

DMS user guide

Dec 2013

Today's agenda



1. **Overview: Introduction to DMS**
2. Key DMS features
   a. Plant Creation
   b. Design Delivery Schedule (DDS)
   c. Viewing Access and Roles in DMS: Who can do what?
   d. FDD completion and voiding process
   e. VFC completion and voiding process
   f. CM Issue tracker for VFC Packages
   g. Major change request policy and process ✸
   h. User Notification Systems: (i) Through emails and (ii) On DMS Homepage ✸
3. DMS Support and IT helpline
4. Annexure

✸ **New DMS functionalities available w.e.f 30 Dec 2013**

Objective and Key features of Design Timelines Policy and Document Management System (DMS)



Objective

1. Ensure design deliverables by respective consultants are provided as per agreed schedule
2. Provide a platform for storing final designs for projects on a common platform
3. Ensure coordination among various stakeholders in the design process so that final design delivery timelines are met
4. Design to be released to Procurement/CM in complete packages only

Key features

1. All final FDD & VFC packages to be stored on DMS and delivery dates to be tracked on DMS
2. Design and Cost management jointly responsible for completeness and budget compliance of FDD packages
3. FDD packages to be regarded as complete only after budget compliance check
4. VFC packages to be released to CM only as complete packages
5. CM team to review and provide feedback on completeness of VFC packages on DMS

Design Process Overview



Key Aspects of Design Process

- Every project shall be organized into plants. FDD and VFC packages to be delivered shall be plant-specific
- Design deliverables would be finalized in form of pre-defined packages and all delivery timelines shall be at the level of these pre-defined packages i.e. no timelines or credit for partial completion or completion of specific components of these packages
- Design delivery schedule (DDS) shall detail out the timelines for delivery of final approved design packages for each plant (as per the Design timelines policy and after agreement with relevant external consultants)
- Consultant deliverables shall not considered timely and complete unless explicitly approved in DMS by
  - Design and Cost management team for FDD packages
  - Design for VFC packages (CM can review and provide feedback on VFC packages)
- Only final approved design packages shall need to be stored on DMS. A Pre-determined folder structure for storing FDD and VFC packages in a structured manner.

Overall workflow in DMS



A. DDS finalization

- Project Start
- Concept Design Finalization
- Creation of Plants
- Design delivery schedule for each plant uploaded by planning

B. FDD workflow

- CMD approval for budget compliance on completed FDD packages
- Upload and self-certification of completed packages in DMS by respective design trade owners
- Delivery of a FDD package by consultant for a plant

C. VFC workflow

- Delivery of VFC package by consultant
- Design review and finalization
- Final VFC package uploaded on DMS and self-certified by Design
- Comments by CM team on completed VFC packages

Activities in DMS Offline Activities

Multi-level folder structure for proper classification and storing of Final and approved design packages has been derived



Project and Phase…. — New Cuffe Parade – Phase I

Plant… — As per Plant definition policy – Can be infra type or Non-Infra type

- Elisium
- Dioro
- Evoq
- Tower 4

Design Stage…

- Concept ID
- FDD
- VFC
- Civil tender
- Shop Drawings

Package… — All design timelines are at this level

- Civil
- Services
- Facade
- Finishing
- Fitout of Key Common Areas

Trade… — Self-certification of delivered packages is at this level by respective design trade owners

- Structure
- Interior Design
- Landscape

Headers… — Applicable only for VFC packages and services FDD package

Today's agenda



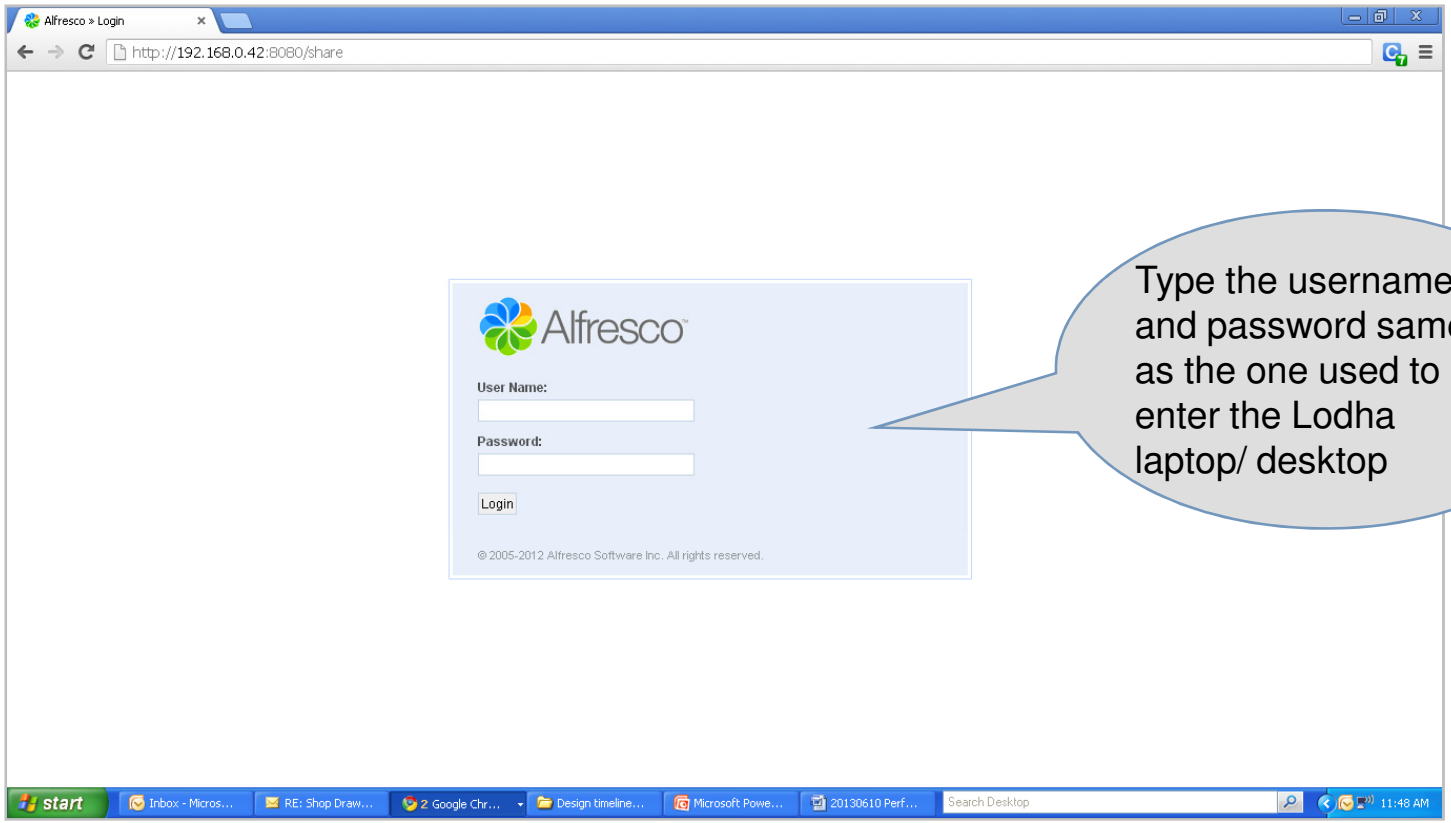
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How to access DMS?

Step 1: Use the desktop link to access DMS login page. DMS

Step 2: Enter the DMS username and password same as that you use to enter your laptop/ desktop



For any issues with DMS access, please write to akash.dube@lodhagroup.com with a CC to ankur.priyadarshan@lodhagroup.com

Overall DMS flow



	Plant creation / DDS schedule	FDD submission by respective Trade Owners	FDD completion/ CMD Approval	VFC completion	CM Review
Package stamp	No tags	For CMD approval	Approved	For CM Review	For CM Review
Trigger event	Invitation from admin	Trade owners marking package as complete	CMD team approving the package	Trade owners marking package as complete	Submission of CM issue tracker by CM team
Mail notification	✓	✓	✓	✓	
Dashboard notification		✓	✓	✓	✓
Ownership	CMD and Planning team	Design team	CMD + Design team	Design team	CM team

Example of some special events on DMS

Special events	Existing Package status tag	Impact	Package status tag post event
XX new files being uploaded after the package has been marked “For CMD approval”	For CMD Approval	No impact on package status tag	For CMD Approval
XX new files being uploaded after the package has been marked “Approved”	Approved	• If percentage change is <5%, no impact • If change is >5%, package completion will be voided	• If percentage change is <5%, Approved • If change is >5%, No tag
XX new files being uploaded after the package has been marked “For CM Review”	For CM Review	• If percentage change is <5%, no impact • If change is >5%, package completion will be voided	• If percentage change is <5%, For CM Review • If change is >5%, No tag



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A Plant creation in DMS by Cost management



Plant Creation in DMS

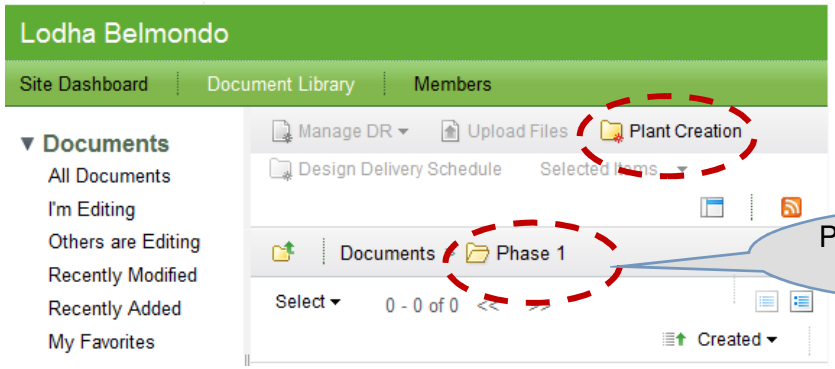
CMD will define the plants in DMS in accordance with the Plant Definition policy. A plant can be configured by selecting its attributes as defined below:

1. Plant Name: As per nomenclature defined in Plant definition policy
2. Copy plant: CMD can mark a non-infra plant as a copy plant of already existing plants
3. Plant Type: Infra, Non-infra

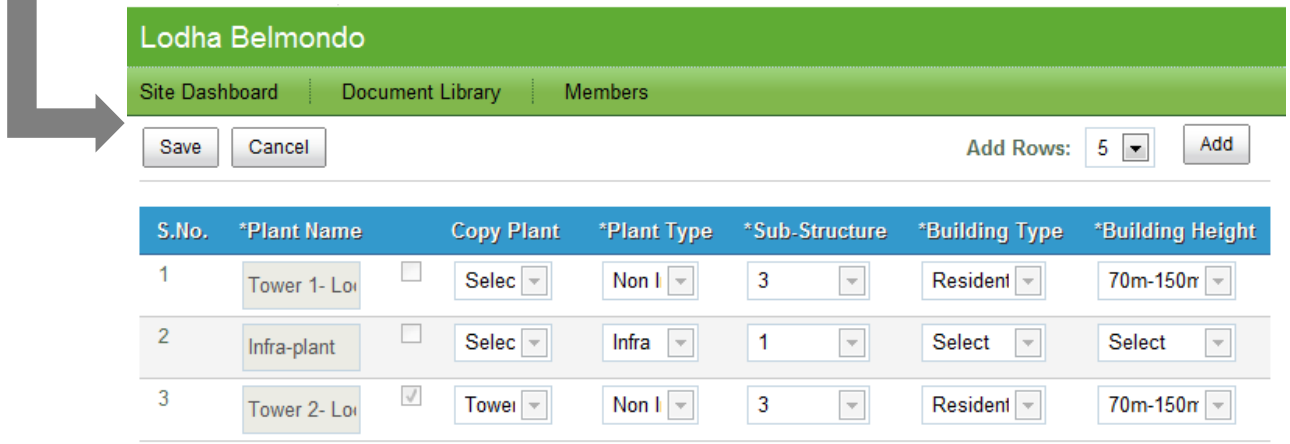
If plant type is Non-infra, following additional attributes need to be specified:

