

# EXPRO National Manual for Projects Management

## Volume 3, Chapter 5

### High-Level Summary Report Format Guideline



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## High-Level Summary Report Format Guideline

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## High-Level Summary Report Format Guideline

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# High-Level Summary Report Format Guideline

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# High-Level Summary Report Format Guideline

## 1.0 PURPOSE

The High-Level Summary Report Format is being developed as part of the overall effort to design and implement a Dashboard system for use by Expro and Entities delivering Infrastructure projects in the Kingdom of Saudi Arabia.

## 2.0 SCOPE

The Bechtel EXPO Contract dated 7-Feb-2017, Annex A - Scope of Services, Task 5 - Transparency and Accountability System contains the following scope statement:

“Develop a high-level summary report format for the Council of Economic and Development Affairs (CEDA).”

This guideline document describes the High-level Summary Report Format for the purpose of satisfying this contract deliverable.

## 3.0 DEFINITIONS

| Definitions                    | Description                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CAPEX                          | Capital Expenditure                                                                                                                                                                                                                                                                                                                                                                                                   |
| CEDA                           | The Council of Economic and Development Affairs                                                                                                                                                                                                                                                                                                                                                                       |
| Dashboard                      | A visualized tool to monitor and evaluate performance                                                                                                                                                                                                                                                                                                                                                                 |
| Design Change Notice (DCN)     | A set of technical documents intended to be either added to a conformed contract or to replace specified parts of a conformed contract. All DCNs are initiated by the Project Management Company Engineering Department and executed by a Design Contractor, referred to as Architect/Engineer A/E                                                                                                                    |
| Entity                         | Includes Government Ministry, EPMO, Engineering Management Company or any other agency authorized by the Government Ministry to work on its behalf                                                                                                                                                                                                                                                                    |
| Lost workday Case (LWC)        | A work related injury/illness that causes an employee to be unable to report to work on the next calendar day, regardless of whether or not the employee is scheduled to work, will be classified as a Lost Workday Case                                                                                                                                                                                              |
| MOF                            | Ministry of Finance                                                                                                                                                                                                                                                                                                                                                                                                   |
| Non-Conformance Reports (NCR)  | Report identifying construction non conformities. Can include the approval of remedial works, designer's opinion, inspection of repairs, etc...                                                                                                                                                                                                                                                                       |
| Power BI                       | A business analytics tool provided by Microsoft                                                                                                                                                                                                                                                                                                                                                                       |
| Recordable Incident Rates (RI) | The number of work related recordable incidents in the period. Fatality, Restricted Work Case (RWC), Lost Workday Case (LWC), Medical Treatment Beyond First Aid, Loss of Consciousness, diagnosis of a significant injury or illness, needle stick injuries and cuts, medical removal of injured party (IP) to a hospital or clinic, occupational hearing loss, work-related tuberculosis - are all Recordable Cases |
| SQL                            | Database Product of Microsoft Corporation                                                                                                                                                                                                                                                                                                                                                                             |
| TQ                             | Technical Query                                                                                                                                                                                                                                                                                                                                                                                                       |

## 4.0 REFERENCES

1. EXP-IT0-PL-000005 Rev 00A – Expro Dashboard Development Scope



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### 5.0 HIGH-LEVEL SUMMARY REPORT FORMAT

Specifically, the High-Level Summary Report Format refers to the **Expro-Level Dashboard** (national level view) that will compile and summarize data from all Entities participating in the Expro oversight program and stage gate process.

An **Entity-Level Dashboard** is also being developed that will compile and summarize data from individual projects within an entity. The Entity-Level Dashboard is different in content from the Expro-Level Dashboard and is not considered as the High-Level Summary Report. The High-Level Summary Report refers to the Expro-Level Dashboard.

The High-Level Summary Report Format currently consists of six sections or pages as listed below. Each of these sections will be presented and described separately.

1. Overall Summary
2. Overall Performance Summary
3. Safety
4. Quality
5. Cost
6. Schedule and Manpower

The High-Level Summary Report Format is currently being realized in a system that employs an SQL database (Database Product of Microsoft Corporation) for maintaining the data, web forms for data entry, SQL tools for reporting, and Microsoft's Power BI (a business analytics tool provided by Microsoft) for the actual interactive Dashboard. The format is the model for what will be realized in Power BI.

#### 5.1 Overall Summary Section

The screen shot below shows an example of the Overall Summary section of the High-Level Summary Report Format and generally represents the information to be represented in the Dashboard. The example screenshots will be updated with the final Dashboard, when approved. Presented in this section is information on safety, quality, cost and schedule.

##### Overall Summary





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On the right side of the screen are four sets of buttons for filtering data. The user can select data to be shown in the Power BI Dashboards as follows:

- Project Type (Sector) - medical, educational, transportation, etc.
- Reporting Period (inception to date, year to date, month)
- Entity
- Province
- Contractor

The safety data shown in the Overall Summary page consists of standard safety metrics commonly used in the Engineering and Construction industry. Actual Recordable Incident Rates (RI) and Lost Workday Case Rates (LWC) are compared to target ranges.

