status	Issued ▼

Distribution

Compensation Event Quotations are to be issued to the relevant distribution by selecting 'Yes' in the 'Do you want to copy the Issue List from this item' pop up to use the distribution of the CE:
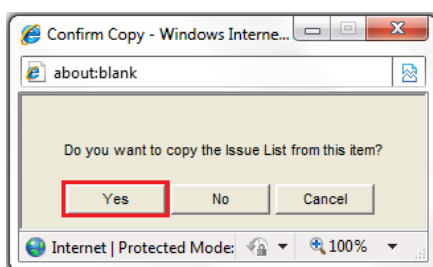
The distribution of the Compensation Event Quotation must include all relevant recipients with the required reasons for issue:

Project Manager	**For PM Assessment (14 days)**
QS (optional)	**For Cost Review**
All other defined recipients	**Information**

For more information on the Compensation Event process please refer to the Compensation Event process flowchart in Appendix 2.

RAISE A REVISED COMPENSATION EVENT QUOTE (CEQ) (IF A PREVIOUS QUOTE HAS BEEN REJECTED)

If you receive a response back to any Compensation Event Quote that states it is **rejected** and you need to re-submit, then the correct procedure is for you to navigate to the associated Compensation Event and to select to '**raise a new Compensation Event Quote'**.

To do this.....When viewing the quote and response, select the orignal Compensation Event Quote from the top of the left hand menu:

Select the link to the associated **Compensation Event**:

You can then select to open the Compensation event:

....and then select the 'raise new..Compensation Event Quote' (as described previously).

This process can be repeated as many times as is required.

For more information on the Compensation Event process please refer to the Compensation Event process flowchart in Appendix 2.

REVIEW A COMPENSATION EVENT IMPLEMENTATION FORM

Compensation Event Implementation forms are used to used to notify the contractor of the decisions around Compensation Events (Notify of PM assessment / Quote acceptance, etc).

Contractors can only implement a Compensation Event (if notified to do so) via a Compensation Event Implementation form.

When viewing a Compensation Event Implementation form you have the option to view the associated items (Compensation Event quote, etc) and to '**Respond**' (as required) i.e. to dispute decision on Compensation Events.

For more information on the Compensation Event process please refer to the Compensation Event process flowchart in Appendix 2.

RAISE A CONTRACTOR COMMUNICATION

Contractors have the ability to raise communications to the Project Manager / Supervisor for a variety of reasons all of which are listed in the 'type' box on the communication.

Communications can also be used as replies to Project Manager / Supervisor Communications.

Distribution

Contractor Communications are to be issued to the relevant distribution if standalone or by selecting 'Yes' in the 'Do you want to copy the Issue List from this item' pop up to use the distribution of the previous form.

The Form will open as below:

The distribution of the Contractor Communication must include all relevant recipients with the required reasons for issue:

Relevant Person 'For Response' (if required) Response 14 days

All other recipients   Information

RAISE A NOTIFICATION OF DEFECTIVE WORK

Notifications of Defective Works can be raised by selecting the **Publish** button on the tool bar and then under the ECC heading, select Notification of Defective Works or by clicking the publish icon adjacent to Notifications of Defective Works on the Dashboard.

The form will open as below:
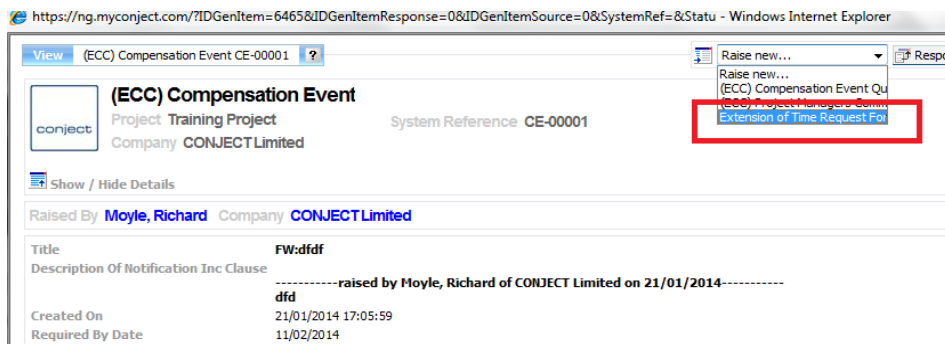
Notification of Defective Works may be issued to a specific user '**for action**' or '**for information**'
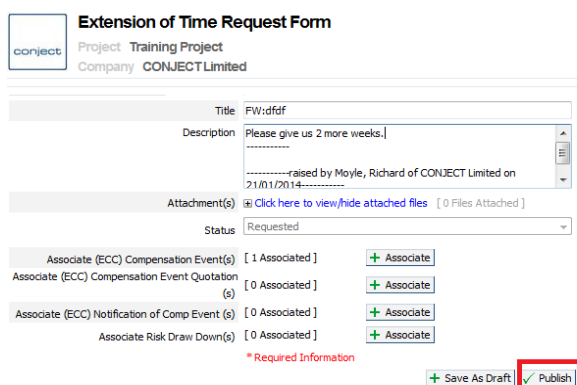
RAISE AN EXTENSION OF TIME REQUEST TO PROJECT MANAGER

