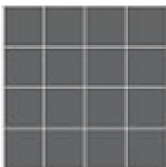
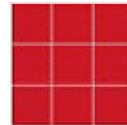

Building projects

bpims building project information management system

Module 1: Getting Started

September 2021



Government of South Australia

Department for Infrastructure
and Transport

MODULE 1 – Getting Started

Module Title:	BPIMS Module 1: Getting Started
Version:	2.1
Other BPIMS Modules:	Module 2: Plan a Project Module 3: Brief a Project Module 4: Project Home Module 4.1: Contract Instructions (VOs) Module 5: The Library
BPIMS Training and Development Contact:	DIT Building Projects DIT.BPIMSProjectSupport@sa.gov.au

Table of Contents

1	Welcome to BPIMS	1
1.1	BPIMS Objectives	1
1.2	Benefits of Using BPIMS	2
1.3	Contact Us	2
2	Accessing BPIMS	2
3	BPIMS Home Page Navigation Menus	3
3.1	Main Menu	3
3.2	Header Menu	4
3.3	Government Links	4
3.4	Footer Menu	4
4	Logging into BPIMS	4
5	The BPIMS Managing Projects Area	5
5.1	Project Menu	5
5.2	Header Menu	6
5.3	Footer Menu	6
6	BPIMS Management Reports	6
7	Frequently Asked Questions	7
8	Document Control	8

Welcome to BPIMS, the Building Project Information and Management System. BPIMS enables the electronic collection, collation and consistent management of project information. It also facilitates the collaboration and communication between project stakeholders providing project and program information in real time. The management of information in this working database is imperative to enable ongoing management of projects and their risks and to allow effective reporting to all stakeholders.

State public works authorities have been designing, building and maintaining our public infrastructure and buildings since the nineteenth century. Construction procurement comes under the Cabinet approved Construction Procurement Process: Project Implementation Process (PIP) that must apply to all public sector prescribed construction projects over \$150,000.

Prescribed construction projects with a value over \$150,000 are exempt from the State Procurement Act 2004 in recognition that construction has separate well managed and well established procurement processes. State construction procurement is managed in the context of Treasurer's Instructions, the 5-step Infrastructure Planning and Delivery Framework in the Strategic Infrastructure Plan for South Australia and PIP.

PIP can be applied to all types of prescribed construction projects and provides a detailed procedure through which lead agencies demonstrate their construction projects are well designed, tendered and constructed with documentation that verifies due process has been followed.

BPIMS supports and promotes the PIP and the Australian Institute of Project Management Body of Knowledge (PMBOK).

1.1 BPIMS Objectives

The objectives that underpin the development of BPIMS are that the system:

- enables the electronic collection, collation and consistent management of project information
- will streamline project management processes and the flow of information
- is a central repository allowing project team members to store, organise and report on all project data
- supports sound project management methodology: PMBOK and PIP
- facilitates knowledge sharing among government agencies
- promotes and supports the implementation of government policies and practices

relating to major building project delivery and building asset management

1.2 Benefits of Using BPIMS

- Ability to report by program Agency
- Capture of project information from all team members through on-line access
- Improved quality of briefs
- Improved consistency of project management processes
- Ability to better allocate resources to projects
- Improved ability to track timeframes
- Improved risk management through greater availability of information
- Improved document flow
- Streamlined business processes
- Improved capability to access project information by all team members
- Improved accessibility for project and program reporting
- Simple access to project resources – policies, guidenotes and work instructions
- Improved ability to track distribution of project information and associated follow-up actions

1.3 Contact Us

Contact the DIT Project Support for a New User Access Request Form to BPIMSEmail: DIT.BPIMSProjectSupport@sa.gov.au

Your login details will be forwarded to you via email from Project Support.

2 Accessing BPIMS

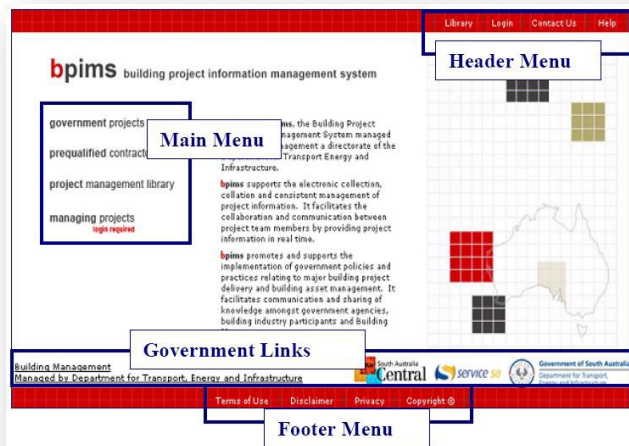
To activate the BPIMS program, open Internet Explorer and browse to www.bpims.sa.gov.au The **BPIMS Home Page** provides information, tools and login provisions. Lead agencies, contractors and project team members will require a secure login to record and manage project information.

