

SAIRAC JHB – TECHNICAL TALK

Project Documentation

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Technical Talk – Project Documentation

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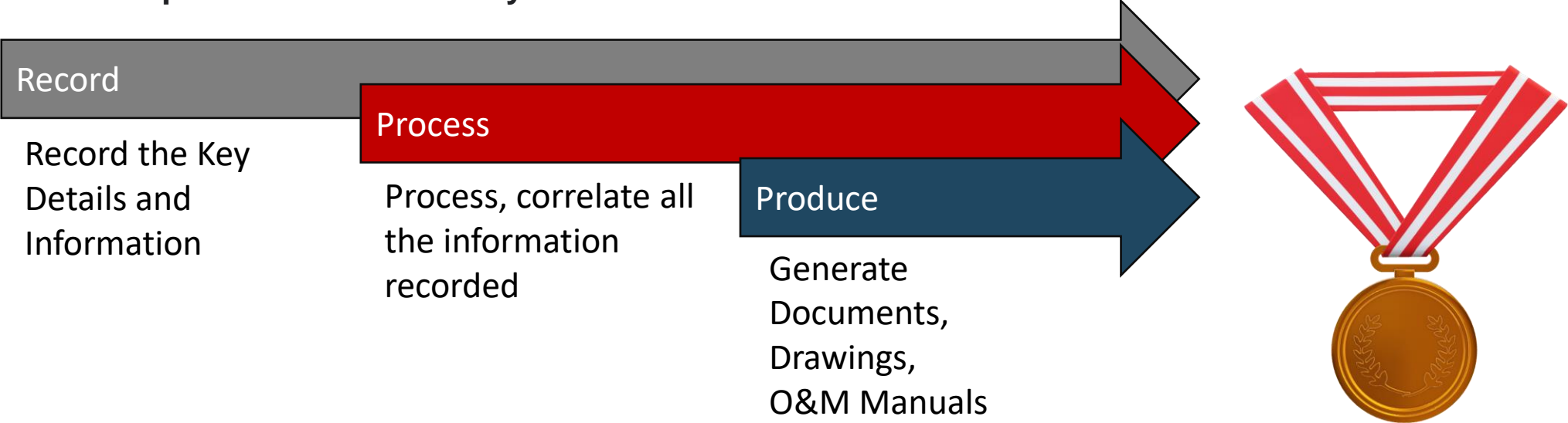
Conclusion and Q&A



