

BPIMS System Help Guide

Search the BPIMS Libraries

The following guide maps out the steps involved when you want to search the libraries in the Building Project Information Management System (BPIMS). Within BPIMS, there is a Project Library which houses project related resources and a Business Library which houses business related resources.

BPIMS enables the electronic collection, collation and management of project information. It facilitates the collaboration and communication between project stakeholders and provides project and program information in real time. The information management provided by BPIMS enables ongoing management of projects, their risks and allows effective reporting.


The Project Library and the Business Library are resource centres that provide an online collection of project management and business related resource materials consisting of guidenotes, process descriptions, policies, proformas and work instructions as well as links to relevant websites.

Instructions for accessing and searching each of the libraries are listed below.

Navigation Steps – Project Library

Access to resources in the Project Library is available in two ways - either by clicking on a Project Library link and then searching for a resource, or by clicking on the Search box in the Header Menu. In both cases the Project Library will open in a separate window.

The Project Library Link

The *Project Library* can be accessed whether the user is logged into BPIMS or not. If you are a member of the general public and do not have a login to BPIMS, the resources that are available to you are immediately available by going direct to *Project Library*. Unavailable resources are displayed with a  symbol.

- Open your internet browser
- Type the following URL into the address box:

Address  <http://www.bpims.sa.gov.au>

The BPIMS *Home Page* will open.

- Click on *Project Library*

government projects

prequalified contractors

project library

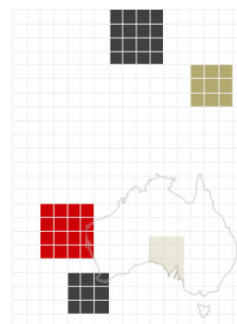
business library
(Business Resources available to
Building Management staff only)

managing projects
login required

Welcome to **bpims**, the Building Project Information Management System managed by Building Management, a division of the Department of Planning, Transport and Infrastructure.

bpims supports the electronic collection, collation and consistent management of project information. It facilitates the collaboration and communication between project team members by providing project information in real time.

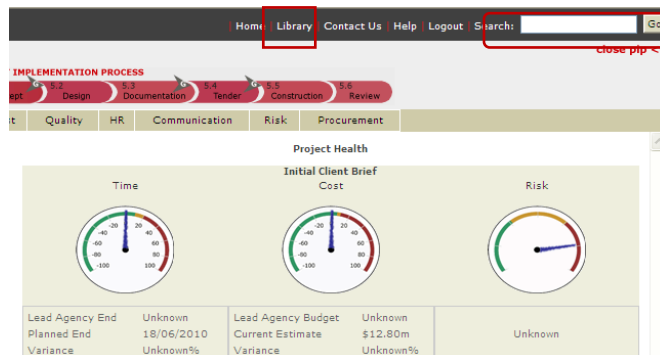
bpims promotes and supports the implementation of government policies and practices relating to major building project delivery and building asset management. It facilitates communication and sharing of knowledge amongst government agencies, building industry participants and Building Management.



BPIMS System Help Guide: Search the Library


If you have a BPIMS login and are a member of a project team, more resources are made available to you in *Project Library*.

