

PROJECTWISE SUBMISSION LODGMENT PROCESS

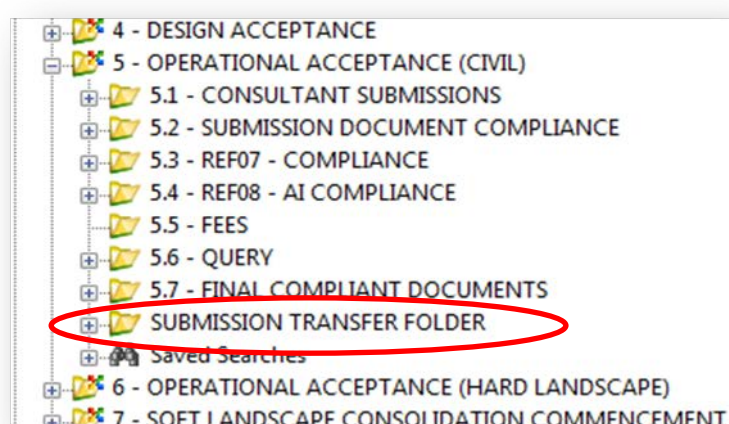
When lodging a 1st submission for the Design Review or if the already existing ProjectWise folder structure doesn't yet contain a Submission Transfer Folders, applicant is requested to request a new/updated project structure by emailing TCCS.DRC@act.gov.au.

The email request must contain;

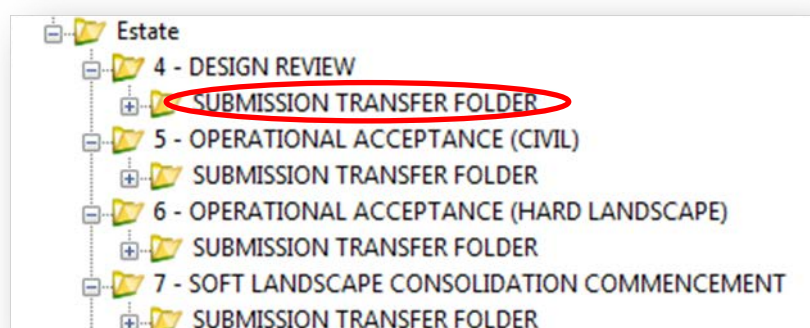
- Project name;
 - i. For infill projects; suburb, block and section, and
 - ii. For estate projects; estate and stage number.
- Request for sub-staging must contain approved by DRC staging plan.

New ProjectWise folder structures:

Existing projects: example of Submission Transfer Folder for lodgment of Operational Acceptance submission (other folders are visible but cannot be accessed by the applicant)

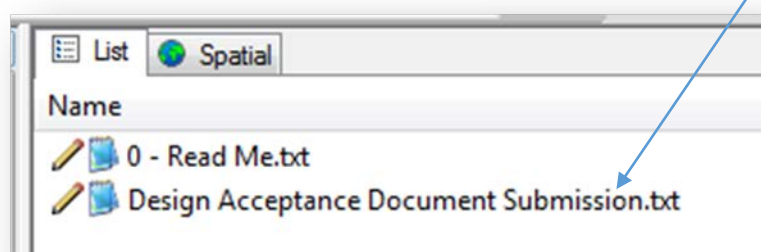


New projects: example of new project folder structure where only Submission Transfer Folder is visible to the applicant



Once the ProjectWise structure has been created/updated, applicant is not required to contact DRC to obtain PW link but can freely lodge submissions and resubmissions for this project as per the process below;