4. Sub-structure: Delivery schedule of the sub-structure package can be sub-divided into 1 or 3 sub-structure packages
5. Building type: residential, parking, clubhouse, commercial, retail, hospital, school
6. Building Height: <30m, 30-70m, 70-150m, 150m+

A Plant creation in DMS by CMD owner



Only CMD owner can click on the "Plant creation" tab to create new plants within a phase



Creation of new plants based on following attributes:

- Copy plant (for non-infra)
- Plant type
- Sub structure (for non-infra)
- Building type (for non-infra)
- Building height (for non-infra)

DMS to auto-create the packages folder structure[1] for a plant based on the attributes chosen on the plant creation page

1. Refer to drawing headers in the design management folder for detailed folder structure

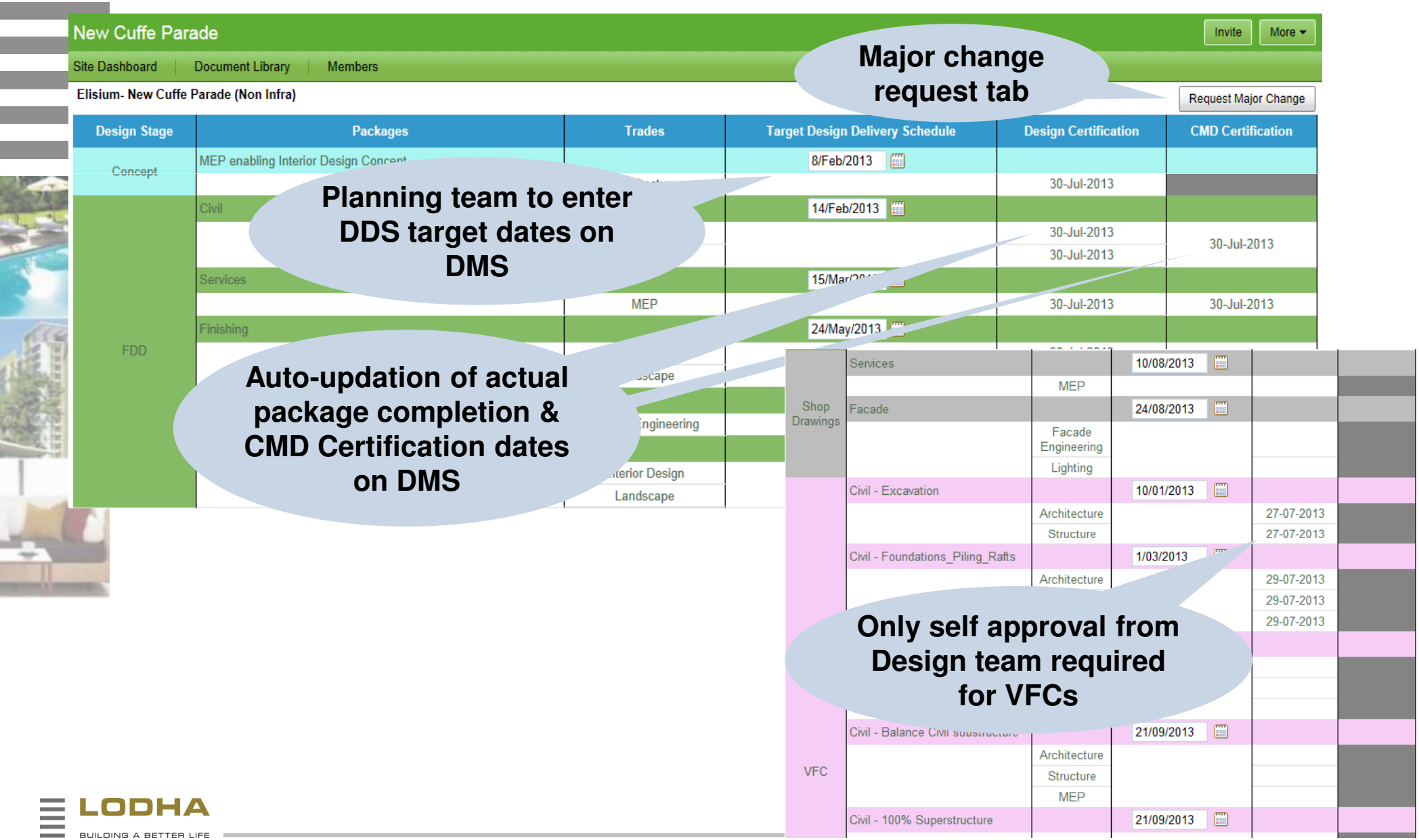
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B Design delivery schedule (DDS) shall be available at plant level in DMS and shall track target Vs actual package completion dates



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C Roles in DMS: Who can do what?



Role	Responsibilities/ Rights
CMD lead	▪ Plant creation ▪ FDD package certification ▪ Download files from DMS
Planning	▪ Update dates on DDS ▪ Download completed VFC and shop drawings
Design trade owners	▪ Upload files on relevant trade folders on DDS ▪ Mark packages as complete/for CMD approval/for CM review ▪ Respond to issues raised on “CM issue tracker” for relevant trade folders ▪ Download files from DMS
Design trade members	▪ Upload files on relevant trade folders on DDS ▪ Download files from DMS
Design coordinator	▪ Mark issues on “CM issue tracker” as resolved (for major issues) and invalid (for open issues) ▪ Download files from DMS
Procurement	▪ Download completed FDD packages from DMS
CM member	▪ Download completed VFC packages from DMS ▪ Raise issues in completed VFC on the “CM issue tracker”
CM Lead	▪ Download completed VFC packages from DMS ▪ Approve issues raised by CM members on “CM issue tracker”

C Viewing access for different teams in DMS



Teams' viewing access for different design stages

Design stage	CM	CMD	Design team	Planning	HOD-Design	Design Coordinator	Procurement
Concept ID	X	X	✓	X	✓	✓	X
FDD	X	✓	✓	X	✓	✓	Conditional
VFC	Conditional	✓	✓	Conditional	✓	✓	X
Shop drawings	Conditional	✓	✓	Conditional	✓	✓	X
Civil Tender	X	✓	✓	X	✓	✓	X

Legend:

✓ All folders and sub-folders content visible at all time

Conditional Design stage folder is visible; however, inside the design stage only the packages which are marked as " Complete/ Approved (in case of FDD)/For CM review (in case of VFC) are visible

X Design stage folder not visible at all time

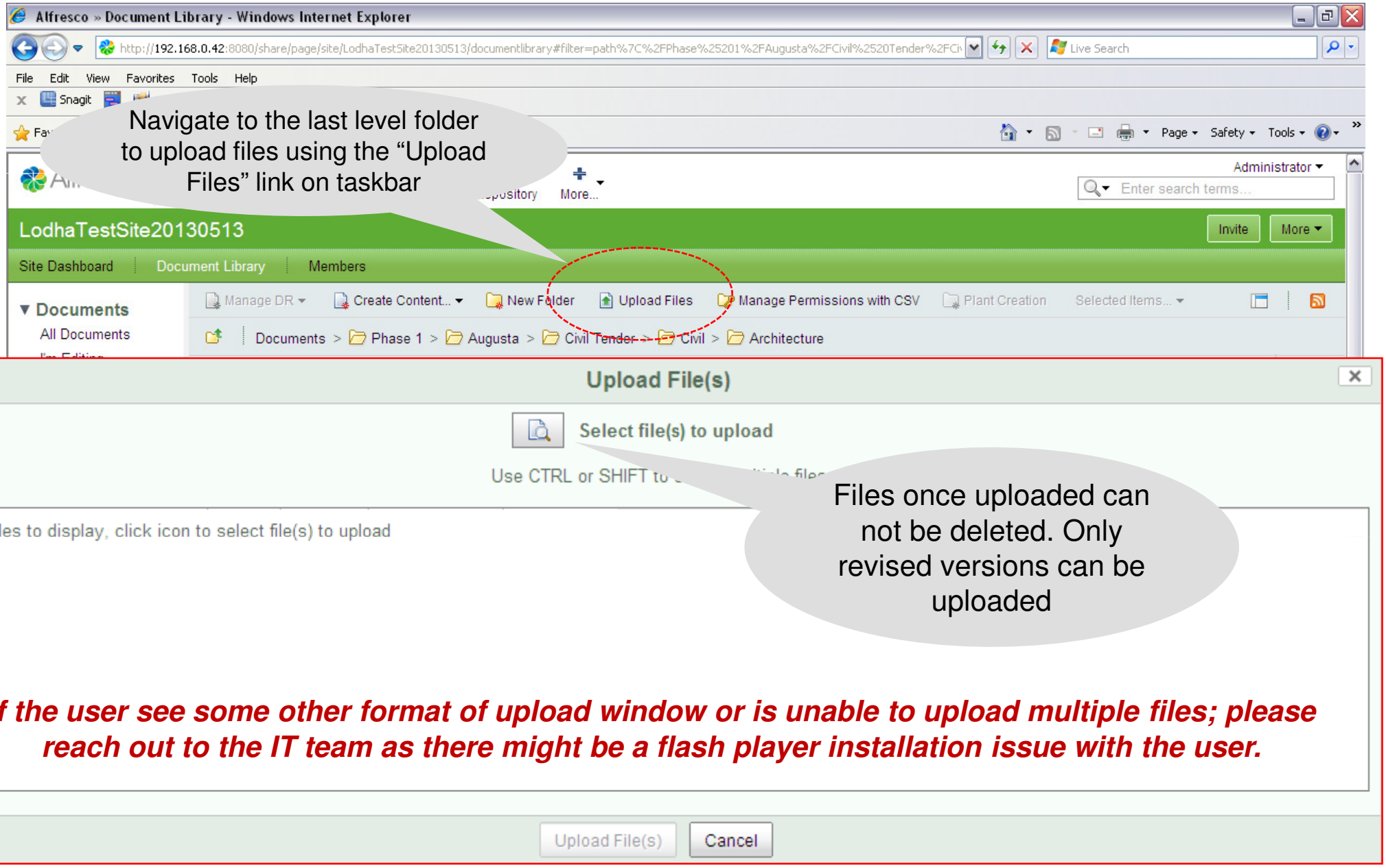
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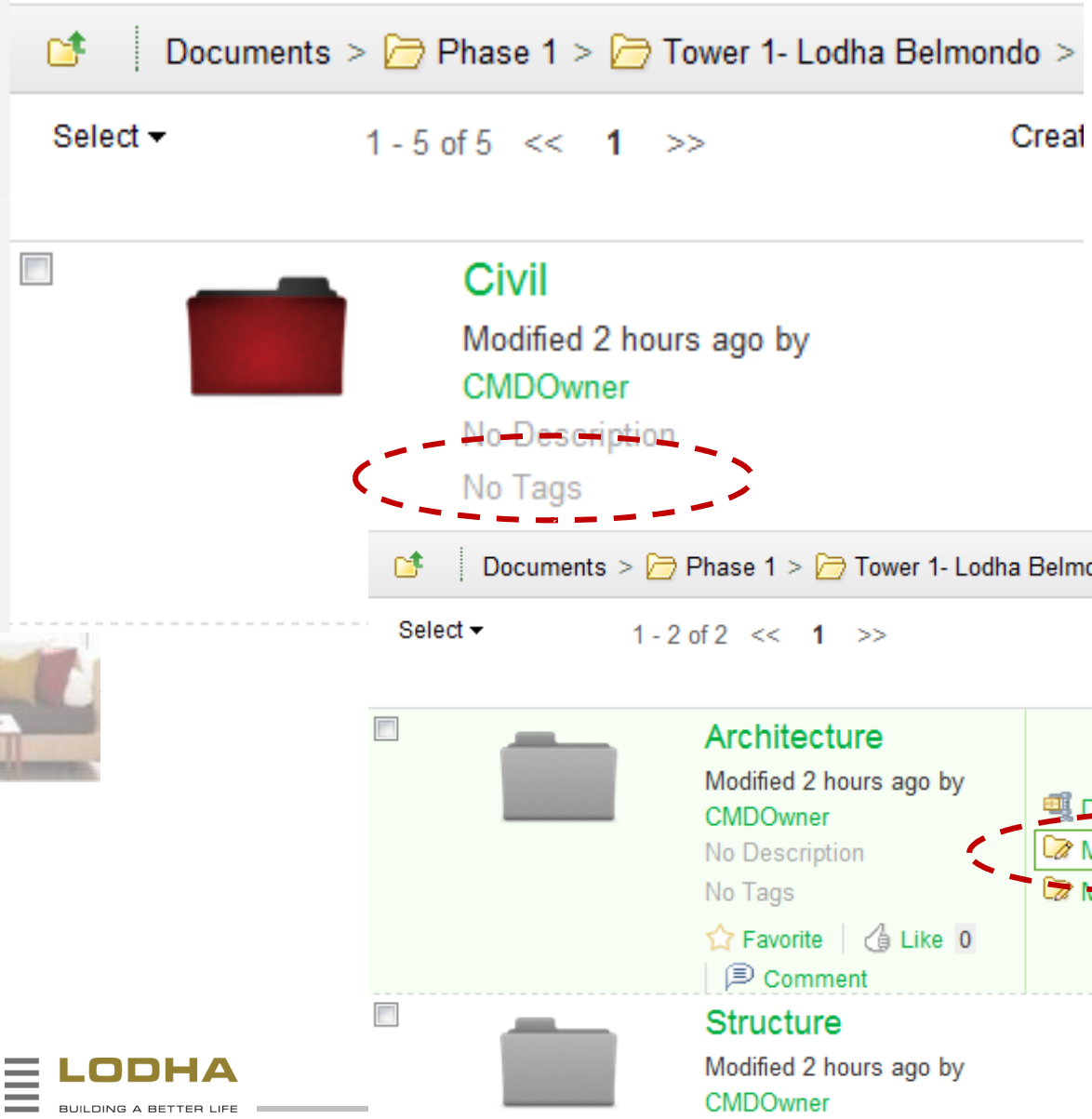
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D Uploading files on DMS