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Definition

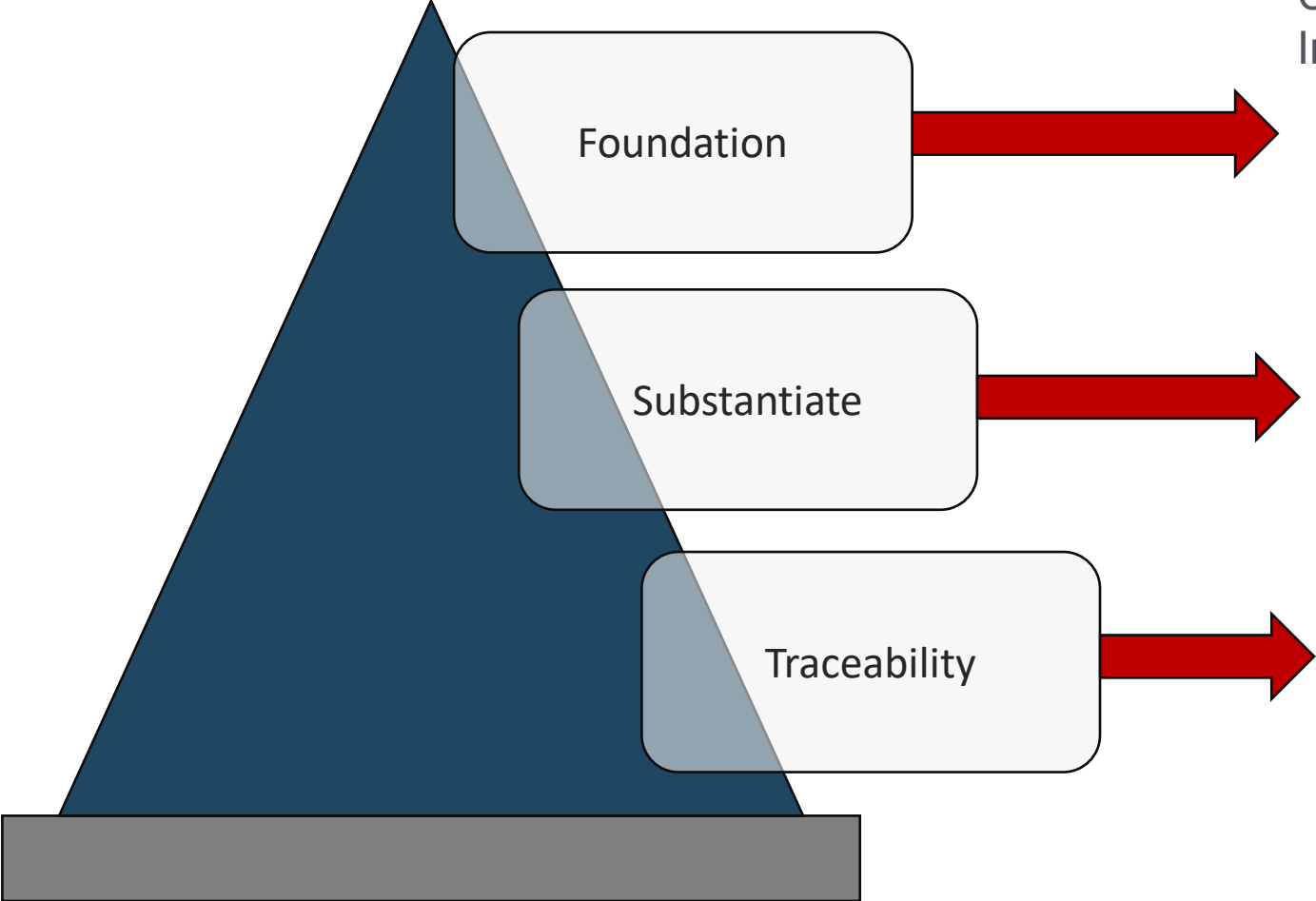
Project documentation is **the process of recording the key project details and producing the documents that are required to implement it successfully**



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Importance

What is the importance of project documentation



Quality, Traceability and History
Individually and the Overall project

- Well, Arranged
- Easily Readable
- Adequate

to make sure that project requirements are fulfilled

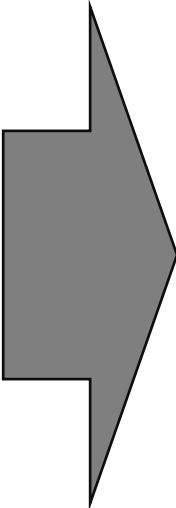
what has been done, who has done it, and when it has been done.