BPIMS is designed so participating organisations will be responsible for managing their own access. There are three tiers of access available to users.

- **Public Access** – no username or password required. If you have a web browser you can access details about Building Projects, pre-qualified contractors, and the bpims Library that contains information and resources relating to building project management
- **Login Access** – Authorised Users are provided with a login that allows them to access additional menus, more extensive information and Library resources. Additional tools provided by an authorised login include the 'Plan a Project' Wizard, project Brief tools and Human Resources.
- **Team Member Access** – is achieved by assigning a 'project role' to users with Login Access. Team Member Access allows users to access the Project Home Pages f BPIMS.

Project information is accessed, created and updated from the Project Home Page.

3 BPIMS Home Page Navigation Menus



3.1 Main Menu

- Government Projects – public information on projects under investigation, current building projects and recently completed projects
- Prequalified Contractors – search to view State Government pre-qualified service contractors. Results include contact details and the level to which contractors are

prequalified

- Library – contains resources, guide notes, proformas, policies and system help
- Managing Projects – secure login access for authorised BPIMS Users

3.2 Header Menu

- Library – opens the Library
- Login – opens the login screen for authorised BPIMS users
- Contact Us – provides a contact page for email and telephone enquiries
- Help – opens the BPIMS on-screen system Help

3.3 Government Links

- Provides access to some government sites

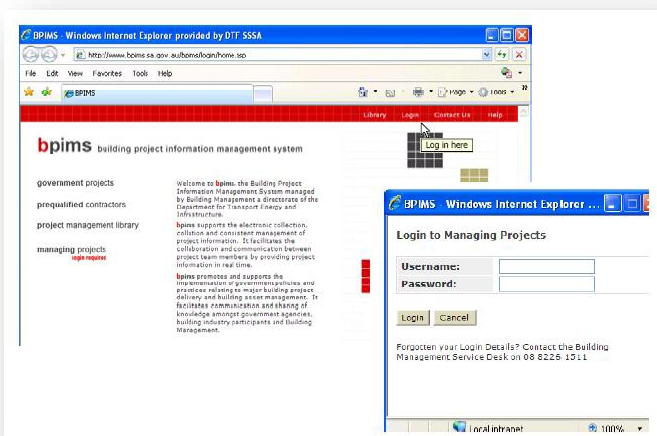
3.4 Footer Menu

- Terms of Use – links to system terms and conditions
- Disclaimer – links to the SA Government Disclaimer web page
- Privacy – links to the Government Privacy and Security statement
- Copyright © - links to the Government Copyright and Trademark Notice

4 Logging into BPIMS

- Select Login from the header menu or the managing projects (login required).
- In the pop up box enter user name and password.

Login



- Select.

Passwords

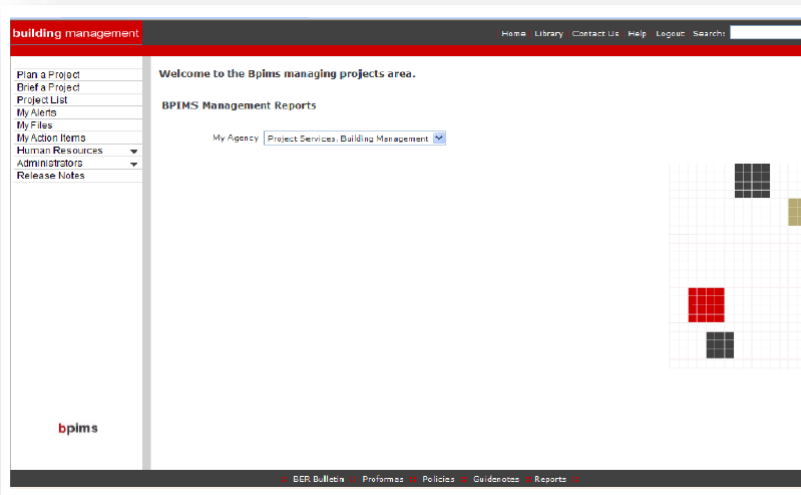
To meet government ISMF security guidelines passwords:

- must be a minimum of eight characters in length
- must contain at least one upper case, one lower case and one numeric character
- will expire every 60 days
- must differ by at least three changed characters
- cannot be repeated for 11 consecutive password changes.