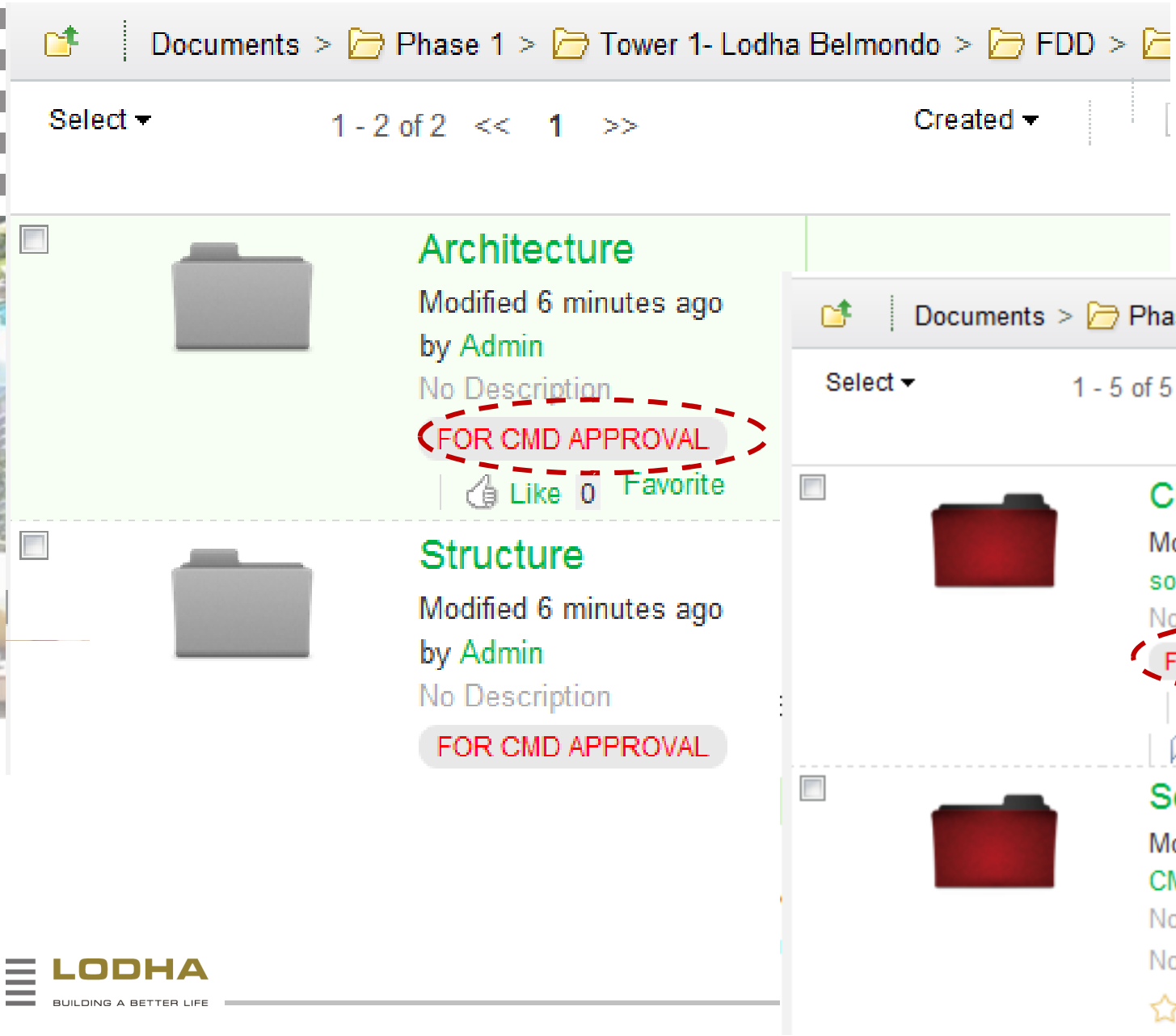
C FDD package completion process

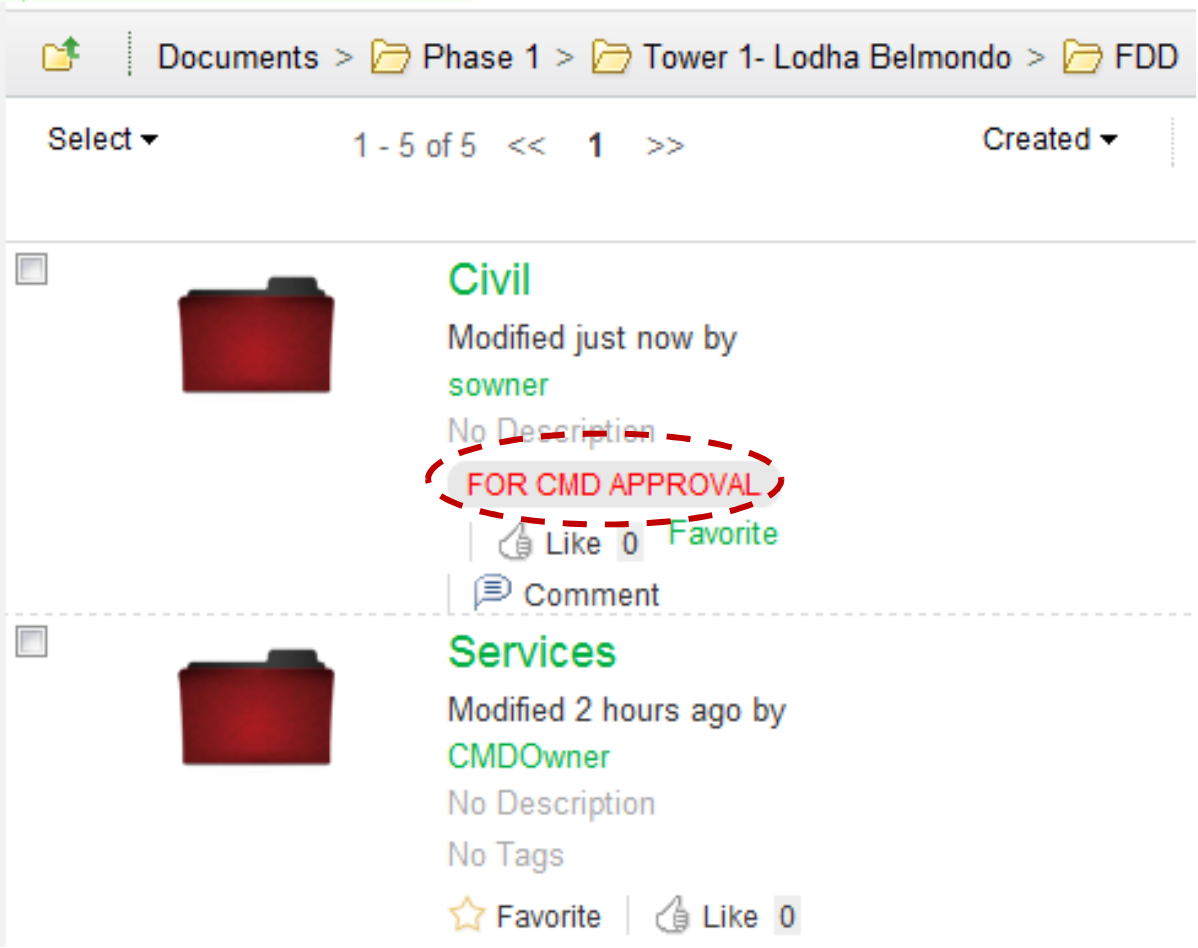


- "No Tags" visible at the civil package level as individual trade folders are not complete

- **Option for the Architecture owner to mark "Architecture" folder within Civil package as "For CMD review"**