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Usage

Project Documentation Uses

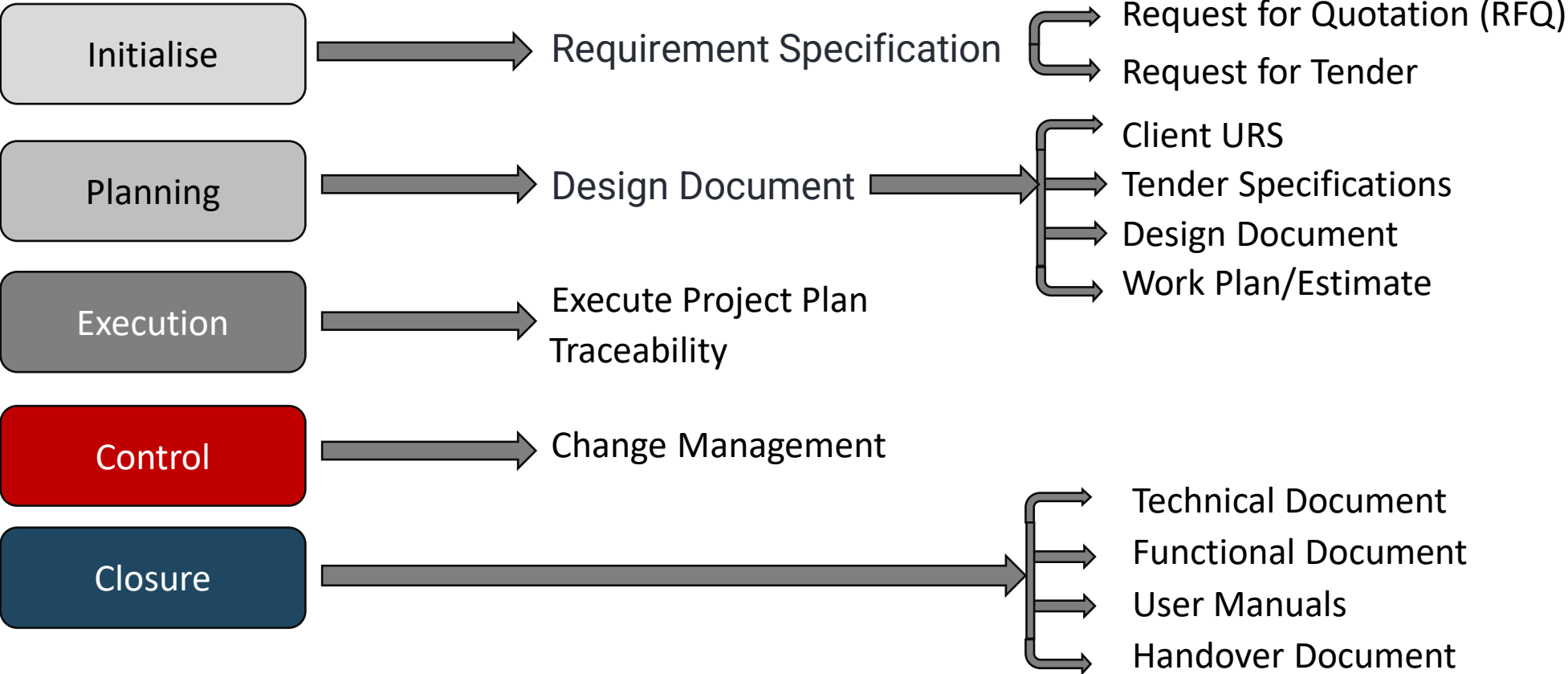
- Make and/or Use standard templates
- Re-use
 - ▶ Business Cases
 - ▶ Requirements
 - ▶ Status Reports
 - ▶ Standards



Core Competency

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Phases



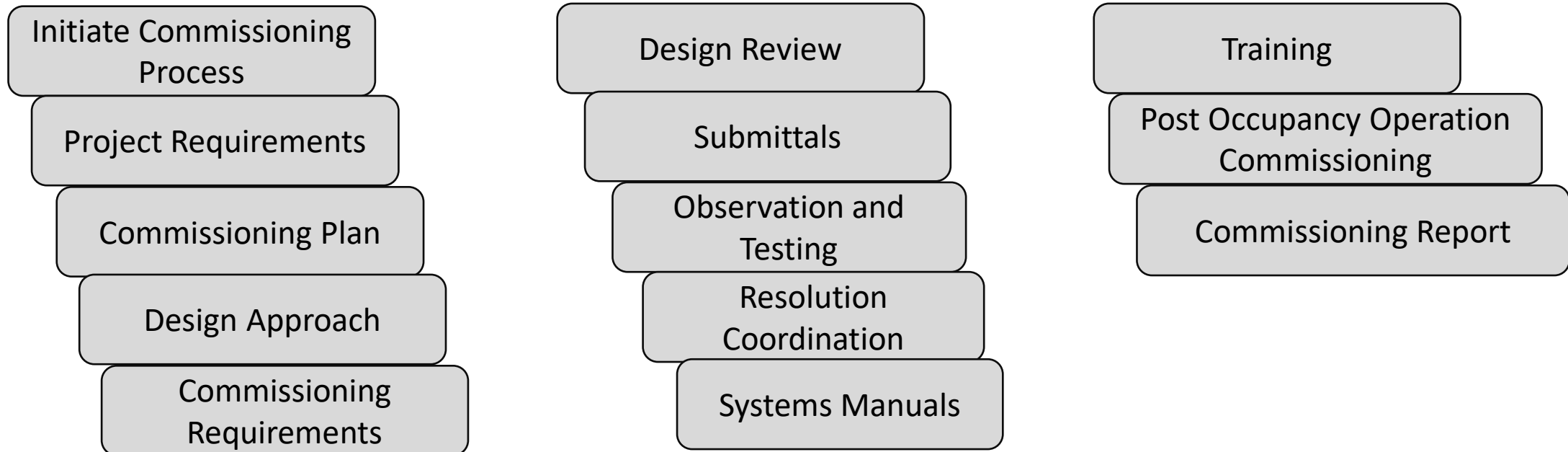
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ANSI/ASHRAE Standard

