



## Council projects definitions

(This list is in alphabetical order)

### Community Plan

Community Plan 2028 is council's expression of its directions for the future. Some projects in the register have Community Plan links recorded in their details. If a Community Plan link is listed in blue, you can go directly to the detail about it by clicking on it.

### C / Completed

When a tick (✓) appears in the 'C' column in a list of projects it indicates that the project is completed. Completed projects will also be shaded in blue. Completed projects have a completion date which you can see in the project details.

### Customer Request Form

If you would like any information about the Register itself or projects in it, you can contact Council by filling out a customer request form. There is a link to this form on the Home Page of the Register. If you prefer you can phone Council on **8384 0666**.

### Department

There are four departments within council. They are: CEO Unit, Corporate & Community, City Development, Projects and Services. For further information see council's 'Organisational Structure' located under the 'Council' menu on onkaparingacity.com (select 'About Council' and the link for the 'Organisational Structure' will be on the left of your screen).

See also *Section*.

### Estimated Completion Date (ECD)

Indicates when it is expected that the project will be completed. The ECD may change during a project – for example if Council is waiting for work to be completed or supplies to be provided by an external supplier.

### Estimated Start Date (ESD)

See 'Start Date'.

### Favourites

There is a favourites option in the register which enables you to select up to 15 projects which you may want to be able to get to quickly. (If you use the Internet regularly you may already use a similar favourites function for websites). When a project is on your favorites list you can go straight to it from the list without searching for it.

You must have cookies enabled on your computer for this function to work successfully.

### Help

There are several help documents available for the register. You can find these in the 'Related Pages' list on the register information screen, or from the Help menu shown in the toolbar at the top of the screen when you are in the register itself. Help documents are updated regularly. If you need additional help to use the register, please phone council on **8384 0666**.

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### Home

Home means the home page or the first screen you see when you access the register. From the home page you can search for projects and also go into your favorites list. You can return directly to the home page from any screen in the register which shows the toolbar at the top with 'Home' on it – just click on 'Home' with your mouse.

### Last Update

This is the date when the status of the project was last updated.

### Leader

A leader is a council officer who is responsible for a project. You can email the leader of a project by clicking on the blue envelope symbol which appears to the left of the leader's name in the project details.

### Location

Location identifies the geographical location within the City of Onkaparinga where the project is carried out.

### Major Task

Major tasks are significant activities required to carry out a project. Each project can have more than one major task, however some projects have no major tasks set up in the Register.

### Manager

A manager is a Council officer who is responsible for a major task.

### Milestone

A milestone is a significant event in the life of a project – for example the official opening of a new building, or the awarding of a contract. Not all projects have milestones.

### PCW Category / PCW #

Council allocates which projects will be funded each year under the Project and Capital Works (PCW) Program. Each of these projects is given a PCW number which relates to the category for funding. Some examples of funding categories are Bridges, Carparks, Buildings and Traffic Management. If a project in the register is funded under the Project and Capital Works Program its PCW number will appear in the project details. You can search for and produce reports on projects by Project and Capital Works category from the register home page.

### Project History

Each time the status of a project is updated a record is kept which forms a history of the project activities. You can view the project history by clicking on the small blue magnifying glass symbol which appears to the right of the status comments in the project details screen.

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### Project / Program

In the register a project is an activity which has an end, and a program is an ongoing activity which rolls over from one year to another. 'Project Register - Continuous Improvement Program' is an example of an ongoing program which is recorded in the register.

### Reports

Reports provide different ways of viewing the records for an individual project or a list of projects. There are two types of reports available – summary reports and detailed reports. You can print reports by clicking on the printer icon in the top toolbar when you have produced a report.

### Search

You can search for projects in the register from the home page, by any of the following criteria:

- \* Key word(s)
- \* Location
- \* Project and Capital Works category
- \* Leader name
- \* Stakeholder

### Section

Sections are the next level in the council structure underneath Departments. The section responsible for a project is recorded in the project details. For further information see council's 'Organisational Structure' located under the 'Council' menu on onkaparingacity.com (select 'About Council' and the link for the 'Organisational Structure' will be on the left of your screen).

See also *Department*.

### Stage

Projects in the register can have seven stages. The stages are: new initiative, assessment, definition, planning/design, implementation, evaluation, and completion. The stage provides you with an indication of the progress of the project.

### Stakeholders

A stakeholder is an organisation or an individual who has an interest in a project. Examples of stakeholders are community groups, sports clubs, residents' groups.

### Start Date / ESD

Most projects in the register have a start date. If the date is in the future this date is the estimated start date, and it may change. In reports the heading 'ESD' means estimated start date.

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### Status

The status recorded against a project shows its progress and gives an account of key activities. There are several different indicators of the status of a project:

- **Status Comments**  
The status comments provide information about activity since the last update, and an indication of future action.
- **On Time (OT)**  
Provides an indication of whether or not the project or major task is on time. Comments may be included, especially if it is not on time.
- **On Budget (OB)**  
Provides an indication of whether the project or major task is on budget. Comments may be included, especially if it is not on budget.
- **On Hold (OH)**  
On hold indicates that there is currently no council activity for a project, but it is not yet completed. On Hold is shown by a large red dot in a list of projects and in the status area of an individual project.

### Status (Date)

The status date in a list of projects shows when the status of a project was last updated.

### Timeframes / Progress

The timeframes/progress area of a project or major task gives you brief information about the expected timeframe of the project and what stage the project is up to.