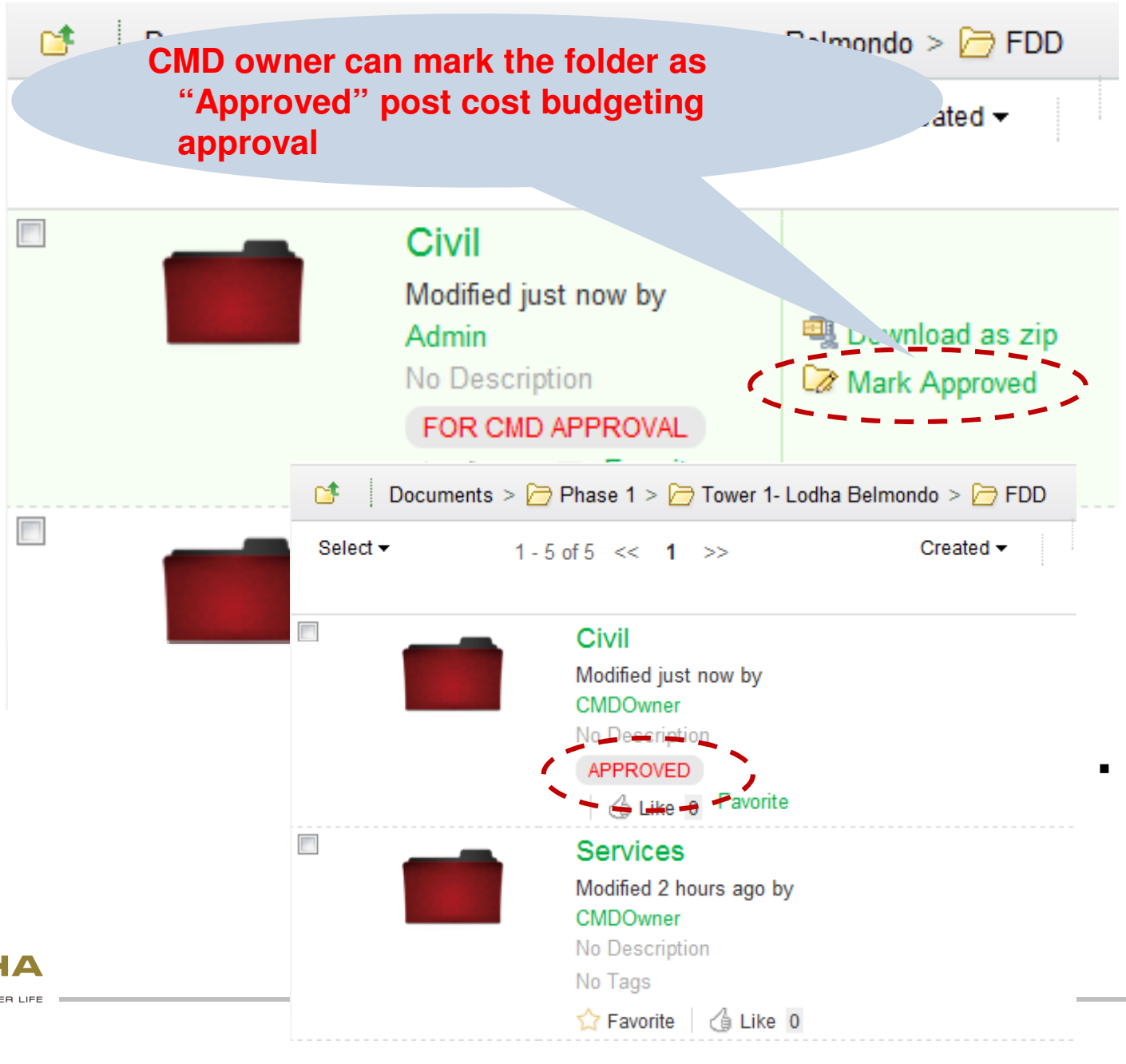
C FDD package completion process





C FDD package completion process

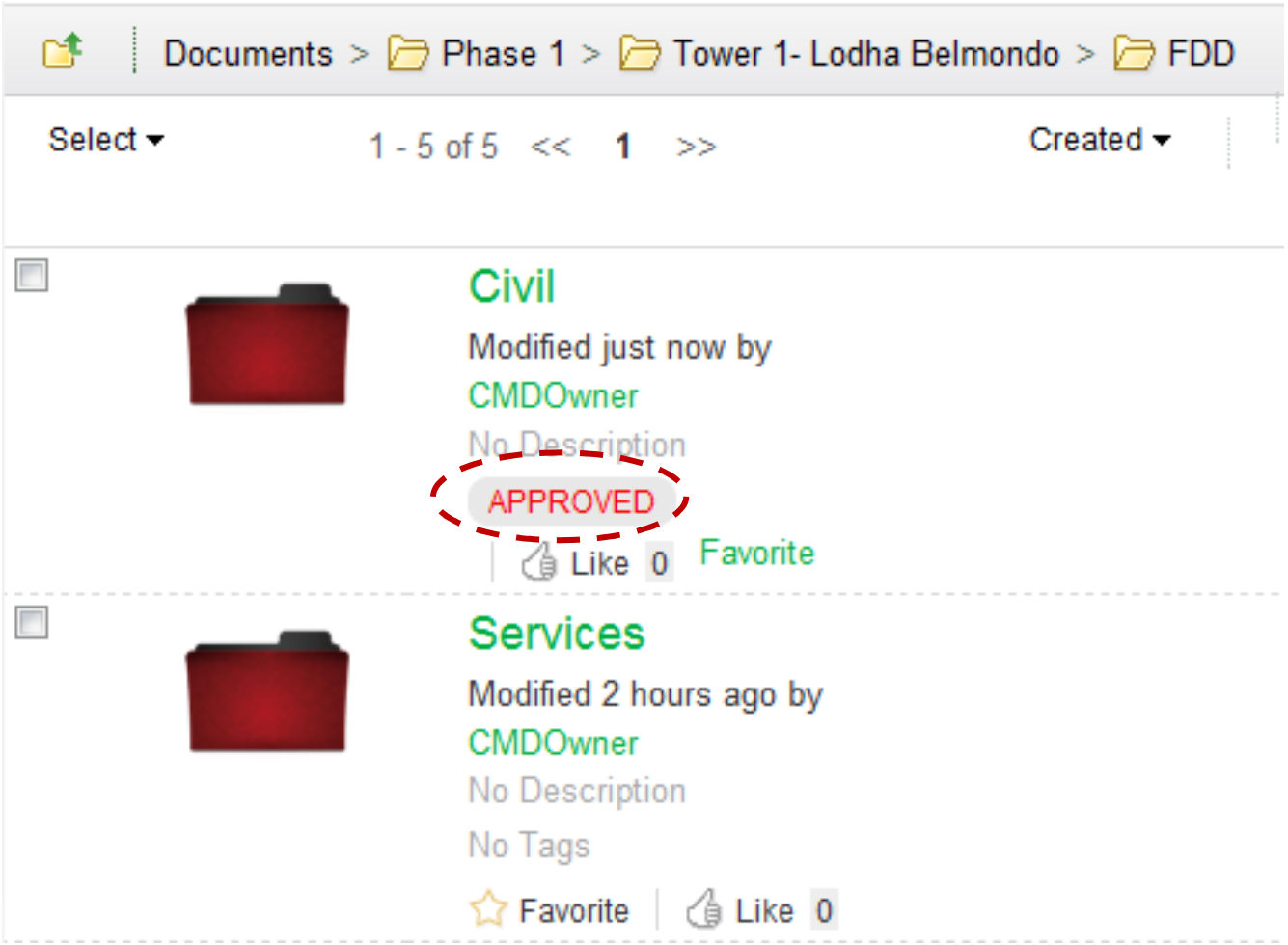




- Notification mails sent to design team, procurement, and planning post approval of the package by CMD

D FDD package completion process





- Notification mails sent to design team, procurement, and planning post approval of the package by CMD

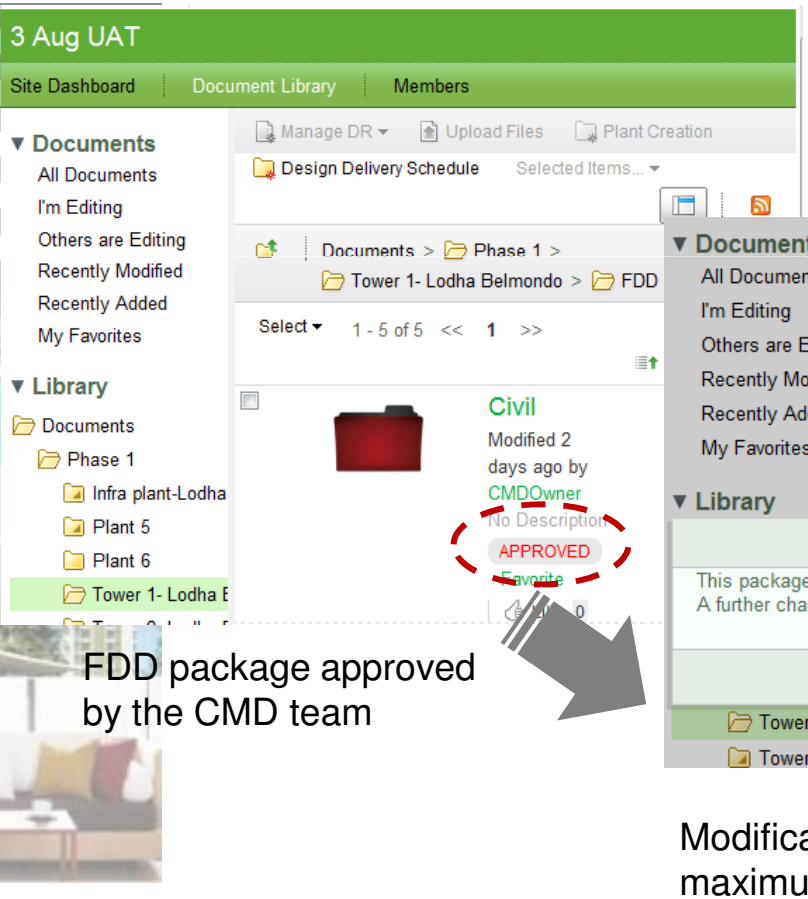
D FDD voiding process

- Once a VFC/FDD package is marked complete and package completion date recorded in DDS, design team can still upload new files or revisions of already uploaded files
- However, once the number of new file additions or revisions cross the limit of 5% of total number of files in the package as on the date of package completion the date will become void
  - Following steps will need to be done to re-mark the package as complete

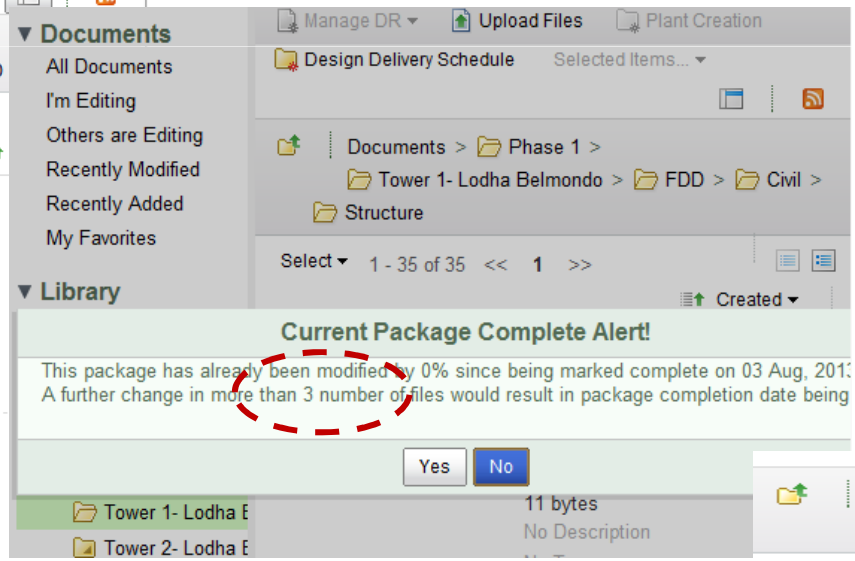


Package	Definition of complete	Implication of package getting void	Next steps for relevant team
FDD	Marked "Approved" by CMD	• Completion tag removed from the DMS package folder • DDS timelines for "For CMD review" & "CMD approval" will become void	• Relevant trade owners need to remark the folder as "For CMD review" • CMD needs to re-approve completed package from design
VFC	Self approval by Design team	• Completion tag removed from the DMS package folder • DDS timelines for "For CM review" will become void	• Relevant trade owners need to remark the folder as "For CM review"