Contractors are able to raise an Extension of Time Request (for approval) to the PM from the back of Compensation Events.
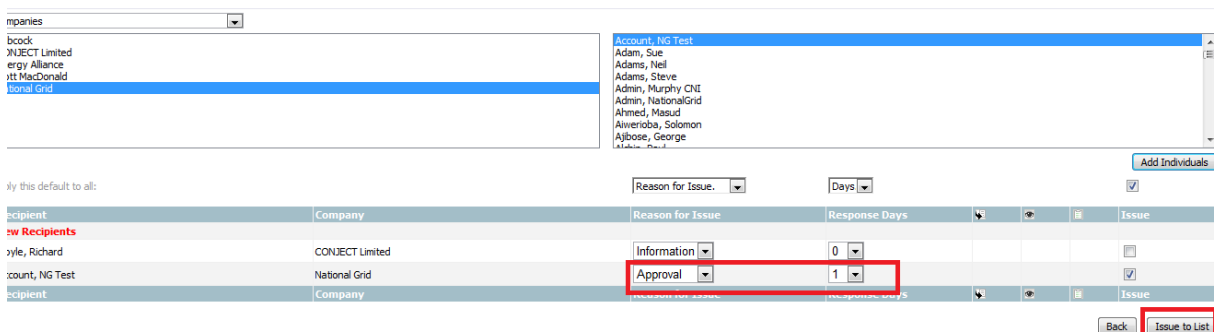
This is done by opening up the specific **Compensation Event** and Selecting to '**Raise New..Extension of Time Request**':

You can then fill in the request form and select the 'Publish' button:

You will then be asked to select a recipient; this should be the PM – 'For Approval'...then hit 'issue to list'

Note: On acceptance of the extension request you will receive a response notification. Note that the 'required by date' for action against the original item (in this case the Compensation Event) will not be automatically updated.

ACCEPT / REJECT AN EXTENSION OF TIME REQUEST FROM PROJECT MANAGER

You may receive an Extension of Time Request from the PM in relation to Responding to Notifications of Compensation Events and Compensation Event Quotes.

On opening the Request you will see the associated NCE or CEQ and have the ability to 'Respond and Modify' the status of the Request to 'Accepted or Rejected'.
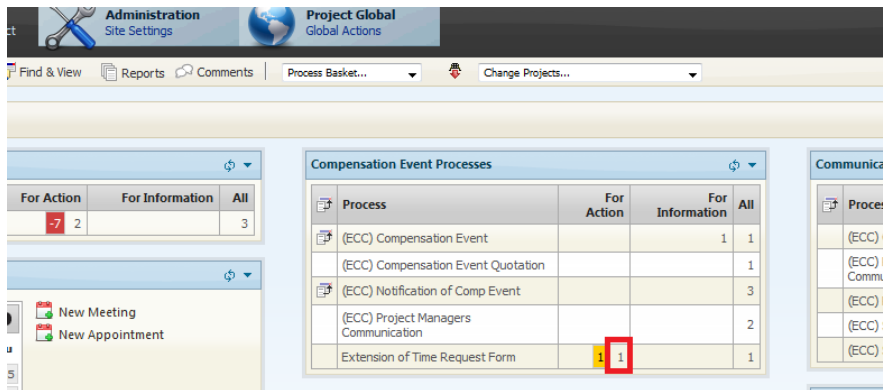

You can also add any comments you wish at this point before hitting the 'Publish' button. You can then issue your response to the PM 'for information'.

Note: that the 'required by date' for action against the original item (in this case the NCE or the CEQ) will not be automatically updated. If you want to edit this then you should use the 'Edit Details' function described later in this document.

