PCP - How to ... prepare a site hand-over (from you to others)

Congratulations! You have a site ready to be taken over by others. The take-over/hand-over process shall be performed using the Present-Comment Process (PCP) within the PCP Feature of the pmodbase application.

In this process, you are the presenting party (you present the site to the other party). The other party will review your site and may have some comments on the conditions which need to be rectified before the take-over can be formally completed.

Within the PCP terminology, the 'PCP Subject' is the specific site as per the take-over/hand-over date and time. You will 'release' the site to the other party. The other party then will collect observations and comment on site conditions. These observations and comments should be collected within the PCP Feature and released back to you so you can take the necessary actions to remedy any problems.

This procedure is very similar to a review process of documents - except that the PCP Subject is the site rather than a document or drawing.

Follow the steps below to prepare the PCP for a site take-over by others.

- In order to perform the hand-over, you need the following information on the site (i.e. called the 'PCP Subject' from now on)
  - A short, specific description of the site to be handed over. This text will be used as title for the PCP Subject.
  - We also need a document code for the release documents being created during the course of the PCP. This document code will be referred to as the Project DMS ID for PCP Report. These release documents show (a) when you 'release' (i.e. hand-over) the site to the other project group, and (b) when the comments on the site conditions, or - hopefully - the approval of the site by the other project group are returned in response to your 'release'.
- The next important decision is the attribution of your PCP Subject to a specific PCP Category: When the PCP is set up, various PCP Categories should be defined, one of which should be used for the PCP of your PCP Subject. The definition of PCP Categories is a separate task (for more information, see the help on the PCP - The Present-Comment Process, PCP Categories and How to ... configure the PCP feature for your

project).
Although we can later change the PCP Category of your PCP Subject, things will be easier if you correctly assign the PCP Category right at the beginning.

- In order to add your PCP Subject into the pmodbase database, you will need an account for your project and the permission to add and modify PCP Subjects for your project group.
- After you haved signed on to the system, you should find a button labelled All PCP Subjects (or use the previous link).
- Clicking on this button will lead you to a web page containing all existing PCP Subjects of your group, ordered by PCP Categories:

List of My PCP Subjects (by Category)

[ID]	Title/Description / Project DMS ID	Status	Code	Current Step	At Group	Action Y
Internal Review COM Documents						
[1]	COM Document No 1 for Review	new	?	Initial Release	COM	Q / - +

- Now you are ready to add your new PCP Subject: A click on any [+] button will lead you to a new screen requesting input of information about your PCP Subject to be reviewed:

Create new PCP Subject

[ID]	
PCP Category	Site Hand-Over REL to Client
Title/Description	Hand-Over Release OCC Room 3.012 (MDP)
Notes on this Subject	Main Distribution Panel only!
Project DMS ID	
Project DMS ID for PCP Report	RLC-047-SYS-PDS-CER-OCC-RPT-PS-00001

Add now Cancel

- Select a PCP Category, and fill in all other fields as applicable.
- The document code for the release report must NOT include the version or release information: This information is added later as it will change while the PCP Subject is being reviewed.
- If you choose to use the Project DMS ID for a hand-over check-list, you should also use the document code without the version or release code; this code should be added later in the respective step form fields when the step is released.
- Click Add now to add your PCP Subject to the system. The page shown now contains the information you just entered plus some more: Depending on the settings for the PCP Category you have chosen, a default deputy) for the presenting group (i.e. your group) as well as for the commenting group was added. You will see that you are still the owner of the PCP Subject.
- Further below, you find the Status of your PCP Subject to be new.
- Below that, information regarding the current process step is listed: The Current Step is Initial Release which means that you PCP Subject still needs to be released to complete the hand-over and to start the next step (collecting observations and notes on the site conditions). See How to ... release a PCP Subject for the Initial Review Step for more information on how to perform this next step.
- Once the PCP Subject is technically released, the other party is now able to add comments and report an overall assessment on the site handed over. If the other party can add their comments online (e.g. on a smartphone or a tablet computer), you could receive their comments and their assessment right away within the pmodbase application... See the How to ... document site observations for an introduction on how this could be done.