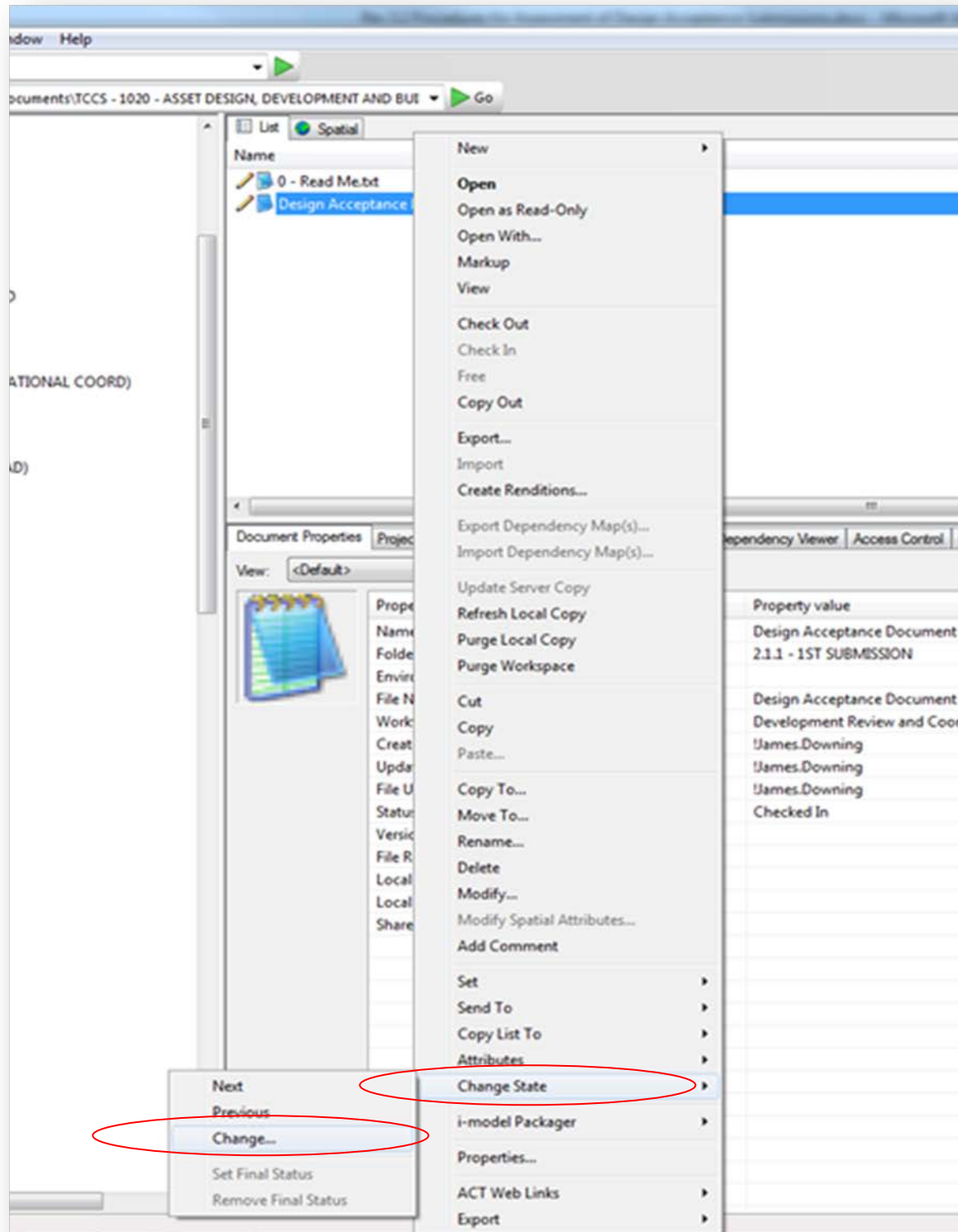
1. Open ProjectWise software on your PC (please don't use web based ProjectWise), then click on the project link provided by DRC.
2. Select relevant project and stage (eg Chisholm Section 21 Block 3, Design Review) and subfolder "Submission Transfer Folder".
3. Transfer the files from where you have them stored on your PC to ProjectWise to the "Submission Transfer Folder". This is done by selecting, dragging and dropping them into the folder.
4. Right click on the status change folder eg 'Design Acceptance Document Submission.txt' file




