Why use PCP?

Some good reasons why you should use the Present-Comment Process (PCP) in your project:

- PCP is based on experience in previous projects and contains 'best practise'.
- It is ready to use: If you have a pmodbase web-site set up, you can use the PCP right away.
- The process is documented in online help pages: Simple steps are explained in 'How-to' pages, a general overview is available as well as detailed information for each screen and dialogue.
- You can access and update information from anywhere and anytime where internet is available, on notebooks, tablets, even on your mobile phone without additional software.
- There is no need to save previous records: the pmodbase system keeps track of the status and creates up-to-date statistics.
- The process logic is implemented to make your work easier and less prone to errors, it will thus save you time and improve the quality of your work.
- Clear separation of responsibilities makes the process transparent and safe.
- Use the PCP for documents, drawings, hand-over of sites - any time where one group or person needs approval for a work result from another group or person involved in the project.
- Review and approval results are produced as documents ready to submit to the document management system (DMS).
- You do not need any project-specific worksheets or forms - all relevant information is collected in the pmodbase system.
- Use PCP for internal quality reviews, reviews between subsystems and consortium partners, and with external partners (consultants, clients).

What could be a reason NOT to use the PCP?

- Your partner does not want or is not permitted to use PCP in pmodbase, or insists that you use his templates or forms:
  IF you are the ONLY person involved in this process, it might be simpler to use the conventional methods (office tool spreadsheets, documents, forms, templates).
  HOWEVER, if there are more people involved on your side in this process, or if you simply want to keep track of all steps in this process, you can always copy his contributions (comments or responses) into the pmodbase system. Depending on the amount of comments, this would be an

easy job which can even be delegated to some other person (see How to ... copy initial comments by others (not using pmodbase), or How to ... copy new comments by others (not using pmodbase), or How to ... copy responses by others (not using pmodbase)). The advantages you have are then all of the above, specifically being able to involve others in the process and having a detailed track of all issues, comments and responses.

- Your partner does not follow the process rules:
  Using any kind of business process requires that certain rules are followed. If participants in a business process do not adhere to these rules, that process cannot work.
  The PCP implements and enforces the following, reasonable rules:
  - *The subject to be reviewed is always the same.*
    For example, in a document or drawing review, the document to be reviewed must always have the same identification (document code or drawing number); surely the revision or version number may or will change but not the code or number which unambiguously identifies the document or drawing.
  - *The document in which comments and responses are collected and passed on to the other party always has the same document code.*
    This code is named here Project DMS ID for PCP Report: For each comment - response cycle (called PCP Step), this document will be re-issued with the same document code and a new revision id.
  - *Only the commenting party may add and close comments again.*
    The idea here is that the presenting party presents the work results and the commenting party makes observations (describes issues or makes comments). The presenting party may respond to these observations/issues/comments but is not permitted to declare an observation/issue/comment to be resolved. Only the party which has created the observation/issue/comment is allowed to confirm that the problem is solved.
    The presenting party may only respond to any observation/issue/comment.
  - *Every observation/issue/comment must be commented on.*
    This means that the presenting party must respond to each and every open observation/issue/comment. The commenting party must also comment on all observations/issues/comments having a response by the presenting party, this could be a final comment which includes the closing of the issue, or another comment which requires an additional response by the presenting party.
- You are in the middle of a review.
  It might not be worth it to spend time to accurately reconstruct the process status for a specific document or drawing. Maybe you should spend the time to resolve any remaining issues?
  On the other hand: If it is important to retrace the history of the events leading to the current situation, it could be worthwhile to enter all relevant data into the pmodbase.