ANSI/ASHRAE/IES Standard 202, Commissioning Process for Buildings and Systems

Minimum acceptable commissioning process for buildings and systems

13 Functional Steps



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Paper Based and Electronic Systems

Paper Based

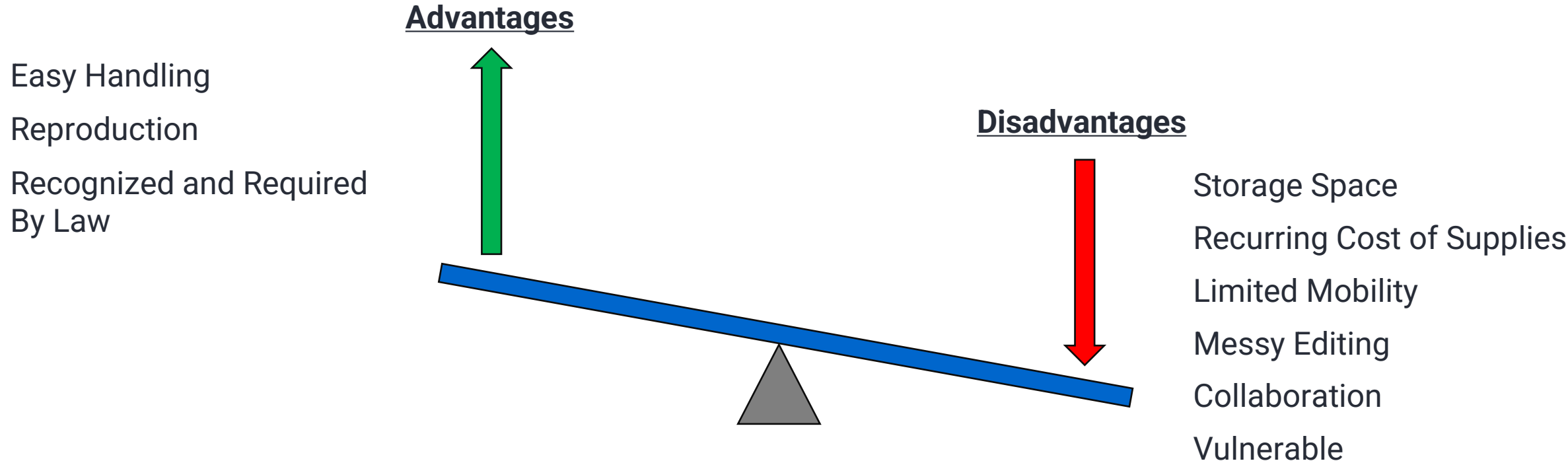


Electronic



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Advantages and Disadvantages of a Paper Based System



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Electronic Documentation System

Simplistic Systems

PC Based (File Structure)

- Projects
 - Project Name
 - 00 Tender Documents
 - 01 Tender Documents
 - 02 Tender Addendums
 - 03 Tender drawings
 - 10 Project Design
 - 20 Equipment Selections
 - 30 Costing or Estimate
 - 40 Quotation or proposal
 - 50 Technical Submittal