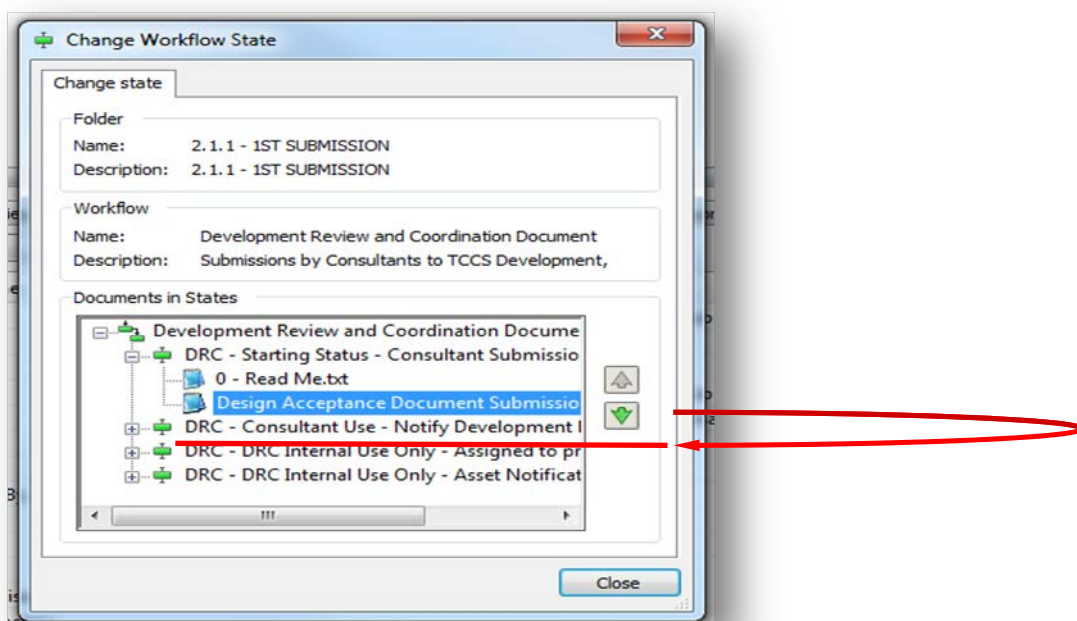
5. Select 'Change State'

PROJECTWISE SUBMISSION LODGMENT PROCESS

6. Select 'Change'

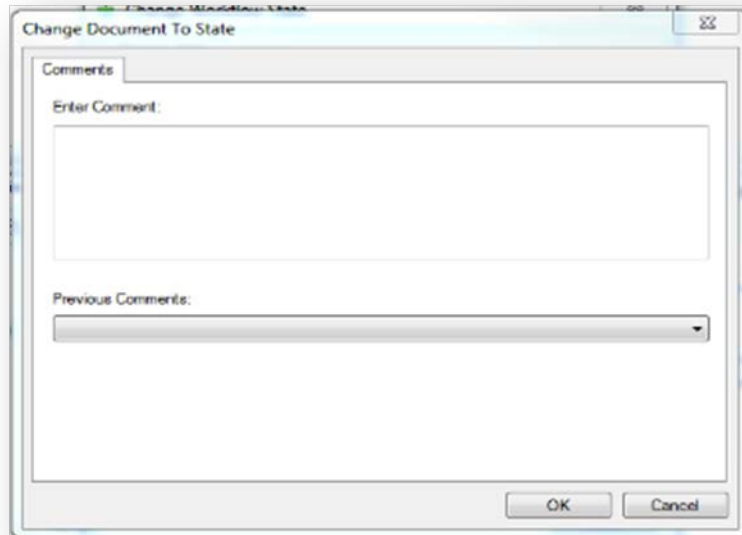


7. Click and Drag the  Design Acceptance Document Submission.txt file into 'DRC – Consultant Use – Notify development review and coordination' directly underneath.