SEARCH PUBLSIHED FORMS

You can search any forms issued on your project using the 'find and view' button on the top tool bar and then choosing to either search across all process forms or to search within a specific form type...
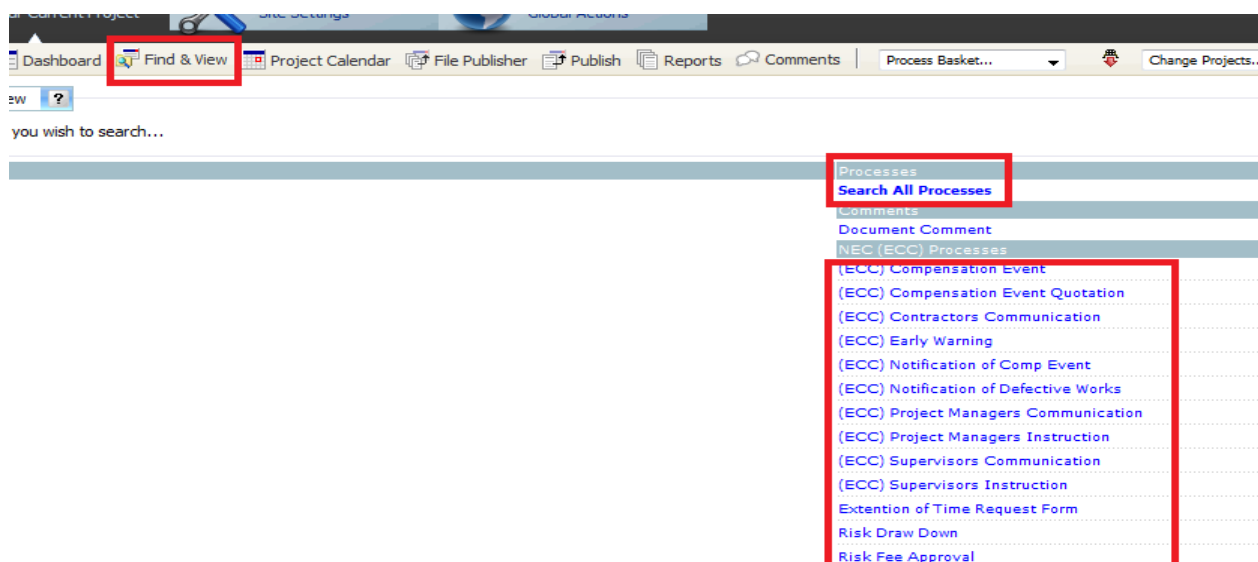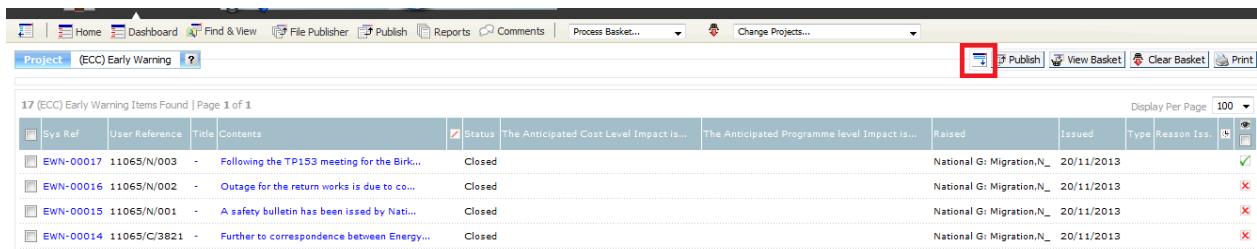
Once in the search screen you can use the filters to narrow your search or leave the filters blank to return all