D Example: FDD voiding process

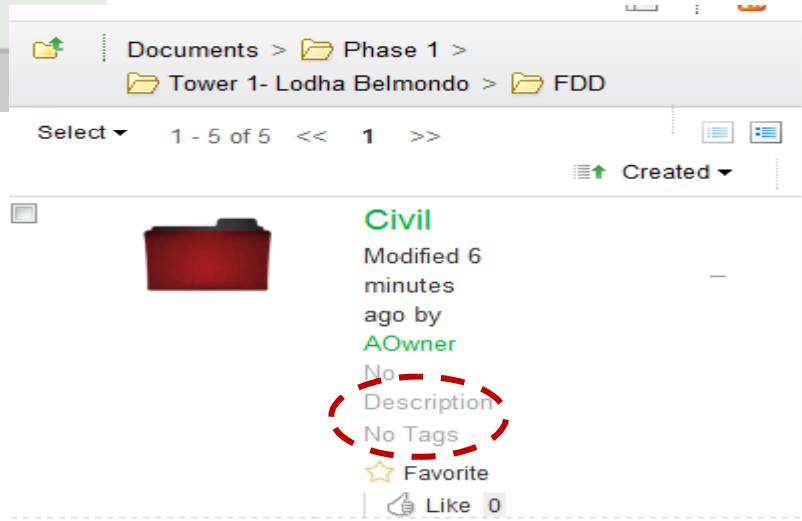


FDD package approved by the CMD team



Modification alert indicating the maximum numbers of files which can be modified/added without the package completion getting void

Removal of package completion tag from the package folder after the voiding process



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E VFC package completion process



Documents > Phase 1 > Tower 1- Lodha Belmondo > VFC > Civil - Excavation

Select ▾ 1 - 2 of 2 << 1 >>

Architecture

Modified about a day ago by CMDOwner

No Description

No Tags

Favorite | Like 0 | Comment

Documents > Phase 1 > Tower 1- Lodha Belmondo > VFC > Civil - Excavation > Architecture

Select ▾ 1 - 1 of 1 << 1 >> Created ▾

Setting out

Modified about a day ago by CMDOwner

No Description

Download as zip

Mark Complete

Mark 'Not Applicable'

Individual folders within the Architecture trade to be "Mark Complete/ Not Applicable" by the Arch. owner

E VFC package completion process



Documents > Phase 1 > Tower 1- Lodha Belmondo > VFC > Civil - Excavation

Select ▾ 1 - 2 of 2

Architecture

Modified a minute a

No Description

COMPLETE

Like 0 | Comment | Favorite

Individual trade folders get completed once all sub-folders are marked as “Complete/Not applicable

Documents > Phase 1 > Tower 1- Lodha Belmondo > VFC

Select ▾ 1 - 8 of 8 << 1 >> Created ▾

Civil - Excavation

Modified 2 minutes ago by Admin

No Description

FOR CM REVIEW

Like 0 | Comment | Fa

Civil - Foundations_Piling_Ra

Modified about a day ago by CMDOwner

No Description

No Tags

Favorite | Like 0 | Comment

Auto updation of VFC package tags to “For CM Review” once all individual trades are marked as “Complete” by the respective trade owners

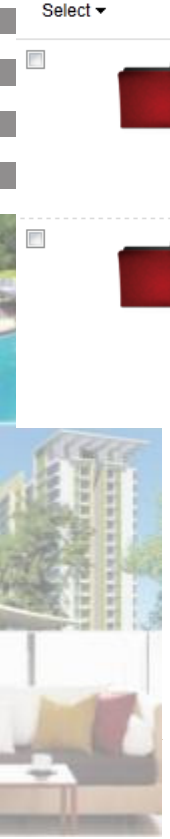
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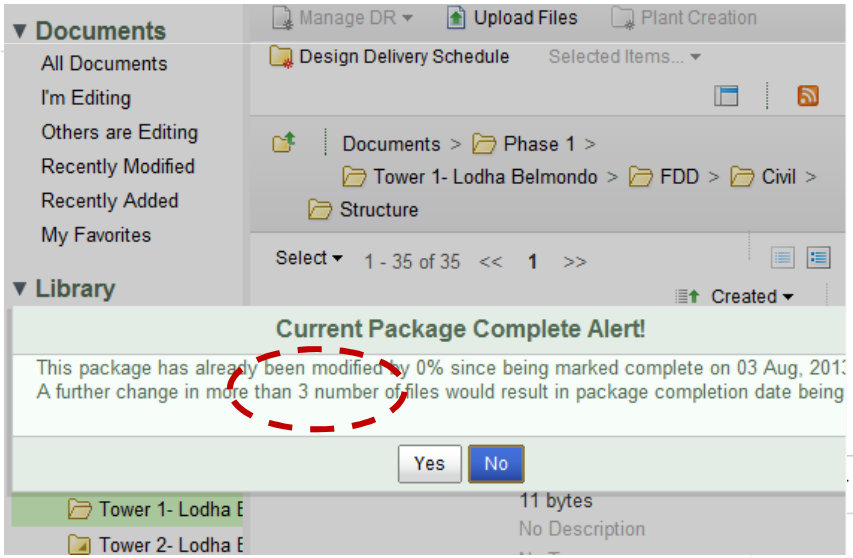


Select ▾ 1 - 6 of 6 << 1 >>

Civil - Excavation
Modified 5 months ago by Admin
No Description
No Tags
Favorite | Like 0 | Comment

Civil - Plinth
Modified 5 months ago by Admin
No Description
FOR CM REVIEW
Like 0 | Comment Favorite

VFC package marked "For CM Review"



Modification alert indicating the maximum numbers of files which can be modified/added without the package completion getting void

Removal of package completion tag from the package folder after the voiding process

1 - 6 of 6 << 1 >>

Civil - Excavation
Modified 5 months ago by Admin
No Description
No Tags
Favorite | Like 0 | Comment

Civil - Plinth
Modified 3 minutes ago by Admin
No Description
No Tags
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F Key Criteria for any Issue in CM Issue Tracker to be marked as Major by CM Team



- The package is lacking any specific design element or drawings altogether.
- Any design detail is inconsistent with the packages/ drawings delivered earlier or in the same package thereby requiring revision in multiple drawings.
- Any key dimensions missing that **CANNOT** be inferred from other dimensions on the drawing/ related drawings and hence are a significant hindrance towards understanding the drawing delivered.
- Constructability related issues in the design details because of which execution cannot be undertaken at all (excludes suggestions for improvement from a constructability perspective)

F CM issue tracker

Key features

- CM team will be able to review completed VFCs before the final hard copy delivery to the site
- 15 days window for CM team to review and raise issues on DMS
- Facility to upload files on the “CM issue tracker”
- Facility to categorize issue as Major/ Minor
- Trade owner to provide issue resolution and close the issue on DMS
- Design coordinator to verify raised issues and issue closure (incase of major issue)



CM issue tracker process flow

Issue raised by CM team

Any CM team member can raise the issue in the issue tracker; However, the issue needs to be approved by CM level 1

Issue Approval

CM level 1 to “Approve” issue raised by the CM team

Issue verification by Design Coordinator

Design coordinator can mark the issue as “invalid” (if required)

Issue resolution by trade owner

For issues not marked as invalid, relevant trader owner needs to resolve the issue and update the issue on the issue tracker

Resolution verification by Design coordinator

For major issues, Design coordinator to “Approve” the resolution provided by the trade owner

Detailed on the next slide

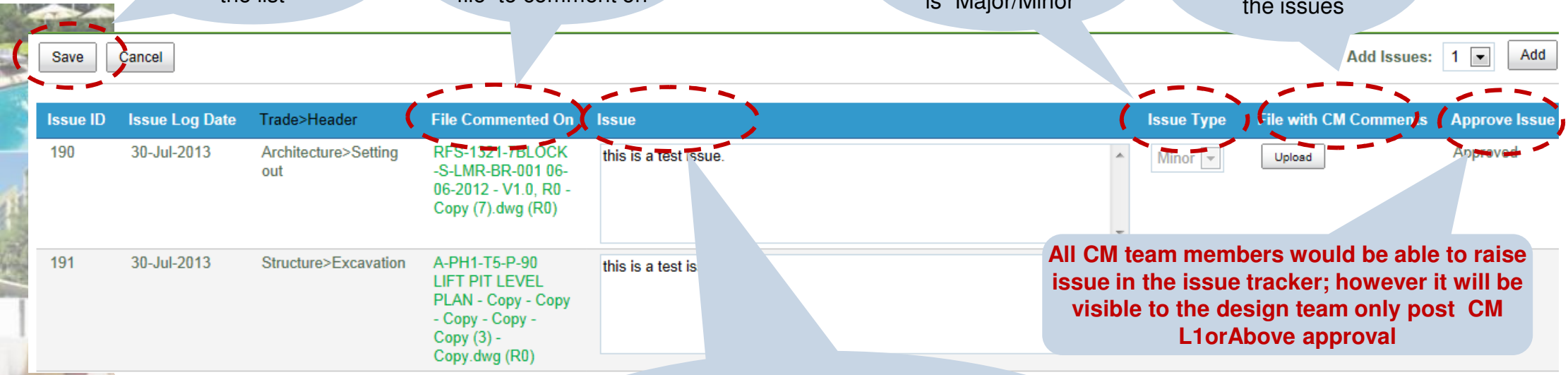
F CM team can raise design related issues in the submitted VFC package using CM issue tracker

Saves the new issues added to the list

CM team member needs to select the file to comment on

CM team to define whether the issue is “Major/Minor”

CM team has the option to upload file to further clarify the issues



All CM team members would be able to raise issue in the issue tracker; however it will be visible to the design team only post CM L1orAbove approval

- Need to describe the issue in detail
- Only single issue should be entered in each column
- Avoid duplicating the raised issue; incase same issue exists in multiple files, just mention the other file names in the issue column

F Design team will respond to the issue raise by the CM team in the submitted VFC package using CM issue tracker



Issues raised in the CM issue tracker would be visible to design post CM level 1&above “Approval”

Trade owner to comment on the issue raised and the resolution provided

Issue Type	File with CM Comments	Approve Issue	Status By Design	Trade Owner's Comment	Final Status	Delete
Minor	Upload	Approved	Resolved	ok	Closed	
Major	Upload	Approved			Open	✖

- Trade team owner to mention the status of the issue as “Resolved/Pending DC Approval”
- For minor issues, trade team owner can directly mark the issue as resolved
- For major issues, trade team owner can mark it as “Pending DC approval”; DC to mark the issue as “Resolved”