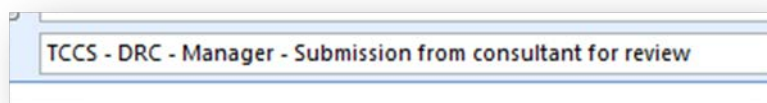


8. Click on the 'OK' button

PROJECTWISE SUBMISSION LODGMENT PROCESS

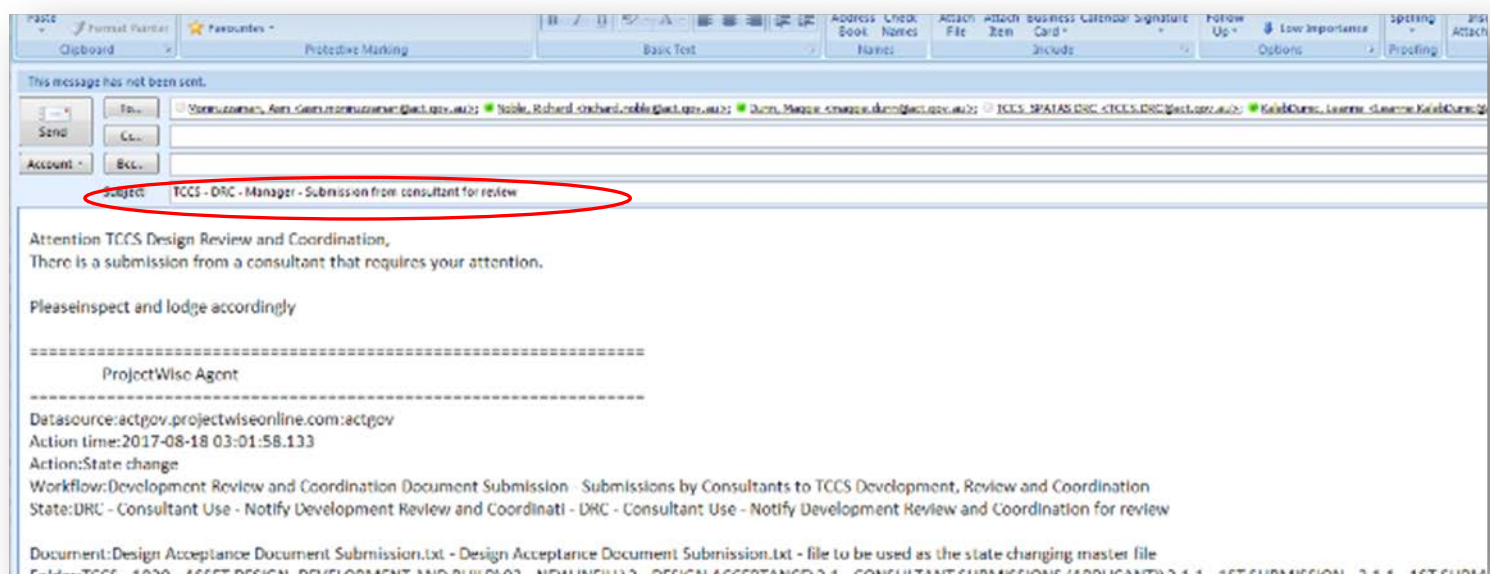


9. Please make sure that the subject says “ TCCS – DRC- Manager- Submission from consultant for review”



If the subject of the email is different please do not progress and contact DRC on 6207 0019 or email TCCS.DRC@act.gov.au

10. Add your own email address to receive a copy of the notification email for your record
11. Click on the ‘Send’ button



12. DRC team will provide the acknowledgment of receipt within 2 working days from receiving the correct notification email.
13. DRC team will transfer submission files into relevant internal TCCS folder so files will only become visible to

Repeat steps 2-12 as necessary when lodging documents as requested by project lead (e.g. additional information for 1st submission, lodgment of 2nd submission etc.). Folder will remain open for document transfer so no new link request necessary.

DRC team and folder will become available again for resubmission if required.