


<h1>Project Navigator</h1>				<b>Guideline</b>			
<b>TITLE</b> <b>DAILY PROJECT DOCUMENTATION</b>				VALE # <b>NAV-GP-0083</b>		PAGE <b>1/4</b>	
				<b>DM # 636359</b>		REV. <b>1</b>	
EffectiveDate:	Oct 17/13	Revisit Date:	Oct 17/14	Prepared By:	D.Dionne	Approved By:	T.Hirschfeld

## 1.0 PURPOSE

This guideline outlines best practices for completing Daily Reports for project fieldwork activities.

## 2.0 REFERENCE DOCUMENTATION

The following documents were used in the development of this document or are related to it. The most recent revision shall be used.

NAV-TP-0083      Daily Report Template

## 3.0 DAILY REPORT

These Reports provide important information to the Project Teams and other stakeholders on a daily basis, and should be referenced by the Construction Managers when developing the Contract Specific Safety Plan Compliance Audit (formerly the Weekly Safety Compliance Review) and when preparing for the Weekly Construction meetings with each contractor.


Each working day, the Construction Manager is to submit a Daily Report for each contract, outlining the contact information, manpower onsite, and fieldwork activities scheduled for that day.

The reports must be filed as per the local document management system procedures and submitted to the appropriate resource by the agreed upon time. The Daily Reports should also be forwarded to other team members / stakeholders as directed by the Project Manager (e.g. the Project Document Controller, Scheduler, etc.)

### 3.1 SUDBURY SURFACE PMO DAILY REPORT OVERVIEW

Before the start of fieldwork on a new contract, a Daily Report must be initiated, using the standard template from Navigator. This initial file must be saved to EDOCs as per the EDOCs Profile Standards (NAV-TP-0093)

Each working day, the Construction Manager must update the Daily Report template with the information from the Contractor's Supervisor.

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The updated Report will then be saved to EDOCs, and forwarded to the appropriate personnel each day (either by the Construction Manager or the Project Document Controller, as directed by the Project Manager):


- Save the report to EDOCs as a new sub-version for each week.
- Select the **Submit** button on the Report form. This will attach the open version of the report to an email.
- Email each report to the Administrative Assistant for the PMO Surface Group no later than 7:30am each day,
- The emails will also be sent to other project team members and other stakeholders as determined by the Project Manager.
- A Project Team Representative designated by the Project Manager will save the latest version to EDOCs each day.
- The Administrative Assistant will include the required details in the PMO Daily Work Summary.
- The Project Scheduler will review and update the project schedules as required.

Upon completion of the contract, the last Report should include a note stating that all fieldwork is complete.

### 3.2 SUDBURY SURFACE PMO DAILY REPORT DETAILS

After discussing with the Contractor Supervisor, complete ALL fields in the template:

- The “Daily Work Description” is to include a brief summary of the activities scheduled for that day.
- The “Manpower” column lists the number of workers expected on site for that day. (Note: this estimate does not need to be corrected later if it changes.)
- The “Shift Length” must be entered as the number of hours for that shift. e.g “10”
- The “Contractor Hours” will auto-calculate, based on the Manpower and Shift Length entered.

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### 3.3 DAILY REPORT DETAILS – OTHER LOCATIONS

TBD.

### 4.0 CONSTRUCTION LOGBOOK

Logbooks can be used to establish a personal and professional record of daily events on projects. Maintaining a logbook helps to document due diligence activities on site and offers potential documentary evidence in case of legal disputes.

The Project Manager will determine the need for logbooks on their projects, as well as the format and content of each.


Ideally, logbooks should have the following features:

- Use a single logbook per project, OR clearly specify the project and contract associated with each logbook entry.
- Use a book with consecutively numbered pages, without any missing or removed pages.
- Entries should be made in permanent ink so the log can't be altered
- Every page and line should be written on. If large spaces exist within the written text, they should be filled in with a large "Z" or "X" drawn through the space.
- Mistakes or corrections should never be erased but rather crossed out with a line through them and initialed by the author.
- Each entry should begin with the site, time, and date. If multiple projects are logged in a single logbook, each entry should also specify the project and the contract.
- Daily weather factors should be briefly described, if they could affect the work being executed.
- Where relevant, entries should include a description of the people involved and their particular task(s), hours of work, etc...

### 5.0 PROJECT TEAM DAILY MEETING

This project daily meeting is used to update the project team on the following items:

- Safety Share amongst the group
- Review of recent incidents from the 079 system
- Project updates
- Vale communications

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## Daily Lessons Learned

If requested by the Project Manager, this information should be recorded in the PMP Database / PTS Database application, for review at the end of the project and/or as reference information for future projects. Alternatively, the information can be documented in a stand-alone log maintained by the project team.

The following items should be considered

- Incidents that are pertinent to the project
- Issues that caused project delays or cost increases

Meeting Minutes are not required for the Project Team Daily Meetings, unless requested by the Project Manager.

## 6.0 APPENDICES

Appendix A: Revision and Transition Notes

### Appendix A: Revision and Transition Notes

(Revisions are listed in reverse chronological order with most recent revision at the top.

Revision notes describe: what was changed, why it was changed, and the plan to implement the change, including whether changes are retroactive)

### Revision Control Information

Rev #	Date	Nature of Change	Page inserted, replaced, revised or cancelled	Approved by document owner
1	Oct 17/13	New	Development for Project Toolkit	T. Hirschfeld