

WILCO CONSTRUCTION COMPANY “STATE QUALIFIED CONTRACTORS”

Part- 4 Forms and Reports



BY,
TEAM – DELTA(D)

Rushikeshwar Reddy Gaddam
Rokeya Akanda Sriti
Divya Katta
Revanth Vatturi

**SYSTEM ANALYSIS AND DESIGN
BIS636
Submitted on December 14th, 2023**

Table of Contents

| Sl. No | Name | Page Number |
|--------|----------------------------------|-------------|
| 1. | Introduction | 1 |
| 2. | Need of form and report in Wilco | 1 |
| 3. | Forms | 1-2 |
| 4. | Reports | 2-4 |
| 5. | Future Recommendations for Wilco | 4 |
| 6. | Conclusion | 4 |

INTRODUCTION:

Reports and forms play a role in ensuring that Wilco Construction Company operates efficiently and effectively in all its departments and functions. These documents are essential for streamlining processes evaluating performance and enabling communication both within the company and with external stakeholders. They serve as tools for collecting and tracking data allowing the organization to monitor performance metrics, identify trends, and optimize resource allocation. This systematic approach, to managing data, forms the foundation for making evidence-based decisions and strategic planning.

This standardized approach ensures that information is conveyed clearly and consistently meeting requirements enhancing accountability and promoting transparency. These documents serve as a means of sharing information with our staff, clients, and the public fostering trust and garnering support for Wilco's mission and activities.

Furthermore, reports and forms serve as important records for documentation, audits, and legal needs. They automate operations, lowering the possibility of errors and saving critical time and resources. Standardized documents guarantee consistency across departments by enabling cooperation and information exchange, reducing unnecessary efforts, and boosting teamwork. Wilco's extensive use of reports and forms demonstrates their importance in achieving excellence in compliance with regulations, and overall organizational success.

NEED OF FORM AND REPORTS IN WILCO:

Wilco Construction is currently facing the challenge of establishing a system to ensure compliance with its projects' Equal Employment Opportunity Commission (EEOC) regulations. The company needs to create a framework for collecting and managing data to demonstrate adherence to EEOC requirements. This report section focuses on developing and implementing a set of forms and reports that are crucial for ensuring compliance and facilitating well-informed decision-making.

The need for these forms and reports arises from the necessity to gather types of information including employee demographics, project details, training records, accident/incident reports, and subcontractor information. Collecting data is essential for complying with EEOC regulations, which encompass areas like workforce demographics, employee working hours, and training completion status. These forms are the foundation for generating reports that provide insights into metrics and trends.

FORMS:

The "Project Input Form" developed by our team is a tool that helps us gather data related to projects and employees. This form is essential for keeping track of project milestones and efficiently managing employee time. It includes details such as employee ID, project number, job code, date time in, time out, and shift type. It plays a role in monitoring contributions, analyzing work hours, allocating resources effectively, and calculating wages. The form is designed to be clear and easily accessible, providing an overview of employee involvement and project progress. It enables decision-making. Ensures operational accuracy.

Project Input Form:

Data Entry and Record Keeping:

This form allows for input and storage of project details, such as the Project ID, Description, Location, Contractor Name, and Assignment Start and End Dates.

Project Tracking:

By entering the start and end dates along with the status this form helps track the progress of projects. It ensures that they are on schedule and that resources are allocated efficiently.

Contractor Management:

The form includes a field where you can enter the contractor's name. This feature aids in managing and maintaining records of contractors assigned to projects.

Navigation and Data Management:

The form interface provides navigation buttons like 'New' 'Delete' 'Find Next' and 'Criteria'. These buttons allow for the management of entries within a database. You can add project records, remove existing ones, or search through project entries based on criteria.

Reporting:

The information entered in this form can be compiled to generate reports for management review. These reports provide insights into project statuses, contractor performance, and overall progress.

The screenshot shows a web form titled "Wilco construction company" on a yellow background. The form contains the following fields and controls:

- Project ID:** A text input field.
- Project Description:** A text input field.
- Project Location:** A text input field.
- Contract Name:** A text input field.
- Assignment Start Date:** A date input field with a placeholder "mm/dd/yyyy" and a calendar icon.
- Assignment End Date:** A date input field with a placeholder "mm/dd/yyyy" and a calendar icon.
- Status:** A dropdown menu currently showing "Ongoing".
- Navigation Buttons:** A row of seven blue buttons labeled "New", "Clear", "Restore", "Prev", "Next", "Close", "Criteria", and "Submit".

REPORT:

The "Jobsite Tracking Report" is a prepared management document that aims to organize and present information about various construction projects. This report contains details such as project ID, project description, location, contractor name start and end dates, and project status. It plays a role in monitoring activities at construction sites by facilitating efficient resource management and offering valuable insights, for timely project completion. With its structured format, the report allows management to quickly assess the progress and status of each project supporting planning and decision-making processes.