For example: Microsoft teams

The screenshot shows the Microsoft Teams interface. On the left, a sidebar contains navigation icons for Activity, Chat, Teams, Meetings, Calls, and Files. The main area displays a team named 'Project 001' with a 'General' channel. The channel's file list is as follows:

Name	Modified	Modified By
10 Tender Documents	2 minutes ago	Robert Fox
20 Project Design	3 minutes ago	Robert Fox
30 Equipment Selection	About a minute ago	Robert Fox
40 Costing or Estimate	About a minute ago	Robert Fox
50 Quotation proposal	About a minute ago	Robert Fox
60 Technical Submittal	About a minute ago	Robert Fox
70 O&M Manual	About a minute ago	Robert Fox
80 Commissioning	About a minute ago	Robert Fox



ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS)

WHAT IS AN EDMS?

- ➔ Robust Software
- ➔ Centralize an organisation's documents and drawings
- ➔ Streamline collaboration
- ➔ Facilitate Compliance
- ➔ Simplifying Document Version Control
- ➔ Leads to major efficiency
- ➔ Return On Investment (ROI)

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Advantages and Disadvantages of an Electronic Document System (EDS)

Compliance

Space

Time

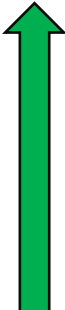
Secure backups

Document Formatting

Change Control

Versioning

Advantages



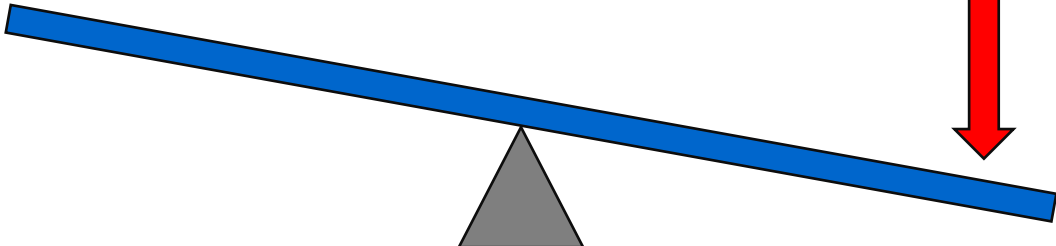
Disadvantages



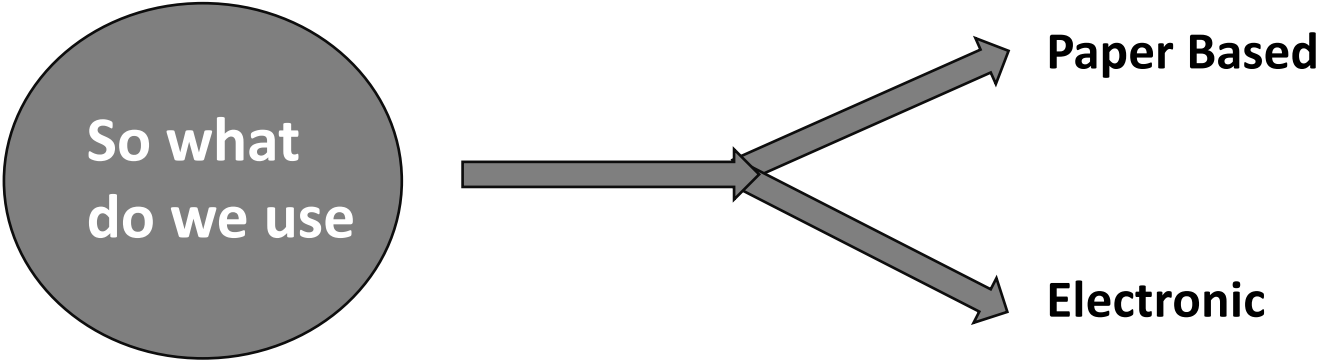
Cost

Security

Duplication



Conclusion



● Preference → Individual
→ Corporate

● Cost

Q&A

Thank You