

EXPRO National Manual for Projects Management

Volume 2 chapter 1

Registration Introduction



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Project Registration Introduction

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1.0 PURPOSE

The primary purpose of Volume 2, Chapter 1 of the National Manual for Project Management is to provide guidance to all Entities that seek to register their infrastructure projects with EXPRO.

2.0 SCOPE

This guideline applies to all Government infrastructure projects that are planned and executed within the Kingdom of Saudi Arabia.

3.0 DEFINITIONS

Definitions	Description
MOF	Ministry of Finance
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
Entity Administrator	Entity Administrator is a dashboard-specific role. When users are granted access to the dashboard system, they will be assigned a role which allows them various rights to register projects, enter data, submit data for approval, approve data, and view dashboards. The Entity Administrator's key responsibility is to manage the dashboard roles within the Entity. However, the Entity Administrator also has rights to initiate the project registration workflow and to view Entity dashboards.
Entity MI	Entity MI is a dashboard-specific role. MI stands for Management Information. When users are granted access to the dashboard system, they will be assigned a role which allows them various rights to register projects, enter data, submit data for approval, approve data, and view dashboards. The Entity MI is a broad role that allows the user to perform all of the above tasks.
Entity Project Management Organization (EPMO)	An integrated team that comprises the Entity and the Project Management Consultant (PMC) responsible for managing all the Entity's projects
Infrastructure Projects	All capital projects planned and delivered by the Public Entities.
EXPRO Project Number	A unique, project specific number generated by the EXPRO Document Management Department.
Project PC	Project PC is a dashboard-specific role. PC stands for Project Controls. When users are granted access to the dashboard system, they will be assigned a role which allows them various rights to register projects, enter data, submit data for approval, approve data, and view dashboards. The Project PC is able to register projects, and enter project data.
Project PM	Project PM' is a dashboard-specific role. PM stands for Project Manager. When users are



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	granted access to the dashboard system, they will be assigned a role which allows them various rights to register projects, enter data, submit data for approval, approve data, and view dashboards. The Project PM is able to register projects, enter project data and submit project data for approval.
Stage Gate	A Gated Project Execution Process that is designed to help Project Managers successfully organize, plan, set up, and execute infrastructure projects.
Stage Gate 1 – Project Registration	The first of the eight EXPRO project delivery stage gates. The primary objective of this stage gate is to record the initial project parameters in the EXPRO dashboard for the purpose of registering the project and receiving a EXPRO project number. Once project registration data has been entered into the dashboard, Stage Gate 1 can be statused as complete.
CAPEX	Capital Expenditure value.



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RESPONSIBILITIES

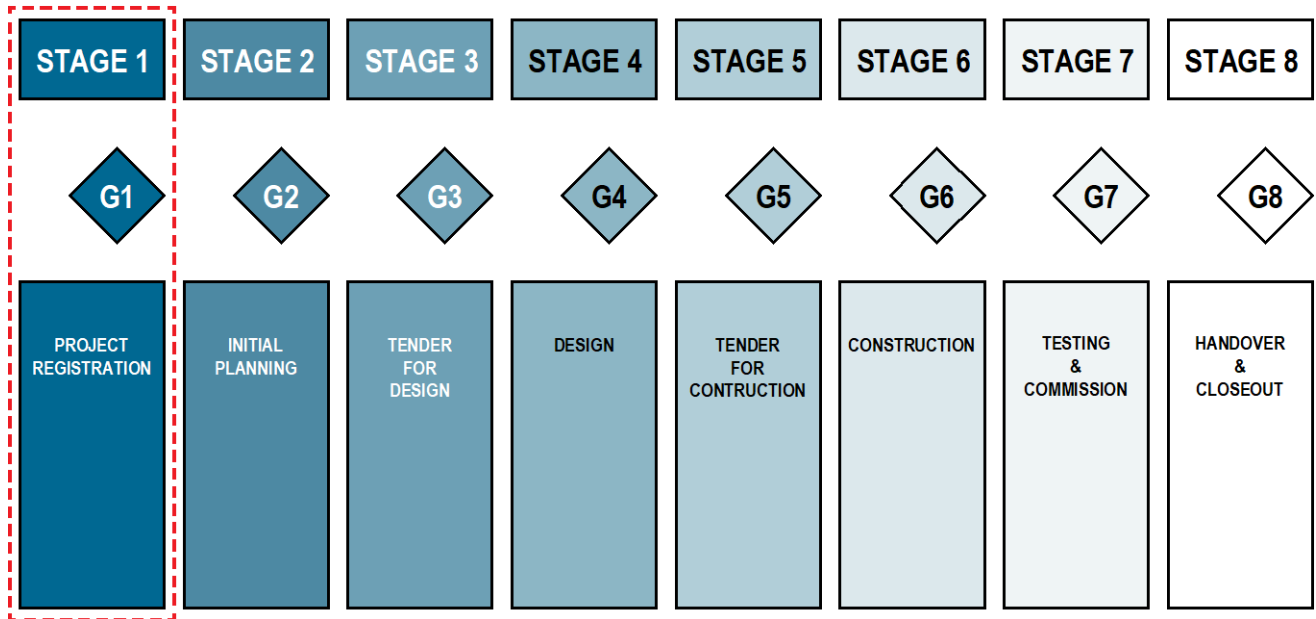
Role	Responsibility
Entity	Identify new or existing project for registration with EXPRO and input into the National projects platform.
Entity Administrator or Entity MI or Project PM or Project PC	Initiate the project registration workflow and enter project data into the Stage Gate 1 data entry screens of the National projects platform.
Entity MI	Reviews Stage Gate 1 data once it has been entered and submits data through the automated workflow to EXPRO Document Management for assignation of a EXPRO Project Number (EXPRO).
EXPRO Document Management	Upon receipt of Stage Gate 1 data through the automated workflow, generates a EXPRO Project Number and enters it into the Stage Gate 1 data entry screen (thereby completing Stage Gate 1 data entry for the project).

