

Help on PCP - Present-Comment Process

The Present-Comment Process (PCP) reflects processes in a project environment where one project group presents work results (documents, drawings, site conditions), and another project group records observations and makes comments on this work result.

Other Introductions

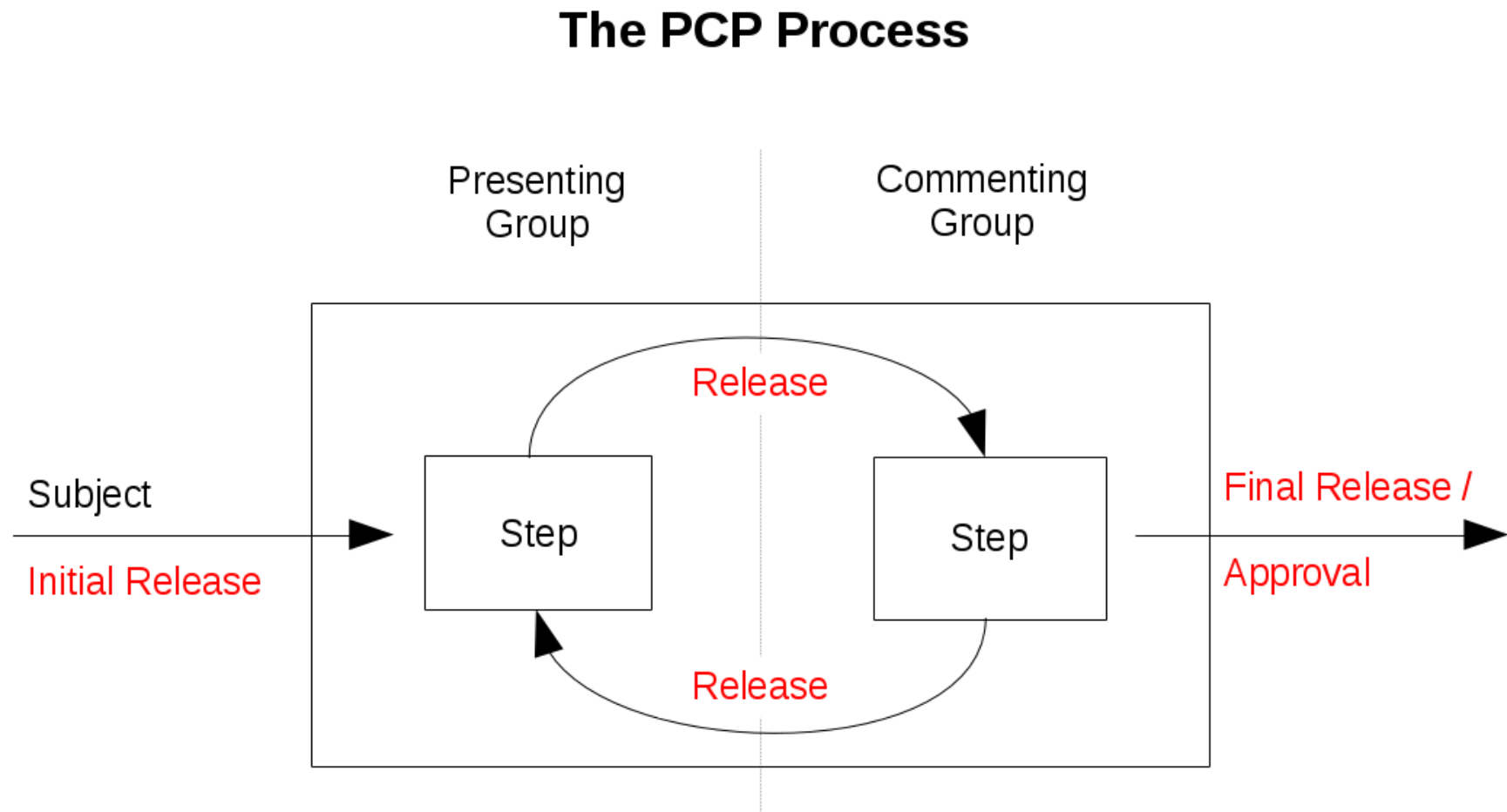
For a quick introduction into specific topics for practical use, see the following help pages:

- Why use the PCP in pmodbase?
- How to ... set up a document for a review
- How to ... prepare a site hand-over (from you to others)
- How to ... prepare a site take-over (by you from others)
- How to ... make document review comments
- How to ... document site observations
- How to ... respond to review comments
- How to ... organize a review for several reviewers
- How to ... collect responses from several persons
- How to ... use the PCP for internal reviews
- How to ... copy initial comments by others (not using pmodbase)
- How to ... copy new comments by others (not using pmodbase)
- How to ... copy responses by others (not using pmodbase)
- How to ... configure the PCP feature for your project
- How to ... release a PCP Subject for the Initial Review Step
- How to ... release a PCP Subject for the next Review Step

- How to ... release a PCP Subject for the next Response Step

Overview

The following model represents the Present-Comment Process (PCP):



Prepare / Update PCP Subject
Respond to comments

Add observations / comments (PCP Items);
Review and comment on responses; assess
status of PCP Items and
for the overall PCP Subject