Jobsite Tracking Report:

| Project ID | Project_Description | Project_Location | Contractor Name | Assignment Start Date | Assignment End Date | Status |
|------------|--|------------------------|-----------------|-----------------------|---------------------|---------------|
| 20230056 | I-480 Valley View Bridge | Cuyahoga County - Ohio | James Smith | 4/13/2017 | 3/17/2024 | In Progress |
| 20230057 | I-75 Major Reconstruction | Wood County - Ohio | Michael Smith | 7/10/2019 | 6/19/2025 | In Progress |
| 20230058 | I-75 Major Reconstruction and DiSalle Bridge Replacement | Lucas County - Ohio | Robert Smith | 1/16/2018 | 9/20/2026 | In Progress |
| 20230059 | I-76/I-77/SR 8 Akron Beltway Improvements | Summit County - Ohio | Maria Garcia | 5/7/2021 | 4/23/2025 | In Progress |
| 20230060 | I-490/Opportunity Corridor | Cuyahoga County - Ohio | David Smith | 3/27/2018 | 2/15/2022 | Completed |
| 20230061 | I-71 Widening South Side Mega Fix | Franklin County - Ohio | Maria Rodriguez | 12/10/2017 | 1/5/2023 | Completed |
| 20230062 | I-75 widening and reconstruction | Hancock County - Ohio | Mary Smith | 3/19/2017 | 9/1/2021 | Completed |
| 20230063 | I-75 Thru the Valley Reconstruction | Hamilton County - Ohio | Maria Hernandez | 8/14/2017 | 8/17/2022 | Completed |
| 20230064 | Widening the I-75 Mill Creek Expressway | Hamilton County - Ohio | Maria Martinez | 11/29/2024 | 8/27/2025 | To be Started |
| 20230065 | Reconstructing I-70 through Zanesville | Zanesville - Ohio | James Johnson | 5/9/2024 | 7/26/2027 | To be Started |

This Screenshot of our data represents how all the data is stored in reports. It is important to keep organized and well-structured when working on construction projects. Keeping in mind that, we have made this tracking form which includes all details about the project ID, project description, project location, contractor name, assignment start date, assignment end date, and the status of the projects. Considering it is an agenda that assists us in keeping track of every activity in the construction place.

Project ID:

Project ID is typically a label or code assigned for the projects and here we have project IDs for all our projects. It will help us to track how much work has been done for the project so far. Project ID assists in identifying the specific project which one is more important, we can figure out by this. This ID helps uniquely identify and manage resources associated with that project, such as virtual machines, storage, databases, and other services.

Project Description:

The project description is the details about the names of all projects. We will get information about the project name and what to do for improvements for projects as well. We will also be able to know which site is doing what exactly works with their project descriptions.

Project Location:

This refers to the location where the projects are happening. Location is the most important for everything that's why it is in our form. Because we need to know where our projects are taking place and to supervise if everything is going okay or not in the construction locations.

Contractor Name:

It will show us the names of the contractors and which contractor is doing which construction sites. It is mandatory to monitor everything about contractors' work. In our job tracking form, we can see the names of constructors for every project.

Assignment Start Date:

The assignment start date is an important piece of information that adds to the overall project or task management process, providing for a disciplined and organized approach to assignment completion. By this, we will get to know when the project is going to start officially and be able to monitor the starting construction activities or improvements as well.

Assignment End Date:

The assignment end date is the deadline by which a given task must be completed or delivered. It denotes the deadline for completing the prescribed task. Meeting the deadline for an assignment is often important to the completion of a project or academic work. It encourages order, ensures effective coordination among team members, and ensures that overall objectives and targets are completed on schedule. Finishing all projects on time is a crucial and essential part of every project.

Status:

Typically, project status is communicated via status reports, meetings, or project management software. The amount in which the task has been finished corresponds to its requirements. By checking the status, we will be able to figure out about the completion of projects.

FUTURE RECOMMENDATIONS FOR WILCO:

Integrating these tools with platforms is crucial to ensure real-time access to data and analysis. We also need to update our forms and reports to keep up with changing requirements and meet the needs of our company. We must provide training programs for employees so they can become familiar with these tools and processes. Additionally establishing a feedback mechanism will help us continuously improve the forms and reports based on user experience and their effectiveness. Lastly, we should consider expanding the scope of these tools to cover areas, like environmental compliance, safety protocols, and quality assurance.

CONCLUSION:

In summary, the introduction of the Project Input Form and Jobsite Tracking Report, at Wilco Construction Company represents an advancement in data management. It ensures compliance with regulations. Boosts efficiency. These tools streamline data collection and reporting while also offering insights for making decisions.