PROCESS

Once a new or existing infrastructure project has been identified by the Entity for registration with EXPRO and has obtained formal funding approval from the Ministry of Finance (MoF), the Entity may proceed with Stage Gate 1 – Project Registration.



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Project registration occurs through an automated workflow process in the EXPRO dashboard. This guideline describes the automated workflow process and follows the flowchart presented in Attachment 1 – EXPRO Registration Flowchart.

There are four (4) roles within the dashboard who have permission to enter project data (and therefore Stage Gate 1 registration data). These four roles are:

Entity Administrator

Entity MI (Management Information)

Project PM (Project Manager)

Project PC (Project Controls)

Any of these four may enter Stage Gate 1 project registration data.

Please note: If the Entity is new to the EXPRO dashboard and does not yet have personnel with any of these assigned roles, please contact the EXPRO IT Helpdesk at ITSUPPORT@expro.gov.sa. The EXPRO IT Helpdesk will notify the Reports and Studies department who will assign dashboard roles and ensure that requisite dashboard training is provided.

The following Project Registration steps are depicted in Attachment 1, Project Registration Flow Chart.

The initial step for Stage Gate 1 project registration is to log on to the National project's platform

<https://insights.mashroat.gov.sa/login>.

Click on "Register New Project" - "Is Approved Project"

A data entry screen will appear. Please see Attachment 2, General Project Information for a description of the data fields in this initial screen.

After data has been entered and saved, the remaining Stage Gate 1 data entry screens will become available for data entry (See Attachment 2 for the balance of the Stage Gate 1 data fields).

Complete all Stage Gate 1 data input screens. Once data has been entered and saved, click on "Submit for Approval".

Please note: At the time this procedure is written, the automated workflow allows assignment of the EXPRO number after the initial SG 1 data has been entered - but before the balance of SG 1 data has been input.

This will be corrected so that full SG 1 data is required before the project can be fully registered. Until this modification has been made please be prepared to enter the complete SG 1 data at the time of registration.

An e-mail notification will be sent to the person assigned the National projects platform



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role of “Entity MI”. The Entity MI will review the data for completeness and correctness. When the Entity MI is satisfied that the data is complete and correct, the Entity MI will click on the button “Approve”.

The Entity Admin can assign roles to this newly registered project as required.