results...Note that you can use the '**contents**' filter to search any text held in either the subject (title) or details field on any form.
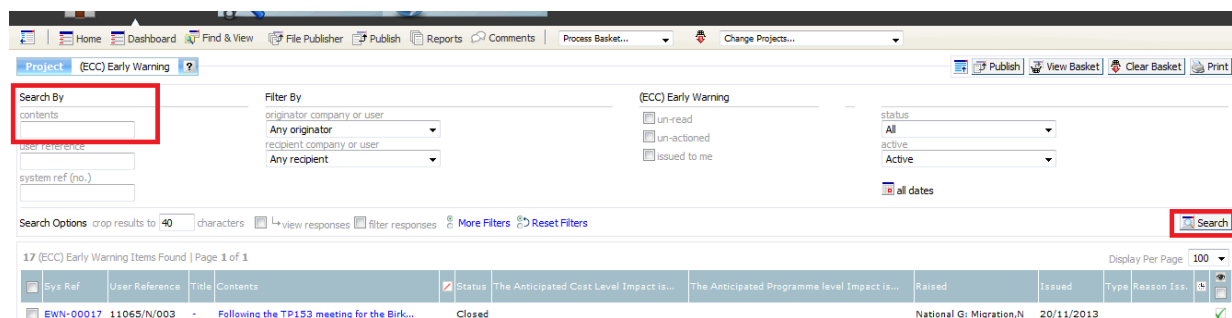
You can use the **more filters** button to search any field on the form:
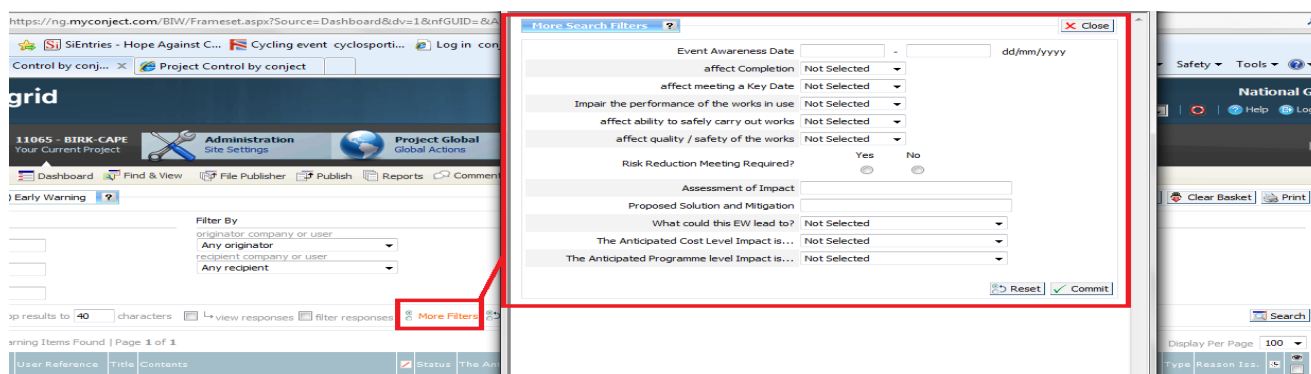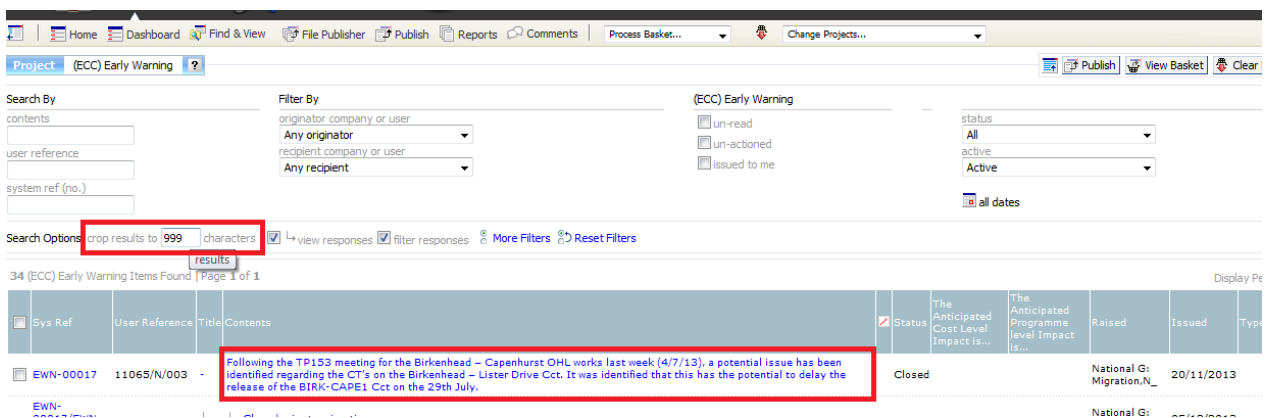
You can toggle the filters section on/off to allow you to see more of the results:

You can expand the number of characters shown in the 'contents' results screen using the '**crop results to XXX**' (max setting = 999)

You can choose to also filter the responses by the same search criteria as the original item if you select '**Filter Responses'**:

GENERATE A REPORT

There are 2 key reporting areas within the system. If you select '**Reports**' from the top tool bar, you will see both the **Export Reports** and the **Business Intelligence** Tabs.

Export Reports – Here you can run query style reports on the items within the scheme you are currently logged into. The reports are typically used to look at recipients of a specific pro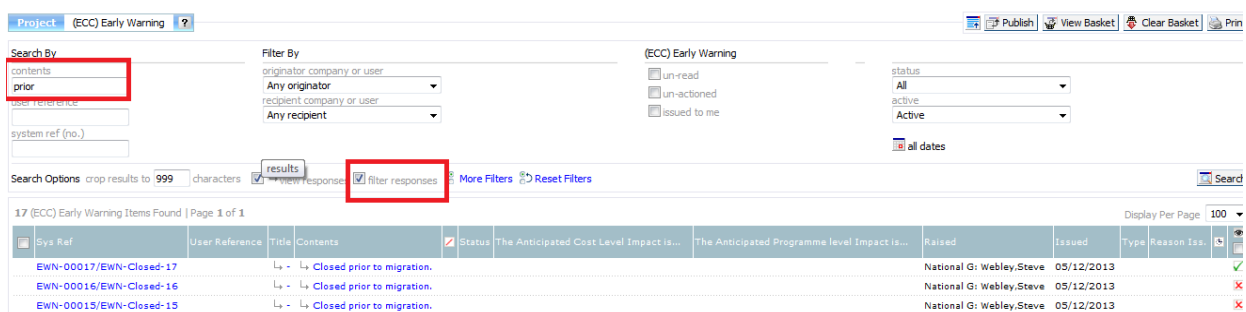cess item and their current action status. i.e. show all Early Warning Forms issued to users 'for action' and that are currently still outstanding:

Business Intelligence – Here you can run formatted (Tabular / Graphical) reports on all cross scheme information. i.e. Show me the current status of all items in the compensation event process, across all schemes.

Select the report you want to generate:

You can then select to generate the report in a specific format (PDF/EXCEL) and pre-filter the report using the available Report Filters (i.e. just give info for one project / selected project)... hit **submit:**

The report will now start to generate – this may take a couple of seconds / couple of minutes depending on the search criteria selected and the number of search results:

You can navigate away from this report screen at anytime and leave the report generating. To access all reports you have generated in the last 24hrs select **'My Reports'** when you first access the Business Intelligence tab:

Note: Conject can create almost any report (providing the information is held in the system). If there is a specific type of report you think should be available, please notify the PM or designated Project Information Coordinator so they can open the discussion with Conject.

MAKE A PUBLISHED FORM INACTIVE

You cannot 'delete' any data from CONJECT, but you can hide forms that are published in error, from project users. This is done by making it 'inactive'.
Note that this function is only available to either the originator of the form or the project administrator.

Search and Open the relevant form you wish to make 'inactive'… Select '**edit details**' from the '**more details**' menu at the top right of the screen.

You can then 'un-tick' the **'active'** box and hit '**modify**'. The form will now be shown as inactive and will be removed from the results when a user does a standard search (typically on all 'active' forms).

You can re-activate this form at any time in the future should you need to.

EDIT THE DETAILS OF A PUBLISHED FORM

There are 2 ways to edit the details of an existing form…
Note that these functions are only available to either the originator of the form or the project administrator.

1) Edit Details –

You can choose to just edit the content of an existing form to simply correct spellings / edit incorrect list box selections, updating required by dates…

Search and Open the relevant form you wish to edit… Select '**edit details'** from the '**more details'** menu at the top right of the screen….

You can then see and update any of the available form's fields….hit 'modify' to save the update.

Note: not all form fields will be editable, if you are required to edit a field that is not available then please contact the PM or designated Project Information Coordinator for assistance.

2) Edit and Forward –

You can choose to edit the form and/or the current recipient issue list.

Search and Open the relevant form you wish to edit… Select '**Edit Forward** from the menu at the top of the screen.