F Major and Minor issues resolution process in the CM issue tracker

- CM team needs to categorized the issue type for each raised issue as Major or Minor
  - Process for issue resolution will differ based on the “Issue Type”



Issue Type	Issue resolution by trade owner	Resolution verification by DC (design coordinator)	Final Status
Minor	▪ For minor issues two options would be visible to trade owner- Open, resolved ▪ After providing the necessary resolution Trade owner can self-certify the issue as “Resolved”	▪ DC can mark the issue as “invalid”; in this case trade owner will not have to provide resolution to the raised issues	▪ Final status will show “Closed” post trade owner’s self-certification of the issue as “Resolved” ▪ Final status will show “Invalid” incase DC marks the issue as invalid
Major	▪ For major issues two options would be visible to trade owner- Open, pending DC approval ▪ After providing the necessary resolution Trade owner needs to mark the issue as “Pending DC approval”	▪ DC can certify the issue as “Approved” or can mark the issue “Invalid”	▪ Final status will show “Closed” post DC approval of the issue as “Resolved” ▪ Final status will show “Invalid” incase DC marks the issue as invalid

Design Coordinator can mark the issue as “Invalid” anytime in the process, incase of an issue with the validity of the issue

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Major Change Policy

G Major change request process to be taken outside of DMS in phase II



Following changes, if made after the approval of concept design, shall be classified as a Major change for a given plant:

1. Change in the no. of levels of any building exceeding 2 levels.
2. Change in the user of a saleable building or part thereof (>10% of the BUA of the building).
3. Change in the footprint of the building by > +/- 5% (in terms of BUA).
4. For Infra Package - Addition of a new plant to the layout
5. Classification of any other modification as a major change shall require approval of HOD-Design OR Director-Design

Any item classified as a major change shall impact the target dates of the linked drawing packages by upto 8 weeks. The major change and the list of packages affected (FDD/VFC) shall be agreed **on DMS by the HOD-Design and the Project Architect (external and internal)**, within 2 weeks of such major change request being made.

Major Change Request Process in DMS

G Raising Major change request

Major Change Request option shall be available to Project Architect on the top right corner of DDS page of each plant



Major Change Request - Process steps in DMS

- Project Architect will have to option of requesting new major change for a plant in the DDS of the Plant
- Architect will add followings information in the MCR window:
  - ✓Package impacted as a result of the major change
  - ✓New proposed delivery dates for the impacted package
  - ✓Reason for Major change
- Project architect will “Submit” the request after filling in the required details
- Post submission by the Project architect the MCR will go to HOD-design and planning team for approval; a mail notification will also be sent to the Design (including HOD) and planning team for the raised request

G Raising Major Change Request on DMS



New Cuffe Parade

Invite | More

Site Dashboard | Document Library | Members

Elisium- New Cuffe Parade (Non Infra)

Request Major Change

Major change request tab

Design Stage	Packages	Trades	Target Desig...	Desig. Certification	CMD Certification
Concept	MEP enabling Interior Design Concept		8/Feb/2013		
		Architecture		30-Jul-2013	
	Civil		14/Feb/2013		
		Architecture		30-Jul-2013	30-Jul-2013
		Structure		30-Jul-2013	
		EP		30-Jul-2013	30-Jul-2013

Select the impacted package from the drop down list of packages in the plant

DMS to autofill the current DDS date from the system

Architect owner to propose the revised date for the package

Plant Name: Elisium- New Cuffe Parade

S.No	*Impacted Packages	Current DDS Date	*Proposed Revised Date	*Extension (No. of Days)
1	Finishing(FDD)	24-05-2013	12-12-2013	202
2	Services(Shop Drawings)	07-08-2013	17-12-2013	132

Reason for Major Change

rtest

Mandatory to mention the reason for the MCR

Major Change Request Process in DMS

G Major change request approval process

Any MCR raised will need approval from the HOD-Design and planning team; post approval from both, the DDS dates will get changed automatically



Workflow for the MCR approval by HOD-Design and Planning Head

- Raised MCR will go for HOD-Design approval
- HOD-Design will have the option to “Accept”/ “Reject” the MCR; HOD will also be able to make changes in the MCR:
  - ✓“Accept”: MCR will go for planning approval
  - ✓“Reject”: MCR will get removed from all users dashlets
- Post HOD-Design approval, the MCR will go for planning team approval; planning team will have the similar options to “Accept” or “Reject” the MCR but they will not be able to edit the MCR:
  - ✓“Accept”: If accepted, the MCR will get approved and the DDS dates for the impacted packages will get changed automatically
  - ✓“Reject”: The MCR will go back to HOD-Design for reconsideration

G Major change request approval by HOD Design on DMS



- **HOD-Design to have the option Approve/Reject the MCR request**
- **If Rejected, the MCR will get rejected**
- **If Approved, the MCR will go for planning team's approval**

Approve | Reject

History

Completed By	
aowner	Wed 18 Dec 20

Save and Close | Cancel

Update | Cancel

Save the updated dates by pressing the update button

Major Change Request Details

Edit Change Request

- HOD will have the option of editing the MCR

Major Change uest Number	7
Date of posti request	18-1
Requ	AOw
Project Name	New Cuffe Parade
Plant Name	plant 4
Status	Pending HOD Design Approval

S.No	*Impacted Packages	Current DDS Date	*Proposed Revised Date	*Extension (No. of Days)
1	Services(FDD)	28-12-2013	9-01-2014	12
2	Facade(FDD)	29-12-2013	25-01-2014	27

Reason for Major Chang

Test

- HOD will be able to make changes in the proposed revised dates

S.No	*Impacted Packages	Current DDS Date	*Proposed Revised Date	Extension (No. of Days)
1	Services(FDD)	28-12-2013	09-01-2014	12

G Major change request approval by Planning on DMS



Approve | Reject

History

Completed By		Comment
hod	Wed 18	
admin	Wed 18 Dec	

- **Planning team to have the option Approve/Reject the MCR request**
- **If Rejected, the MCR will go back to HOD for reconsideration**
- **If Approved, the DDS dates will automatically get updated in the DDS**

Save and Close | Cancel

Major Change Request Number	6
Date of posting of the request	18-12-2013
Requested By	Admin
Project Name	New Cuffe Parade
Plant Name	plant 4
Status	Pending Planning Approval

Status tag for the MCR request

S.No	*Impacted Packages	Current DDS Date	*Proposed Revised Date	Extension (No. of Days)
1	Services(FDD)	21-12-2013	28-12-2013	7
2	Facade(FDD)	13-12-2013	29-12-2013	16

Reason for Major Change

Today's agenda



1. Overview: Introduction to DMS
2. Key DMS features
   a. Plant Creation
   b. Design Delivery Schedule (DDS)
   c. Viewing Access and Roles in DMS: Who can do what?
   d. FDD completion and voiding process
   e. VFC completion and voiding process
   f. CM Issue tracker for VFC Packages
   g. Major change request policy and process
   h. User Notification Systems: (i) Through emails and (ii) On DMS Homepage
3. DMS Support and IT helpline
4. Annexure

New DMS functionalities available w.e.f 30 Dec 2013

H DMS users shall be notified of relevant events in DMS – Through email (select only) and on DMS homepage (exhaustive)

Four dashlet notification on DMS Homepage

H.1 Major Change request	H.2 Forward Alerts, overdue and escalation notifications	H.3 Design Milestones dashlet	H.4 Package modification dashlet
▪ Alert for any new major change requests raised in the project	▪ Alert for approaching/passed due dates for package submissions/CM issue tracker/CMD Approval	▪ Key design milestones achieved such as packages marked For CMD Approval/For CM Review/Approved/ CM issue tracker submission	▪ Package modification notification post packages marked as For CMD Approval/For CM Review/Approved

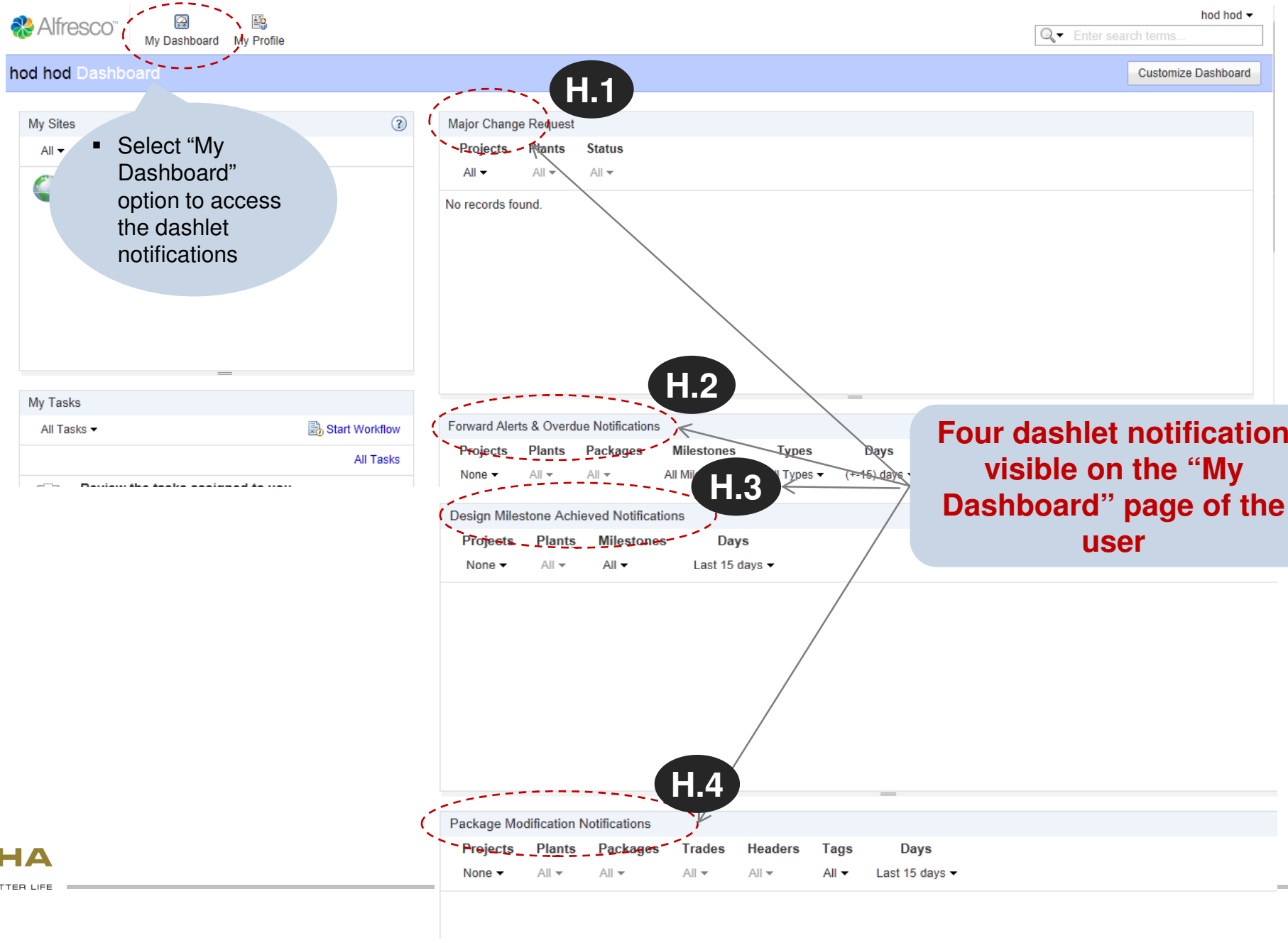


Additionally, email notification will be sent for following selective events

1) Package completion notification: Notification mail to all relevant team members when a package has been marked as “Approved/For CM Review” as mentioned in table below.
2) Package completion date getting void
3) VFC package been marked as “ Closed” post CM review and resolution/ invalidation of all issues raised in CM issue tracker
4) Package marked as “For CMD Approval” notification: Notification mails to CMD and other relevant design team members for FDD packages marked “For CMD Approval”
5) Submission of CMD transmittal by the CMD team
6) New project invitation mails to project team members
7) Major Change request raised by Architect trade owner in DMS
8) Change in DDS schedule notification: Notification to all project team members on change of dates on DDS