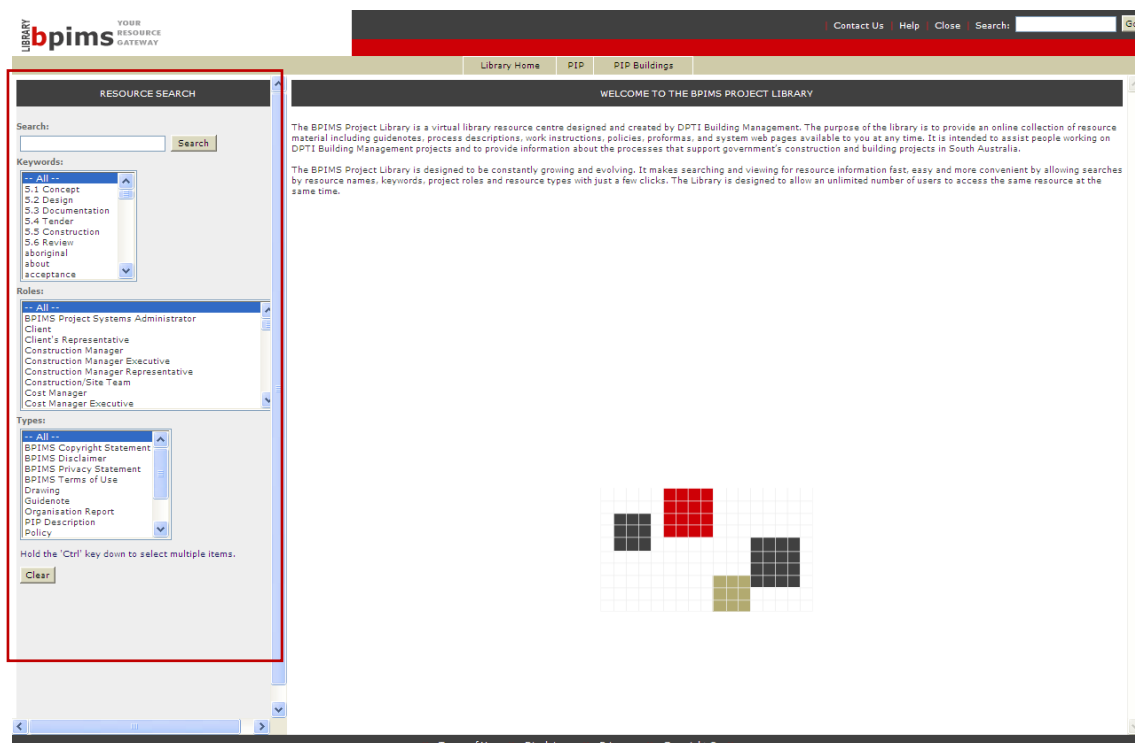
- Login to BPIMS
- Click on *Library* in the Header menu of any BPIMS page.



Search using the Resource Search Pane

The *Library Home Page* provides search functions from the left hand *Resources Search* pane by Name, Keywords, Project Roles and Document Type or any combination of these. The Search function will return results relevant to the search criteria. Note that using the *Resource Search* pane to search on keywords will return **only** documents with that keyword **in their title**.

Public access and login access will result in the same search results but where resources are displayed with a  symbol you must login to be able to see them. If resources are still displayed this way, you do not have the rights to access them.



Search:

Enter the name or part name of the resource

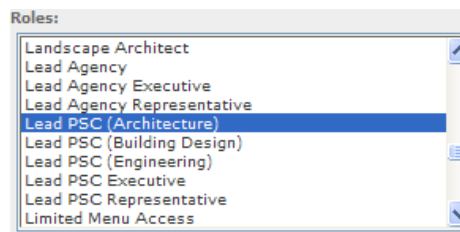
A screenshot of a search input field. The text 'as4122' is entered into the search box, and the 'Search' button is visible to the right.

Keywords:

The *Keywords* search box will search for documents where a matching keyword has been assigned to a resource.

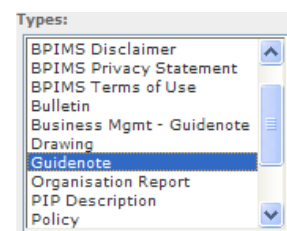
Roles:

The *Roles* search box will search for any documents where a matching Project Role has been attached a resource.



Types:

The *Types* search box will search for any documents where a matching Type has been attached to a resource. Enter 'Guidenote' in the search box and documents that have been saved as Guidenotes will be returned.



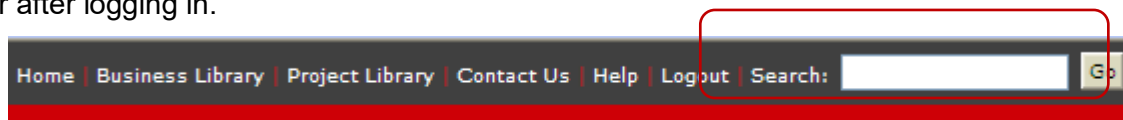
Combination Search

You can select more than one search criteria from more than one search box.

- Hold down the Control key to make more than one selection in a search box. For example, in the *Keywords*: search box select acceptance and tender, in *Types*: select *Guidenote* and the results will return any guidenote document having either 'acceptance' or 'tender' assigned as a keyword.

Search using the Search Box on the Header Menu

You can search for resources using the Search box on the Header Menu in either the Project Library or after logging in.



