Multi-Project / Multi-Building Jobs

Guidance Notes

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**Consultees**

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* ☐ Kathryn Donald - *discussed, awaiting comments*
* ☐ Mark Palmer - *not yet discussed*

Typically, projects are simple such that 1no building corresponds to 1no appointment. Sometimes, however, we are appointed on larger multi-building projects; on these jobs the correct project setup will depend on how these projects are run and procured. This document outlines some common scenarios and the appropriate approach for each.

**Definition of Terms**

* **Design Information**: Refers to a complete pack of design information produced for a Client
* **Project Team**: An internal team delivering the work, roles and responsibilities within the team must be assigned.
* **Document Management**: Refers to the BIM process of naming and manag ing documents.
* **Job Folder** / **WebApp**: Refers to a J:\drive folder and associated project in WebApp.
* **Resourcing, Billing and Spend**: Refers to how the projects financial health is monitored. “Normal” indicates resources and time-management done using Timesheets and WebApp with no caveats.

## 1 Typical

* **Design Information**: 1no single pack
* **Project Team**: 1no project team
* **Document Management**: 1no project code and 1no volume code used for all information
* **Job Folder**/ **WebApp**: 1no J:\drive folder and 1no WebApp project
* **Resourcing, Billing and Spend**: Normal

## 2 Multi-building

There is a single site with the same client and many buildings. The contractor is assumed to be the same and the project will likely be delivered in one go / sequentially.

* **Design Information**: 1no single pack. Different buildings refer to equipment within common schedules and common specifications.
* **Project Team**: 1no project team
* **Document Management**: 1no project code, multiple volume codes used to represent different buildings. 1no issue history.
* **Job Folder**/ **WebApp**: 1no J:\drive folder and 1no WebApp project
* **Resourcing, Billing and Spend**: Normal

This is typical or large Resi developments. e.g. PoWD, Fairfield Homes, …

## 3 Multi-project with independent Resourcing, Billing and Spend

This should simply be run as 2no projects, despite the client being the same and potentially the Fee Bidding happening at the same time.

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| Tip |
| This requires that the Project Leader separates out the project before people start putting time down to it. |

## 4 Multi-project with shared Resourcing, Billing and Spend

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| Warning |
| **AVOID DOING THIS.** Where possible, it is always better to run as 2no independent projects as described above. This can be done as a last resort, only if the Project Team has realised too late the projects are independent but have already started recording Time. |

The client is the same and we have probably been asked to provide Fees at the same time. There should probably be multiple bid documents for each project, but there may not be. The projects will be procured independently, and may or may not have the same contractor and/or design team parties.

* **Design Information**: multiple packs of design information. Each project has its own schedules and specification.
* **Project Team**: 2no project teams (though it may be the same team on both).
* **Document Management**: 2no project codes. 2no issue historys.
* **Job Folder** / **WebApp**: 2no J:\drive folders. 1no fee earning project, 1no zero fee project in WebApp. The 2nd WebApp project allows for a different project team to be assigned and supports creation of another job folder. The 2nd WebApp project must not have any work-types associated and will be explicitly given 0 Fee in Fee Manager. This way it is impossible to associate time to it in Timesheets and it will have no Fee associated to it, with all Fee managed through the primary job.
* **Resourcing, Billing and Spend**: Resourcing / Timesheets / Billing via a single project.

### 4.1 Justification

Whilst this is not recommended and 2no independent projects is always preferred, if splitting the Time Management and Billing is no longer an option the project should still be split into 2no projects for the following reasons:

* It makes the responsibilities of a Project Team for a specific project more explicit. It is unknown (and unlikely that) the same Engineers will have the same responsibilities on both projects. To correctly capture the Project Team for each project, each project needs its own project in WebApp.
* Given that the Design Information for each project is independent, this would require duplication of information within the same job folder (e.g. 2no sets of schedules, 2no sets of calcs, 2no sets of specs etc.). This goes against how the job folder structure has been designed and is why each job has its own folder in the first place. By separating into 2no project folders, the folder structures can be identical for each project.
* It ensures that there is accurate mapping between our Design Information and our information in WebApp. Currently tools (pyRevit, Digital Schedules) use the WebApp data to retrieve the Project Name from the Project Number, ensuring that this information is consistent across the project. As our Digitalisation journey continues more information will be centrally stored in this way. Tools can of course be configured to work differently, but removing the strict 1-to-1 relationship between a project in WebApp and a project Design Information reduces the ability to automate and degrades our understanding of the project data.
* Autodesk Construction Cloud is “project-centric”… more here…
* It is acknowledged that multiple projects for the same Client are likely to have to common reference information (e.g. 2no buildings on a University Campus). In this Scenario it is up to the Project Teams to communicate and come up with a plan to manage this. It would likely require either choosing a single project as a common location to keep that type of information and using shortcuts to link to it from the other project, or accepting that duplicate information will be required.