The quality data shown in the Overall Summary page presents data on non-conformance reports (NCR's) and Technical Queries (TQ's).

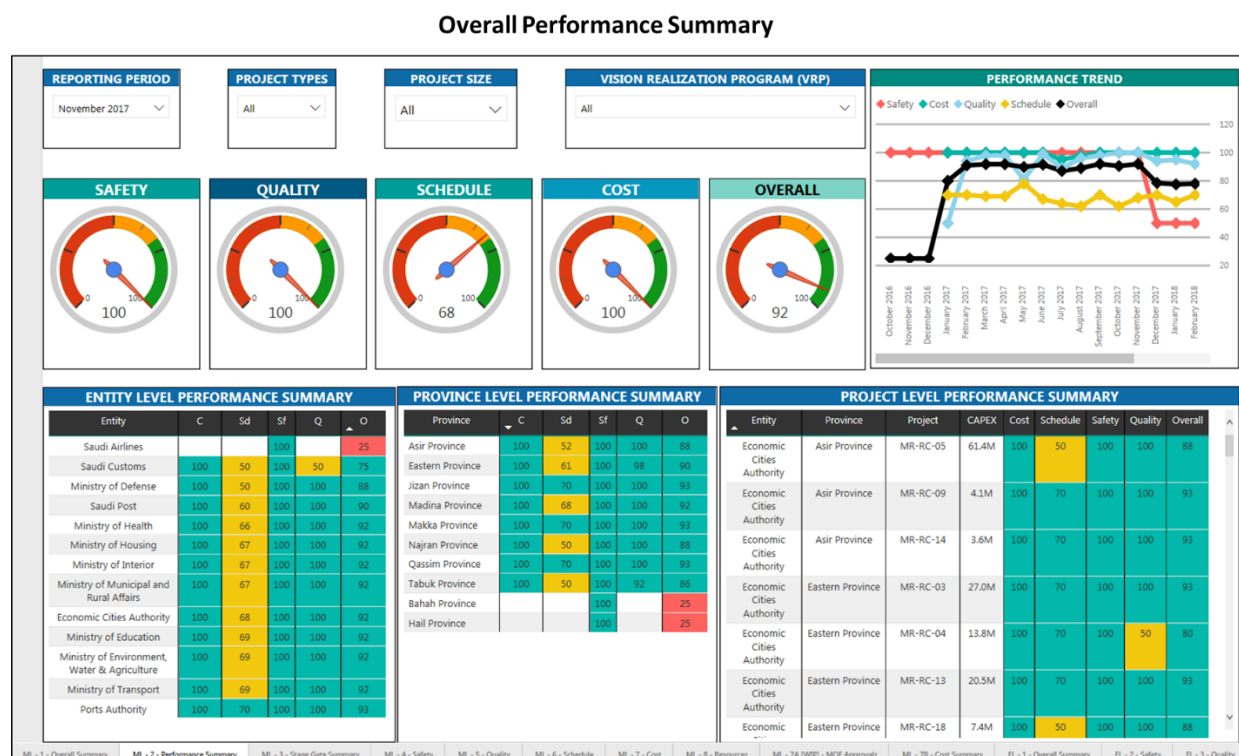
The cost data shown in the Overall Summary page reflects compiled Capital Expenditure (CAPEX) data and various Ministry of Finance funding approval categories.

The bottom left portion of the Overall Summary page presents the total number of projects - by stage gate, entity and province.

Also presented on the Overall Summary page is manpower data comparing numbers of Saudi personnel to non-Saudi personnel in Engineering and Construction phases.

### 5.2 Overall Performance Summary

The screen shot below shows the Overall Performance Summary section of the High-Level Summary Report Format.





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The Overall Performance Summary section shows the following:

- Overall Safety score
- Overall Quality score
- Overall Cost score
- Overall Schedule score
- Overall score (the sum of the above combined)

Moreover, it includes Entity, Province, Contractor, and Project levels Performance Summary as well as Performance Trend.

### 5.3 Safety High-Level Summary

The screen shot below shows the Safety section of the High-Level Summary Report Format.



In addition to the safety data already described for the Overall Summary section, this section presents safety statistics by individual entity and province, and trend data for LWC and RI.

This section provides the capability to sort for the top ten and bottom ten performers by entity and province.





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### 5.4 Quality High-Level Summary

The screen shot below shows the Quality section of the High-Level Summary Report Format.

#### Quality Summary



The Quality section of the format focuses on the following key areas of quality:

- Total and Open TQ's
- Total and Open NCR's
- Numbers and Types of Document Revisions
- NCR and TQ Aging

This section provides the capability to sort for the top ten and bottom ten performers by entity and province.