Search for document names, keywords, document type, or project roles. If the search is for a specific resource, for example 'help', all documents with help in the title or that have help attached as a keyword will be displayed.

Project Library Symbols

To guide users in their search symbols are displayed to direct them to additional information and resources.

Library icons are:



Project Implementation Process (PIP). Click to open reference material directly from the PIP document.



Project Library Resources. Click for access to additional Library resources.



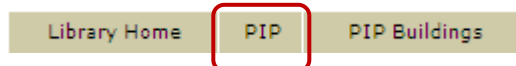
Work Instructions. Click to open a list of work instructions describing internal to DIT project procedures.

PIP Menu

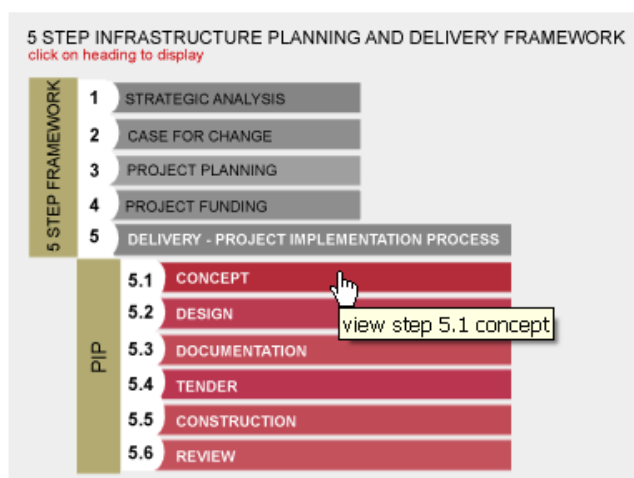
The 5-step Infrastructure Planning and Delivery Framework guides the Government of South Australia's construction procurement from the time Government approves progression of a project to delivery of the completed building.

The Menu provides quick easy access to the Construction Procurement Policy: Project Implementation Process (PIP) and related Project Library resources including extracts from documents and other documents associated with the process.

- Click to access the PIP menu



- To load PIP click on any heading in the *5 Step Infrastructure Planning and Delivery Framework*. Tip: the menu may take up to a minute to load



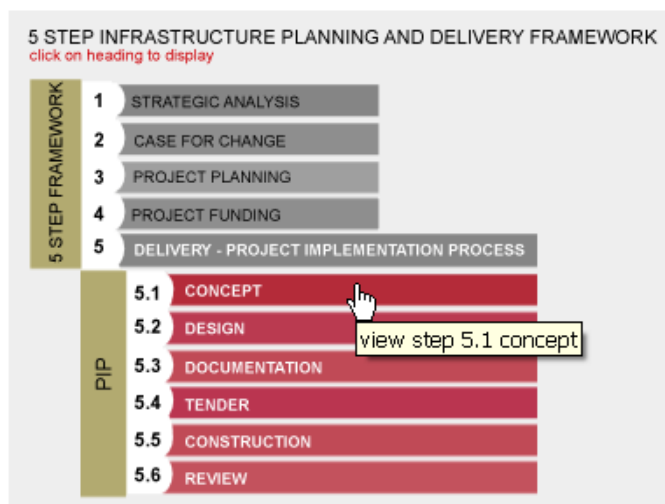
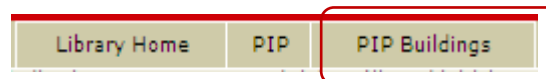
- Click any icon to access the PIP lines or Library resources