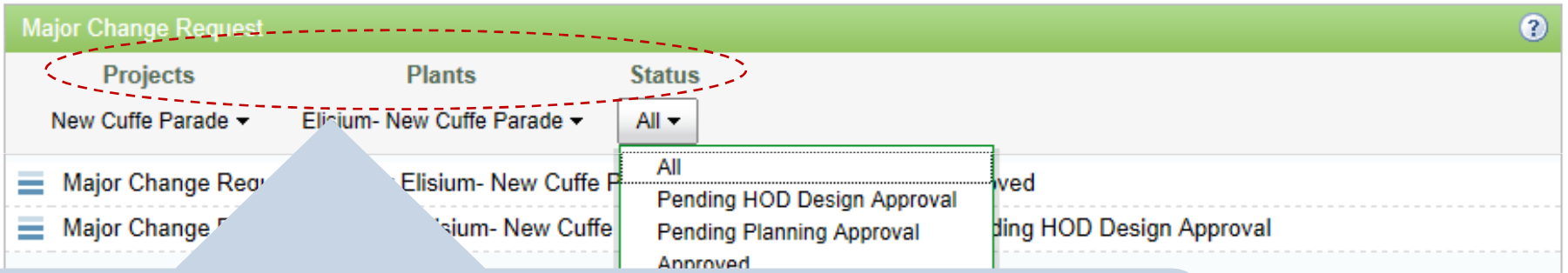
H User would be able to access the four dashlet notifications in the “My Dashboard” page





H.1 Dashlet Notifications: Major change request dashlet

Major change request dashlet



User would be able to filter down MCR based on:

- Projects: User can select specific project from the list of all project the user is a part of
- Plants: Plant name within the selected project
- Status: Filter based on whether MCR is pending HOD or planning approval or approved

Viewing rule for MCR notification dashlet

Stake Holder Team/ User	Pending HOD- Design Approval	Pending Planning Approval	Approved
CM lead + CM member	Visible	Visible	Visible till 15 days from date of approval by Planning
CMD team	Visible	Visible	Visible till 15 days from date of approval by Planning
Design team	Visible	Visible	Visible till 15 days from date of approval by Planning
Planning Member	Visible	Visible	Visible till 15 days from date of approval by Planning
Planning Head	Not Visible	Visible	Not Visible
HOD- Design	Visible	Not visible	Not visible
Design Coordinator	Visible	Visible	Visible till 15 days from date of approval by Planning
Procurement	Not Visible	Not Visible	Visible till 15 days from date of approval by Planning
Operations strategy	Visible	Visible	Visible till 15 days from date of approval by Planning

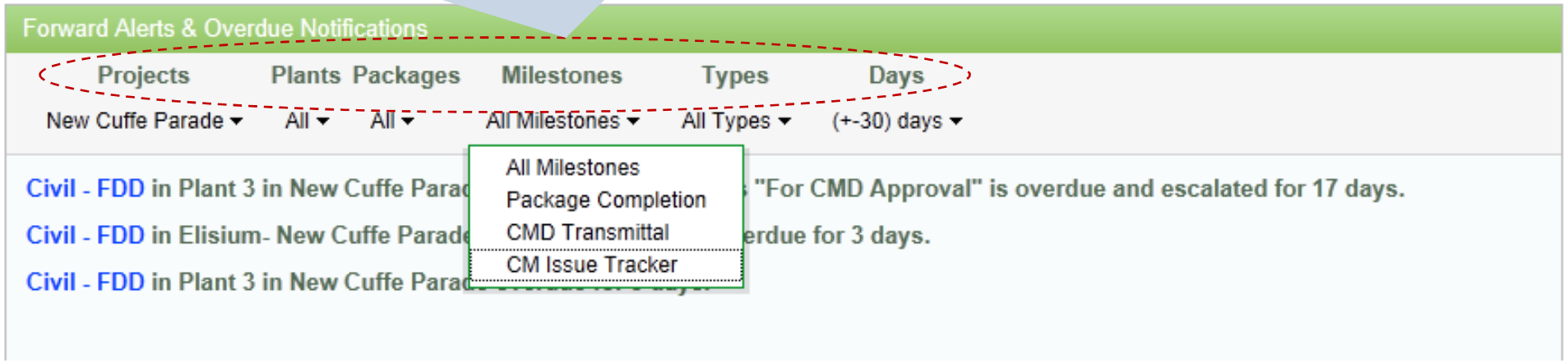
H.2 Dashlet Notification: Forward alerts and overdue notification

Forward alerts and overdue notification dashlet

User would be able to filter Alerts on package completion, CMD transmittal/CM issue tracker submission using this dashlet:

- Projects: User can select specific project from the list of all project the user is a part of
- Plants: Plant name within the selected project
- Milestones: Filter the notification based on key milestones related to Package completion, CMD transmittal, CM Issue tracker
- Types: Forward alerts, overdue, and escalation
- Days: Gives the history of the events happening within the given time period. Example selecting 15 days will give the update on all the design milestones achieved in the last 15 days





H.2 Dashlet Notification: Forward alerts and overdue notification



Viewing rights

	Alerts	Overdue	Escalations
FDD package for CMD Approval	-Members of trade teams comprising that package	-Members of trade teams comprising that package	-Members of trade teams comprising that package - HOD Design
FDD package completion	-Members of trade teams comprising that package - CMD team	-Members of trade teams comprising that package - CMD team	-Members of trade teams comprising that package - CMD team - HOD Design & CMD Head
VFC package Completion	-Members of trade teams comprising that package	-Members of trade teams comprising that package	-Members of trade teams comprising that package - HOD Design
CMD transmittal	- CMD team	- CMD team	- CMD team & CMD head
CM issue tracker	- CM team of the project -Ops strategy team of the project		
CM issue tracker (Open issue)	-Members of trade teams comprising that package	-Members of trade teams comprising that package	-Members of trade teams comprising that package

Start/ End dates for the Alert & overdue notifications

	Alerts	Overdue	Escalations
FDD package for CMD Approval	-Till 30th day (14th day for Civil FDD) before the Target submission date	-Till 23rd day(7th day for Civil FDD) before the Target submission date	'-From 24th day(6th day for Civil FDD) (onwards) from the target submission date
FDD package completion	- Till Target submission date	-Till Target submission date + 7 days	- From Target submission date + 8 days
VFC package Completion	- Till Target submission date	-Till Target submission date + 7 days	-From Target submission date + 8 days
CMD transmittal	- From date of package marked "For CMD Approval" till +14 days (7 days for Civil package)	- From date of package marked "For CMD Approval"+15th day till +21 days (+8th till 14th days for Civil package)	- From date of package marked "For CMD Approval" +22th day (15th for Civil package)
CM issue tracker	- From date of package marked "For CM Review" till +14 days		
CM issue tracker (Open issue)	-From date of package marked "For CM Review" + 10th day till +23rd day	-From date of package marked "For CM Review" + 24th day till +30th day	-From date of package marked "For CM Review" + 31st day

H.3 Dashlet Notification: Design milestones dashlet

Design milestones dashlet on DMS

User would be able to filter down key milestones achieved in the project using the "Design Milestone Achieved notifications" dashlet:

- Projects: User can select specific project from the list of all project the user is a part of
- Plants: Plant name within the selected project
- Milestones: Filter the notification based on key milestones such as Package completion/voiding, Package modification, CMD transmittal submitted, CM Issue tracker
- Days: Gives the history of the events happening within the given time period. Example selecting 15 days will give the update on all the design milestones achieved in the last 15 days



Design Milestone Achieved Notifications

Projects	Plants	Milestones	Days
New Cuffe Parade	All	All	Last 15 days

Status for Facade - FDD in Elisium- New Cuffe Parade in New Cuffe Parade has been reverted back to **incomplete** on 16 Dec, 2013

Finishing - FDD in Elisium- New Cuffe Parade in New Cuffe Parade marked as "Approved" on 11 Dec, 2013

Civil - FDD in Elisium- New Cuffe Parade in New Cuffe Parade marked as "For CMD Approval" on 17 Dec, 2013

Civil - Excavation - VFC in Elisium- New Cuffe Parade in New Cuffe Parade marked as "For CM Review" on 18 Dec, 2013

Facade - FDD in Plant 3 in New Cuffe Parade marked as "Approved" on 09 Dec, 2013

Services - FDD in Plant 3 in New Cuffe Parade marked as "For CMD Approval" on 11 Dec, 2013

MEP enabling Interior Design Concept - Concept in plant 4 in New Cuffe Parade marked as "Complete" on 10 Dec, 2013

Fitout of Key Common Areas within building line - FDD in plant 4 in New Cuffe Parade marked as "Approved" on 16 Dec, 2013

H.3 Dashlet Notification: Design milestones dashlet

Design milestones dashlet on DMS



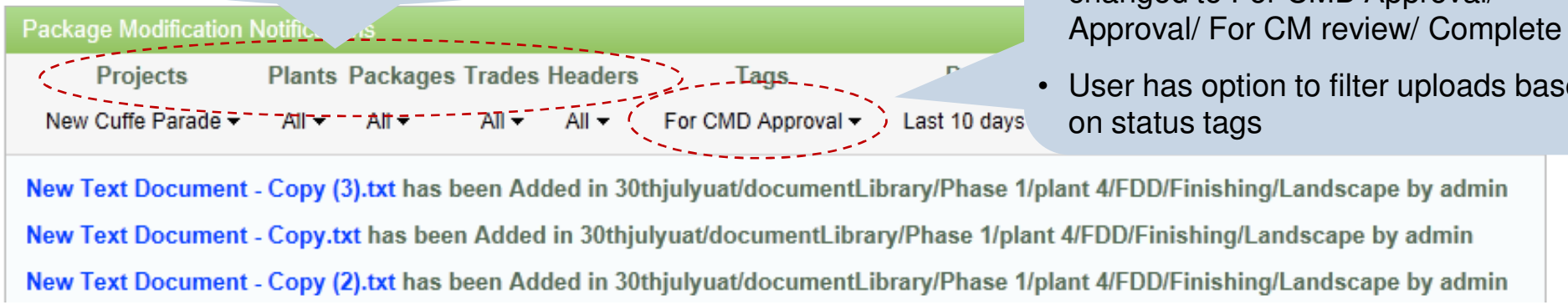
	FDD package completion /modification	VFC package completion/ modification	CMD transmittal	CM issue tracker
CM lead + CM member+ Ops strategy	Yes	Yes	No	Yes
CMD Lead + CMD Member + CMD head	Yes	Yes	Yes	No
Design team + Design Coordination	Yes	Yes	Yes	Yes
Planning + Planning Head	Yes	Yes	No	No
HOD- Design	Yes	Yes	Yes	Yes
Procurement	Yes	Yes	No	No