- **PCP Categories** reflect an agreement between two project parties to perform a Present-Comment Process (PCP). For example, the review of Civil Works drawings by the Systems Engineering Group is such an agreement between the Civil Works group and the Systems group. Statistics on the status of the all subjects in each PCP Category can be produced at any time. In addition, hashtags can be used to further define sub-categories for statistics; for example, the status of Civil Works drawings can be reported on a location by location basis by using location-specific hashtags.
- **PCP Subjects** are items on which the Present-Comment Process is performed: a PCP Subject could be single document, an individual drawing, or a punch list for a specific site.
- While in the Present-Comment Process, a PCP Subject will be handled by either the Presenting Group, or by the Commenting Group. The handing-over from one **PCP Group** to the other is called **Release** (in the PCP context this is sometimes described as 'technical release' to distinguish this action from a 'formal release' which involves the formal exchange of documents between project entities and is thus often performed by the document management group).
Initially, the Presenting Group will release the PCP Subject to the Commenting Group. The Commenting Group will then report their observations and an overall assessment of the PCP Subject.
In the next step, the Commenting Group will release the PCP Subject (back) to the Presenting Group. The Presenting Group can now respond to the observations by commenting on each and every observation. Once this step is completed, the PCP Subject is released again to the Commenting Group. With documents or drawings, this step normally involves the submission of a new revision of the document or drawing.
- Each of the above steps is named **PCP Step**. The first step would be the Initial Release, the second Initial Review, the third First Response, and so on.
The transition from one PCP Step to the next PCP Step is performed as the technical release by the currently acting PCP Group. This action includes the preparation of a 'Release' document containing the current status of the PCP Subject and includes all current (and public) observations and comments.
- Observations and comments on a PCP Subject are collected on a **PCP Item** basis: Each single observation is added to a PCP Subject as an individual PCP Item with a reference to the specific location of the issue (e.g. chapter, page, area). An initial assessment of the issue becomes

the basis for the initial overall assessment of the PCP Subject.

In subsequent PCP Steps, comments can be added to PCP Items as response to the original observation. These comments can be public or non-public/internal. Public comments will become visible by anyone once the respective PCP Step is released. Non-public/internal comments are only visible to the originating group (either the Presenting or the Commenting Group).

Before a PCP Subject can be released, at least one public comment must be made for each and every PCP Item as a response to the current PCP Step.

- Public PCP Items and Comments can be viewed after they have been released. Adding comments and subsequently responses are only allowed by the owner and the deputy for the PCP Subject as well as by the specified **PCP Participants**. These are users administered by the owner or the deputy of the PCP Subject - each for her respective group.

Roles in PCP Categories

The PCP Categories are administered by one or more persons with specific access rights. PCP Categories are created based on a specific agreement (explicit or implicit by the project environment) between two Project Groups. Hence, changes to any attributes would be a change to that agreement.

Each party is expected to name a representative and a deputy. These two persons would be entered as owner and deputy for their respective PCP Groups (PCP Category attributes Owner (Presenting Group) and Deputy (Presenting Group), and as Owner (Commenting Group) and Deputy (Commenting Group) respectively).

Access to information on PCP Categories must be explicitly granted (feature PCP Categories [68]).

Roles for PCP Subjects

Each PCP Subject has at least two owners, optionally also a deputy: Owner (Presenting Group) and Deputy (Presenting Group), and Owner (Commenting Group) and Deputy (Commenting Group) respectively. These roles are defined initially be the defaults as defined by the respective PCP Category.

Each Owner and each Deputy has the right to edit attributes of the PCP Subject and to perform the technical release for his respective group (presenting or commenting).

The Owner must have access permissions for his respective group as defined by the attributes Presenting Project Group and the Commenting Project Group respectively.

For each Deputy, this condition is not tested such that any user can be appointed as 'Deputy' as long as he has access to this feature (My PCP Subjects [69]).

In addition to Owners and Deputies, the creator of a PCP Subject (i.e. the user who initially created the PCP Subject record) will be (a) permitted to modify PCP Subject attributes before the first release, and will be (b) treated as a PCP Participant, i.e. he can add responses to any PCP Items. The reason for this special role is that most likely the responsible person for a specific PCP Subject (a document, drawing, or a site) will often be responsible to respond to any observations by the commenting party, too.

All PCP Subject Owners and Deputies need the respective permissions for the feature My PCP Subjects [69]. The entry point for this feature provides a user with a list of all PCP Subjects where he is either the group owner, the group deputy, or the subject creator, or a specified PCP Participant (see below).

The feature All PCP Subjects [70] is an entry point to all PCP Subjects of a given project group (i.e. where the permission is given to view records of a group which can be either the presenting or the commenting group. This feature is provided for users who need to see all items on a project group basis rather than the basis of any responsibility for specific PCP Subjects.

Roles for PCP Items

An Owner or Deputy may also assign other users as **PCP Participants** of the Present-Comment Process for his PCP Subject. These users are then eligible to add and edit observations and/or comments (like the Owner, his Deputy, or the creator of the PCP Subject).

PCP Participants of the Commenting Group may make create observations (PCP Items), or add comments to existing PCP Items; PCP Participants of the Presenting Group may comment on PCP Items.

All observations and comments are created non-public/internal and can be viewed only by the respective PCP Participants for this PCP Subject. Only a PCP Subject owner or deputy (for his group) can make flag a comment as public or create a public comment. Once a PCP Step is released, the comments marked as public can be viewed by anyone.

Principles of Reporting

Generally, only the status at the most-recent release will be shown. However, the detailed status of a specific PCP Subject will be visible to the participants of the currently responsible group (owner, deputy and any other user). This ensures that the current work-status is restricted to those actually working on the PCP Subject.

Track Review Status of Groups

When several project groups should review a PCP Subject and you want to trace their statements, specifically if they have any comments at all, you could use the following procedure:

When the PCP Subject is released to you, add one PCP Item per Group with a text 'Review Statement by <group code>'. This PCP Item must then be commented by each group. The comment could be 'Reviewed - no further comment' and its assessment set to Resolved/Closed, or the description of the PCP Item should be replaced by an observation or issue with the respective assessment.

This way, you have recorded that each group has contributed to the review process and that a group having no comments is also documented.