It is envisioned that this section of the format will be expanded to include Design Change Notices (DCN's) as this is often a leading indicator of challenging project issues.



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### 5.5 Funding and Cost High-Level Summary

The screen shot below shows the Funding and Cost section of the High-Level Summary Report Format.

#### Cost Summary



The Funding and Cost section of the format focuses on Ministry of Finance (MOF) funding approval categories, CAPEX information, and Invoiced and Paid data.

The left side of the screen presents the following:

- MOF CAPEX Budget Approvals - by entity and province. The amount that the MOF has approved for the project to proceed (Stage 1 Registration) based on the preliminary CAPEX.
- MOF Commitment Approvals - by entity and province. The amount that the MOF has approved to commit for Design and Construction contracts.
- MOF Cash Flow Approvals - by entity and province. The amount that the MOF has approved, based on the CAPEX, to be spent over a five-year period. This is updated periodically as the projects move through each stage gate.
- Total CAPEX - by entity and province. The sum of the estimated values for all the projects within an entity or province.

The right side of the screen shows a graphical presentation of the approved cash flow. The bottom right side of the screen presents invoiced and paid data by entity.

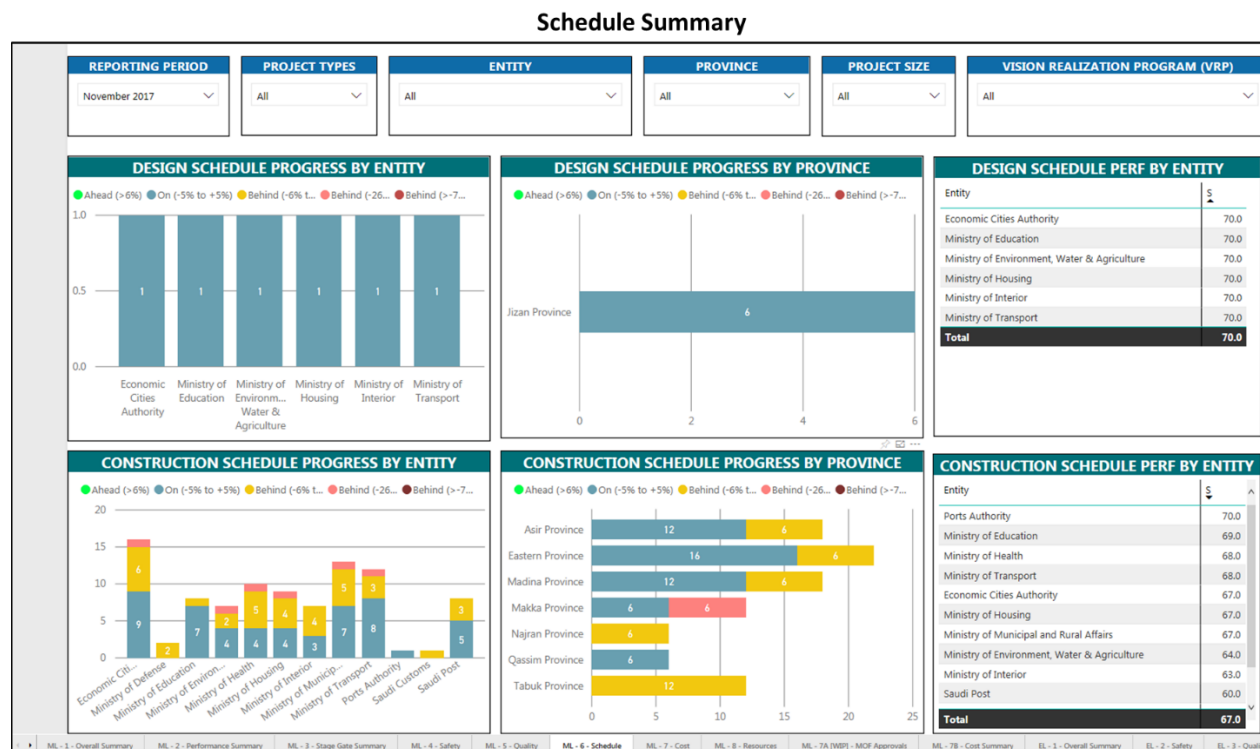
This section also provides the capability to sort for the top ten and bottom ten entities and provinces based on the amount of MOF Funding.



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### 5.6 Schedule High-Level Summary

The screen shot below shows the Schedule section of the High-Level Summary Report Format.



The Schedule section of the format presents Design Contract schedule performance (by entity and by province), and Construction Contract schedule performance (by entity and by province).

Manpower data, based on current month head-count for Saudi and non-Saudi personnel is also presented in this section at the bottom of the screen.

Schedule data is summarized in terms of the number of projects that are ahead of schedule, on schedule, and behind schedule to varying degrees. A weighted schedule performance index may also be displayed.

As with the Safety, Quality, and Funding and Cost sections of the format, this section can be sorted according to the best and worst performers by entity and province.