H.4 Dashlet Notification: Package modification dashlet

Package modification dashlet on DMS

Filters to select specific folder within a project to check for the design modifications

- Dashlet will track uploads done after the package status tags has been changed to For CMD Approval/ Approval/ For CM review/ Complete
- User has option to filter uploads based on status tags





Viewing rule for Package modification notification dashlet

Design Stage	For CMD Approval	Approved	For CM Review	Complete
Concept ID	NA	NA	NA	- CMD team member - Project's design team members
FDD/ Civil tender	- CMD team member - Project's design team members	-CMD team member - Project's design team members -- Procurement, CM, Planning, & Ops strat.	NA	NA
VFC/ Shop drawings	NA	NA	- CM team -- Project's design team members -Planning, Ops strat. & CMD team	NA

H Email Notifications: DMS system shall send out notification emails to relevant team members on following select events



Notifications triggered by specific events

Event description (trigger)	Recipient for FDD/ Civil Tender packages	Recipients for VFC/ Shop drawings packages
Package completion	D, CMD, P, PI, Ops, CM	D, CM, PI, Ops, CMD
Package completion date getting void		
VFC package marked as “Complete”	NA	D, CM, PI, Ops, CMD
Package marked as “For CMD Approval”	D, CMD,P	
Submission of CMD transmittal	D, CMD, PI	
New project invitation mail	All project team members	
Major Change Request	HOD-Design, Design team members and Planning team member on the project	
Change in DDS schedule	All project team members	

Legend:

- D: All design team members (incl. all trade owners and trade members on the project)
- CMD: CMD project lead and CMD team members on the project
- PI: head of planning and Planning team members on the project
- P: All procurement team members on the project
- CM: CM project manager and CM team members on the project
- HOD-Design: Head of Department for Design

Today's agenda



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   g. Major change request policy and process
   h. User Notification Systems: (i) Through emails and (ii) On DMS Homepage
3. **DMS Support and IT helpline**
4. Annexure

New DMS functionalities available w.e.f 30 Dec 2013

DMS Support Contact Points

You can go to DMS login page by clicking on this icon installed on your desktop



IT Helpline for DMS

akash.dube@lodhagroup.com **+91 88793 27532**

*for any **IT/system related issues/forgotten password/ file upload/download/ folder access** related issues;*

DMS Access and Process Issues

Aashish.agrawal@lodhagroup.com

*for any requests for **adding new users/ role change/ plant creation/ appropriate folder for uploading files in DMS** etc.*

Suggestions/ feedback

rohit.sharma@lodhagroup.com

*for any **feedback/ suggestions on DMS platform** or Design timelines policy*

Please refer to Design Management Tools folder on planning drive for Design timelines Policy and DMS support documents



List of document	Content
20130612 Design Timelines Policy and DMS Overview_v1_LODHA INTERNAL USE ONLY	▪ Includes brief overview of Plant definition policy, design process & timelines, major change policy, and external consultant policy ▪ DMS introduction
20130619 Lodha group - External Consultant performance guidelines v5	▪ Detailed guidelines on applicability of policy, staffing expectation, performance payout to consultants, impact of change request, and Performance feedback process
20130619 Performance pay for design consultants v4_LODHA INTERNAL USE ONLY	▪ Detailed performance pay guidelines for design consultants (ONLY FOR INTERNAL USE)
20130619 Performance pay for design consultants_EXTERNAL CONSULTANT v4	▪ Detailed performance pay guidelines for design consultants (FOR EXTERNAL CONSULTANT)
Construction Document Submission & Approval Process 10.6.13_LODHA INTERNAL USE ONLY	▪ Details on maximum timelines for submission and approval of CDs, consequences of non-compliance for internal team and external contractor, and detailed kick-off & major change processes
DMS Drawing Headers 2013 06 19	▪ Folder structure for the auto generated plants on DMS

Link to the Design tools folder on the planning drive

\\192.168.0.220\planning\41-POLICY COMMON FOLDER\Design Management Tools

Today's agenda

1. Overview: Introduction to DMS
2. Key DMS features
3. DMS Support and IT helpline
4. **Annexure**
   - a. **Package delivery schedule for Building plant**
   - b. **Important Notes for Non-Infra plant design timelines**
   - c. **Package delivery schedule for Infra plant**
   - d. **What does External Consultant Policy define and govern?**
   - e. **Changes done to Performance pay policy for external design consultants**
   - f. **Minor delivery timeline adjustments**



A Package delivery schedule for Building plant

Delivery schedule timelines: In weeks from completion of Concept Design or Design Start Date, whichever is later

Height above ground →	< 30 m	30-70 m	70 - 150 m	150 m+
Design Package/Building Type	**Low Rise**	**Mid Rise**	**High Rise**	**Super High Rise**
Excavation VFC	6	8	12	14
Civil FDD	8	12	18	20
Civil sub structure VFC	10	14	22	24
Civil 50% superstructure VFC (100% for < 30 m)	14	18	28	30
Interior design concept	14	18	28	30
Facade FDD *	22	26	34	40
Services FDD^	22	28	36	38
Civil 100% superstructure VFC	NA	29	40	42
Finishing FDD#	28	37	48	50
Finishing VFC#	36	46	56	58
Services Construction Documents Approval	44	52	64	70
Façade Construction Documents Approval	40	46	72	82
Fitout of key common areas within building line FDD	42	52	66	68
Fitout of key common areas within building line VFC	50	60	74	76



^ Add 4 weeks for office/retail building, which shall also be added to the due date of the related shop drawings/VFC.

* includes windows and external painting. Add 4 weeks for office/retail building, which shall also be added to the due date of the related shop drawings/VFC.

Add 8 weeks if the project is done by a branded designer.

3 weeks/level below ground are to be added to all deliverables after Civil Substructure VFC, if the structure has 1 or more basements

A Package delivery schedule for Building plant



Important Notes:

1. Aforementioned design timelines are **inclusive of** the following:
   i. For FDD drawings: 2 week Lodha Design Review Period and 4 week (2 weeks for Civil FDD) Lodha Cost Management review period
   ii. For VFC drawings: 1 week Lodha Design review period for VFC drawings
2. All timelines refer to the outer limit for submission of all parts of the package - sub-packages can be delivered earlier.
3. All tender details/drawings shall be part of the respective FDD package.
4. Concept ID package should include electrical layouts, lighting, and plumbing fixture locations
5. 3 weeks/level below ground are to be added to all deliverables after Civil Substructure VFC, if the structure has 1 or more basements.
6. Target dates for construction documents (includes shop drawings) may move earlier if mutually agreed between Contractor, Lodha CM and Lodha Design at Contract Kick-off meeting. Refer to 'Construction Document Submission & Approval Process' policy.
7. The deliverables of the Civil sub-structure package may be broken into upto 3 subsets (listed below) by Planning (based on agreement with Design) and each of the 3 deliverables subsets shall be tracked separately:
   i. Foundations/Piling/Rafts
   ii. Upto level below ground
   iii. Balance Civil sub-structure

B Important Notes for Non-Infra plant design timelines



Concept ID

- Concept ID package should include electrical layouts, lighting, and plumbing fixture locations since this is the basis for Services FDD package

FDD

- All FDD timelines are **inclusive of** 2 week Lodha Design Review Period and 4 week (2 weeks for Civil FDD) Lodha Cost Management review period
- All tender details/drawings shall be part of the respective FDD package

VFC

- All VFC timelines are **inclusive of** 1 week Lodha Design review period
- The deliverables of the Civil sub-structure VFC package may be broken into upto 3 subsets (listed below) by Planning (based on agreement with Design) and each of the 3 deliverables subsets shall be tracked separately:
  - Foundations/Piling/Rafts
  - Upto level below ground
  - Balance Civil sub-structure

Construction Documents (includes Shop Drawings)

- Target dates for construction documents (includes shop drawings) may move earlier if mutually agreed between Contractor, Lodha CM and Lodha Design at Contract Kick-off meeting.
- Refer to 'Construction Document Submission & Approval Process' policy for more details

All timelines refer to the outer limit for submission of all parts of the package - sub-packages can be delivered earlier.

C Package delivery schedule for Infra plant

Delivery schedule timelines (in weeks from start date): Start Date is the date on which land details are available with Lodha Design team along with survey

Project BUA →	< 2 L sft	2-8 L sft	8-25 L sft	25+ L sft
Design Package/Building Type	**Small**	**Medium**	**Large**	**Very Large**
Concept Design	6	7	10	14
Schematic Design for Infra elements	18	19	22	26
Roads+ FDD	42	48	56	56
External Services+ FDD	42	48	56	56
Landscape+ FDD	50	56	64	64
Roads+ VFC	48	54	62	62
External Services+ VFC	48	54	62	62
Landscape+ VFC	58	64	72	72
Minor Building Works FDD	56	62	70	70
Minor Building Works VFC	64	70	78	78



- For concept drawings, the timelines are **inclusive of** Lodha review time of 1 week for small and medium projects and 2 weeks for large and very large projects
- For FDD drawings, this **includes** a 2 week Lodha Design Review Period and 4 week Lodha Cost Management review period.
- For VFC drawings, it **includes** a 1 week Lodha Design review period.

D What does External Consultant Policy define and govern?



- Timelines for Design deliverables at a plant level – used as targets for QB
- Working model with external consultants
  - Bonus/penalty mechanism for timely delivery by external consultants
  - Performance review and feedback mechanism
- Definition of FDD and VFC packages
- Plant definition and how phasing needs to be done on large projects

E Changes done to Performance pay policy for external design consultants as well to align and prepare them for this change



Performance Pay for Design Consultants- Key features

Scope	▪ Applicable to Architecture, Structure and MEP consultants (and Infra, if project has a separate infra consultant)
Quality of deliverables	**FDD packages** shall be considered complete and delivered timely only post approval by -Lodha design for completeness and accuracy -Cost management for budget compliance **VFC packages** shall be accepted only post validation by Lodha design team for completeness and accuracy
Timeliness of deliverables	**Bonus/ penalty** for each consultant shall be determined based on compliance level with the delivery schedule (at a per plant level)

Please refer to External Consultant Policy (ECP) document and ECP presentation for detailed bonus/penalty mechanism and EC performance review process

F Minor delivery timeline adjustments shall be allowed subject to outer time limits



- Lodha standard timelines would already be a part of the consultant's contract and therefore should not attract any major objections from the consultants
- If the consultants still do have concerns or suggestions about the target DDS, the Project Architect (with approval of Lodha Planning) should try and accommodate them by making minor adjustments to the target DDS without pushing out the delivery dates significantly
- **<u>If absolutely necessary to achieve closure</u>**, Lodha Planning can modify the schedule using the following policy for each trade. The sum of the changes requested for all packages cumulatively cannot be more than the number of weeks given below:

Height above ground	< 30 m	30-70 m	70 - 150 m	150 m+
Max Permissible Change in number of weeks (cumulative) requested by	**Low Rise**	**Mid Rise**	**High Rise**	**Super High Rise**
Architecture	4	6	6	8
Structure	2	3	3	4
MEP	2	3	3	4

<u>Note</u>: If a package date is agreed to be changed, the linked package dates will get updated automatically by Lodha Planning and such increase will not be counted multiple times in calculating the max. permissible change