LIBRARY bpims YOUR RESOURCE GATEWAY		Contact Us Help Close Search: <input type="text"/>	
		Library Home	PIP
5.2	DESIGN <i>The Design phase includes developing the approved project concept in detail to confirm form and structure, materials and aesthetics, services and site works and detailed work on the cost plan and estimate, procurement program and risk management plan.</i>		PIP
5.2.1	Maintain Project Governance <i>To manage the project during design, the governance structures are reviewed to ensure they are meeting the requirements for proper management of construction procurement during the more detailed Design phase. The design team including any professional service contractors will play a pivotal role in coordinating the design process and ensuring that all have the necessary input to produce an integrated design.</i>		PIP L
5.2.2	Review Concept and Develop Design <i>The report, detailing the preferred concept, is used by the design team to develop the design.</i>		PIP
5.2.3	Test and Confirm a Cost Plan for the Project <i>Based on the estimates prepared in the Concept phase, a cost plan is prepared.</i>		PIP L
5.2.4	Test and Confirm a Detailed Project Program <i>Following development of the project design, program timelines are established to coordinate all the project variables that are time-dependent. The timelines will be influenced by the method of delivery chosen for the project.</i>		PIP L
5.2.5	Confirm Construction Procurement Method <i>Construction procurement options developed by DPTI Infrastructure and considered in the Concept phase will be discussed further. The preferred procurement option will be determined by DPTI Infrastructure as the selected option influences the approach to and sequence in which contract documentation is prepared.</i>		PIP

PIP Buildings Menu

The PIP Buildings Menu is the same as the PIP menu but includes work instructions. Users must be logged in to access these additional resources.

- Click to access the PIP menu
- To load PIP Buildings click on any heading in the *5 Step Infrastructure Planning and Delivery Framework*. Tip: the menu may take up to a minute to load



- Click an icon to access the PIP lines, Work Instructions or Library resources.

LIBRARY


bpims

YOUR
RESOURCE
GATEWAY


[Contact Us](#) | [Help](#) | [Close](#) | Search:

		Library Home	PIP	PIP Buildings
<p><i>The Design phase includes developing the approved project concept in detail to confirm form and structure, materials and aesthetics, services and site works and detailed work on the cost plan and estimate, procurement program and risk management plan.</i></p>				
5.2.1	<p>Maintain Project Governance <i>To manage the project during design, the governance structures are reviewed to ensure they are meeting the requirements for proper management of construction procurement during the more detailed Design phase.</i> <i>The design team including any professional service contractors will play a pivotal role in coordinating the design process and ensuring that all have the necessary input to produce an integrated design.</i></p>	<div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 2px solid red; padding: 2px; margin-right: 5px;">PIP</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">W</div> <div style="border: 1px solid black; padding: 2px;">L</div> </div>		
5.2.2	<p>Review Concept and Develop Design <i>The report, detailing the preferred concept, is used by the design team to develop the design.</i></p>	<div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">PIP</div> <div style="border: 1px solid black; padding: 2px;">W</div> </div>		
5.2.3	<p>Test and Confirm a Cost Plan for the Project <i>Based on the estimates prepared in the Concept phase, a cost plan is prepared.</i></p>	<div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">PIP</div> <div style="border: 1px solid black; padding: 2px;">W</div> </div>		
5.2.4	<p>Test and Confirm a Detailed Project Program <i>Following development of the project design, program timelines are established to coordinate all the project variables that are time-dependent.</i> <i>The timelines will be influenced by the method of delivery chosen for the project.</i></p>	<div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">PIP</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">W</div> <div style="border: 1px solid black; padding: 2px;">L</div> </div>		
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Navigation Steps – Business Library

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Address  <http://www.bpims.sa.gov.au>

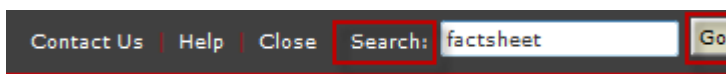
The BPIMS *Home Page* will open.

- Click on *Business Library*









You can search for resources using the Search box on the Header Menu in the Business Library either before or after logging in.

- Click in the *Search* field
- Enter document name or keyword
- Select *Go*.



If the search is for a specific resource, for example 'factsheet', all documents with the word factsheet in the title or that have factsheet attached as a keyword will be displayed.

	Building Management - Accommodation and Property Services (BR7) Factsheet on the services provided by the Accommodation and Property Services directorate in DPTI Building Management division.
	Building Management (BR10) Factsheet on the services provided by the Department of Planning, Transport and Infrastructure Building Management division
	Building Management - Facilities Services (BR9) Factsheet on the services provided by the Facilities Services directorate in DPTI Building Management division.
	Building Management - Project Services (BR11) Factsheet on the services provided by the Project Services directorate in DPTI Building Management division.
	Building Management - Strategic and Business Services (BR12) Factsheet on the services provided by the Strategic and Business Services directorate in DPTI Building Management division.

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Contact

Business Process Issues:

Director, Building Projects

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