You can then see and update any of the available form's fields....select '**publish**':
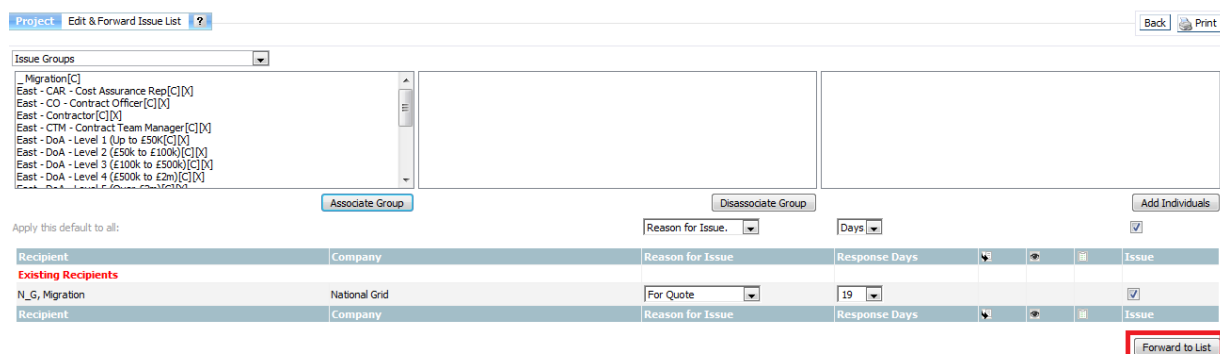
You will then see the current recipient issue list. You can add extra recipients, remove existing recipients or change the 'reason for issue' for each recipient. Once ready hit '**Forward to list**':

SUPPORT & ASSISTANCE

For queries regarding the NEC processes and general issues, please contact the designated Project Information Coordinator(s).

For Technical Assistance please contact the Conject Helpdesk:

Email - **helpdesk_uk@conject.com**

Tel - 0845 1300 999/ +44 (0)115 924 8171

Appendix 1 - Early Warning Process

CONJECT NEC Process (Early Warning)

Contractor	NEC Project Manager

Raise New **Early Warning**
Issued to:-
Contractor / PM 'For Review' (14 days to respond)

14 days to action

Review EWN

Further action required?

Respond and modify status of EWN to 'Closed' — No

No — Respond and modify status of EWN to 'Closed'

Yes

Risk Reduction Meeting – To identify mitigation / treatment

Respond to EWN with outputs / comments

Should this be dealt with as a Compensation Event?

No

Yes

Yes

From within the EWN
1. 'Respond and Modify status' to 'Closed'
and
2. select to 'Raise new..**Notification of Comp Event**'

Refer to Compensation Event Process

From within the EWN
1. 'Respond and Modify status' to 'Closed'
and
2. select to 'Raise new..**Compensation Event**'

Refer to Compensation Event Process

Appendix 2 - Compensation Event Process

CONJECT NEC Process (Compensation Event)

Contractor	NEC Project Manager

Contractor side:

Publish New **Notification of Comp Event**

— For PM Review (7 days) —

◇ Valid event under clause 61.4?

Yes ↓

◇ Within 8 weeks of contractor becoming aware of event?

Project Manager requests a quotation under 61.1 - **Contractor physically proceeds with CE whilst producing quote**

Project Manager requests a quotation under 61.2 or 62.1 - **Contractor does not yet physically proceed with CE**

— For Quote (21 Days) —

From within Compensation Event select to raise new...**Compensation Event Quote**

— For PM Review (21 Days) —

Rejected - Revise & Resubmit

CE is Agreed/Closed

NEC Project Manager side:

This is event is not a CE and therefore will have no effect on the "total of the Prices" or "Completion Date".

From within Compensation Event select to raise new...**Project Managers Communication**

Under communication type select one of the following
61.4 Arises from a fault of contractor
61.4 Has no effect upon defined cost, completion or meeting key date
61.4 Has not or is not expected to happen
61.4 Is not one of the CEs stated in this contract

No (from Valid event decision) →

End of Process

No (from Within 8 weeks decision) →

From within Compensation Event select to raise new...**Project Managers Communication**

Under communication type select '**61.3 CE Notified more than 8 weeks after contractor was aware of it**'

End of Process

Yes ↓ From within NCE select to raise new..**Compensation Event** (Request to provide quote)

Review Comp Event Quote

◇ CEQ Accepted / Rejected?

No → ◇ Revised quote required → No → PM to make own assessment

Yes ↓

Respond and Modify Status of CEQ to '**Rejected - Revise & Resubmit**'

Respond and Modify Status of CEQ to '**Rejected - PM to Assess**'

Respond and Modify Status of CEQ to '**Accepted**'

Accepted CEQ

Make assessment

From within CEQ select to raise new..**Comp Event Implementation Form** Select either 65.1 (accept) or 64.3 (PM Assessment)