Note: Once you have logged in you can change your own password from the People Sub Menu

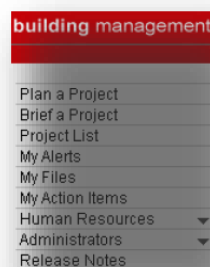
5 The BPIMS Managing Projects Area

Below is the BPIMS Welcome or Home page. Available menus are detailed below:



5.1 Project Menu

Displayed on the left hand side of the screen.



Plan a Project	Plan a Project using the Project Wizard	Lead agency
Brief a Project	Create or Edit a Project Brief	Lead agency
Project List	Lists Projects applicable to the user	Project team
My Alerts	Displays 'Alerts'	Project team
My Files	Secure 'working files' area for each user	Project team
My Action Items	Displays action requests sent from the Project File	Project team
Human Resources	People management and user access	Project team and System Administrators
Administrators	Project and System Administration	System Administrators
Release Notes	<i>Not currently utilised</i>	

5.2 Header Menu

Home	Navigate to the Projects Welcome page
Library	Open the Library – access to resources and information to assist with project requirements
Contact Us	Contact details for Building Projects and steps on how to find fellow project team members
Help	Open the on-screen help
Logout	Logout of BPIMS
Search	Keyword Search for Library resources

5.3 Footer Menu

Proformas	Access to proformas or templates
Policies	Access to government, DIT and lead agency policies
Guidenotes	Access to design and contract guidenotes
Reports	Access to standard report proformas or templates

6 BPIMS Management Reports

BPIMS Management Reports available to you are displayed on the Welcome/Home page. Not all reports are available to all BPIMS Users.

Displayed reports are presented with a hyperlink attached to the title. Click to run/open.

BPIMS Management Reports

My Agency

[Contractor Performance by General Building Contractor](#)
A report listing active building construction projects by construction contractor and/or professional service contractor indicating current status in regard to time, cost and quality.

[Contractor Performance by Lead Agency](#)
A report listing active building construction projects by construction contractor and/or professional service contractor indicating current status in regard to time, cost and quality.

[Contractor Performance by Lead PSC](#)
A report listing active building construction projects by construction contractor and/or professional service contractor indicating current status in regard to time, cost and quality.

[Contractor Performance by PSC](#)

7 Frequently Asked Questions

Q: Why can't I log in?

It may be because you have the pop up blocker on

- Browse to the Tools menu
- Click Internet Options
- Select the Privacy tab
- Ensure you have de-selected the '*Turn on Pop-up Blocker*' box.
- Click OK

Q: What's the difference between My Alerts and My Actions?

A: My Alerts advises that a Variation Order has been referred to your project role for action. You will find Variation Orders under Procurement/Contract Instructions on the Project Home page. Please note you may continue to receive a daily email until you have actioned the contract instruction and sent it to the next team member for processing. Click [here](#) to find out how to action a My Alert.

My Action Items advises that files uploaded to the Project File have been sent to you for approval, comment, information or recommendation. The Project File is on the left hand menu of the Project Home page. Please note you may continue to receive a daily email until you have responded to the My Action item. Click [here](#) to find out how to respond to a My Action.

8 Document Control

File Name

Module 1: Getting Started (SH9)

Revision History

Revision Date	Version No	Author	Comments	Changes Marked
19/1/2011	1.1	B Mooney	Added content to new template	No
9/03/2011	2.0	B Robinson	Updated content	No
17/05/2011	2.1	B Robinson	Updated FAQ section	No
29/08/2011	2.1	B Robinson	Updated FAQ section	No
7/11/2011	3.0	B Robinson	Department name change	No

Distribution

Organisation & Title	Date of Issue	Copies
DIT BM	30/1/2011	50

Document Endorsement and Approval

This document is endorsed for transmission:

Name	Title	Date Of Issue	Version
Trevor Bown	Business Systems Coordinator	29/08/2011	2.1

This document is approved for transmission:

Name	Title	Date Of Issue	Version
Ben Hogarth	Director, Building Project	29/08/2011	2.1

Confidentiality

The information contained in this document is confidential to the Government of South Australia. It may not be disclosed, duplicated or used for any purpose in whole or in part, without the prior written consent of the South Australian Government.