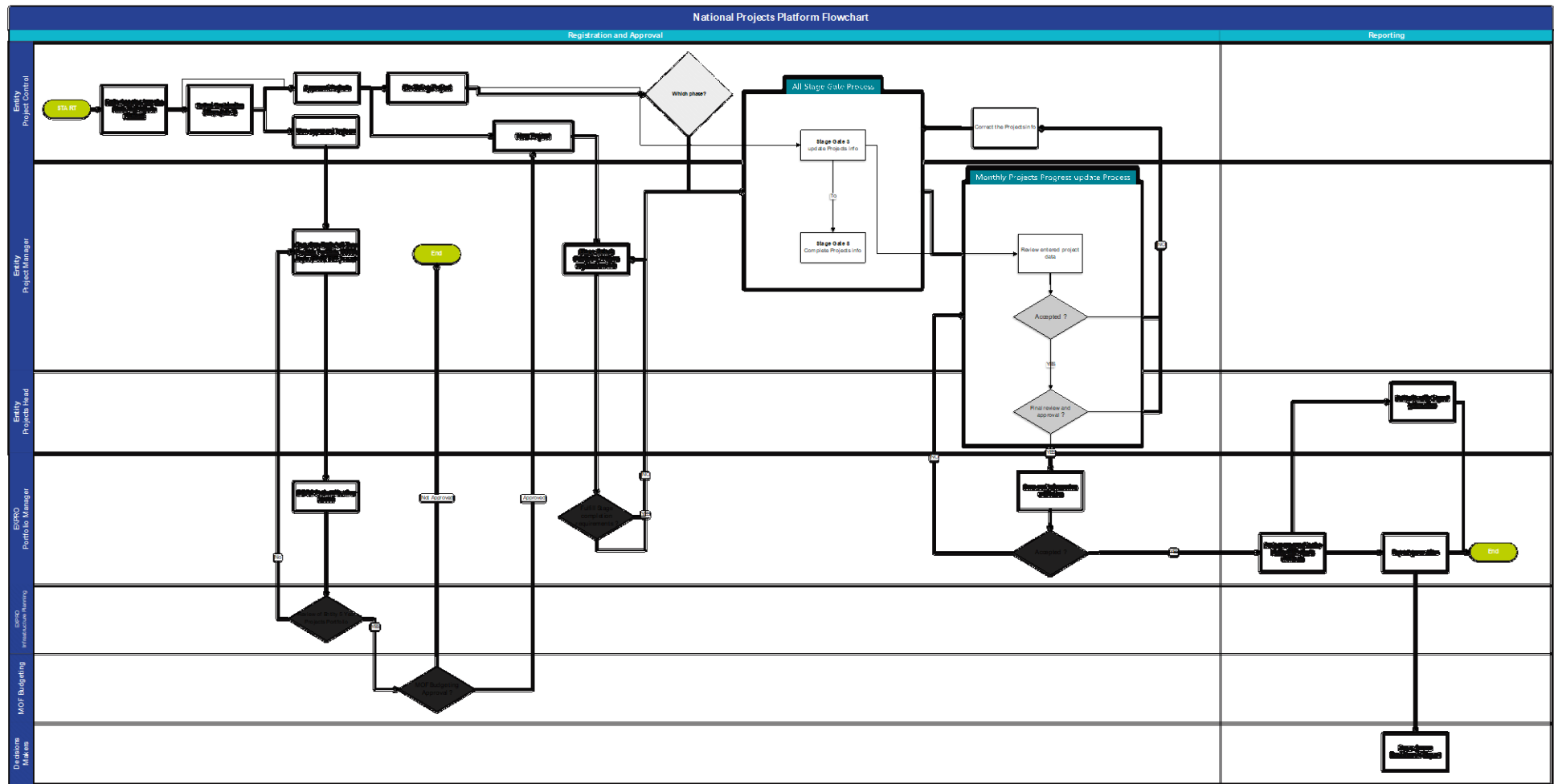
ATTACHMENTS

1. Project Registration Flow Chart
2. Stage Gate 1 Data Input Fields



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Attachment 1 - Project Registration Flow Chart





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Attachment 2 - Stage Gate 1 Data Input Fields

Main information	Contract Name
	Scope
	Is the Contract Registered in Etimad ?
	Contract Etimad Id.
	Not In Etimad Reason.
	Budget lineitem.
Financial information	Original contract Cost.
	Current Cost.
	Contract Retention.
	Paid Down Payment.
	Paid Invoices.
	Un Paid Invoices.
	Pending Invoices.
	Total Spent.
Progress	Contract status
	Progress Measurement Method.
	Planned Progress.
	Actual Progress.
Dates	Contract Award Date.
	Contractual Start Date
	Contractual Finished Date.
	Revised Finish Date.
	Estimated Finish Date.
Contractor	Contractor Cr.
	Is Withdrawn Before?
Consultant	Is Supervised By Entity?
Assets & Locations	Sector : Islamic projects, Commercial Projects, Cultural Projects, Sport Projects, Industrial Projects, Military Projects, Safety and Security Projects, Housing Projects, Leisure and Tourism Projects, Education Projects, To Holy Mosques Projects, Service Projects, Another Projects
	Asset Type.
	Asset SubType.
	Quantity.
	Location- Province.
	Location- City.
	Longitude.
	Latitude.
	Change Orders
Change Orders Types	