PLAN USER GUIDE Work Packaging



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LESSON 1 – WORK PACKAGING OVERVIEW

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1.1 PLAN WORK PACKAGING OVERVIEW

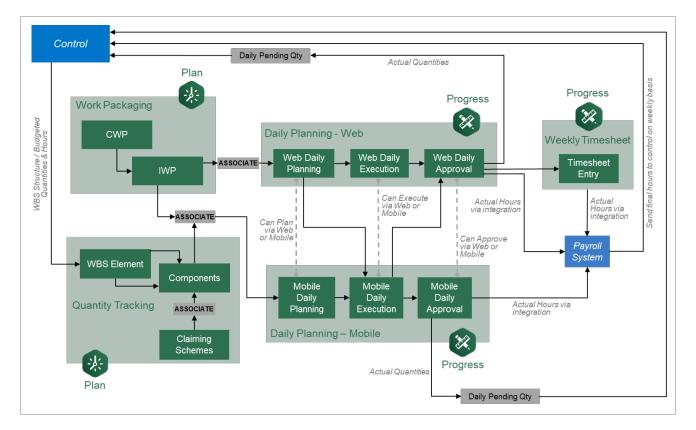
InEight Plan is an application within the InEight portfolio of products. It is a tool for engineers and superintendents to plan their work and track quantities during the construction of the project.

InEight Plan is organized into two modules:

Plan Modules					
Work Packaging	Creating and managing work packages.				
Quantity Tracking	Creating and managing components and claiming schemes. Claiming completed quantities.				

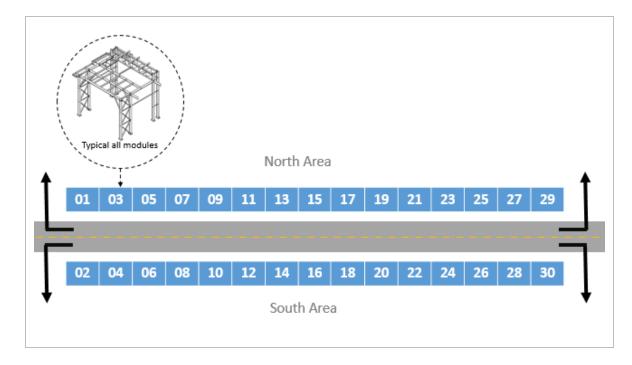
1.1.1 InEight Plan Work Flow

The below workflow illustrates the functions of both InEight Plan and InEight Progress, and how data flows between the two applications.

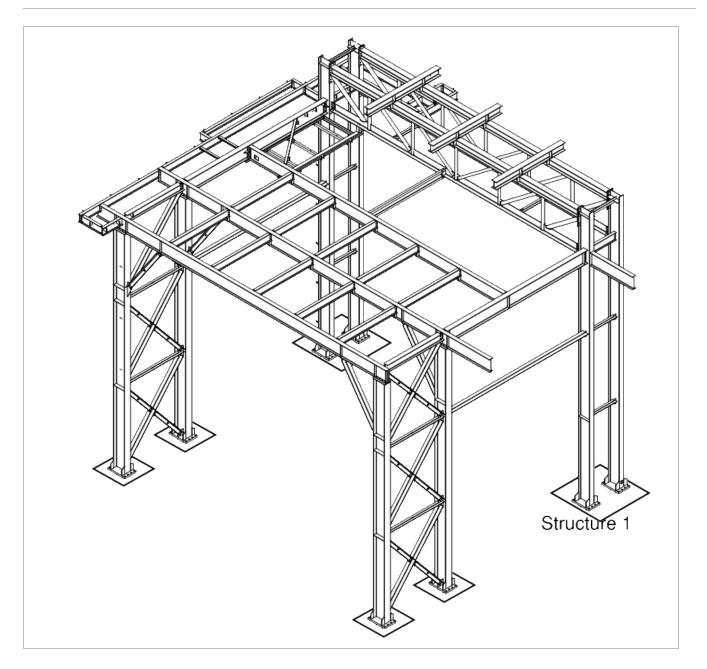


Scenario

You are a Project Manager about to start construction of a Steel Structure project. Your first step before starting construction is to break the project down into pieces that are more manageable.

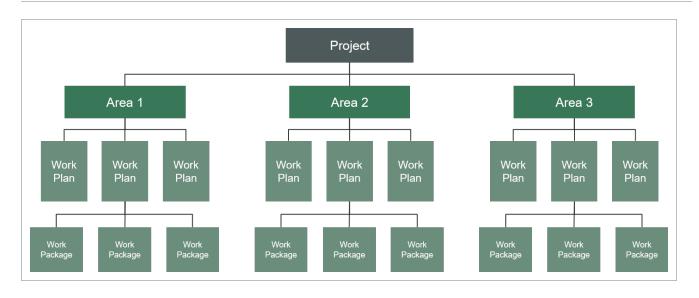


The image below depicts a layout for a steel structure project. The project consists of erecting 30 separate steel structures on opposite sides of a road. Each structure or module has been assigned a number 1-30.

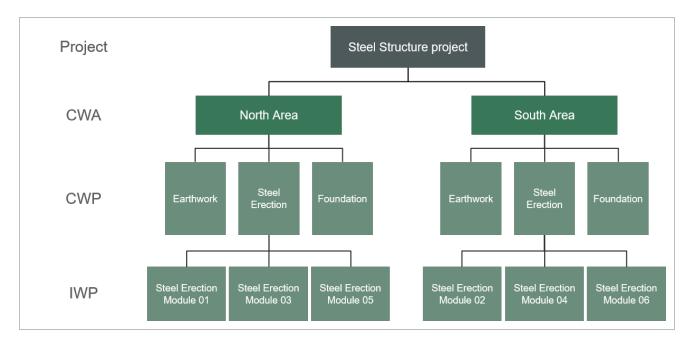


1.1.2 Work Packaging

Work Packaging breaks down projects into small, manageable scopes of work so that operations can be assigned to responsible supervision, executed, and tracked effectively. In InEight Plan, you can break the work of your project into construction work areas (CWAs), construction work packages (CWPs) and installation work packages (IWPs).



As mentioned in the scenario above, the scope of the Steel Structure project was too big to manage without segmenting it down to work packages representing one to four weeks' worth of work. In Plan, this breakdown of the project could look like this:

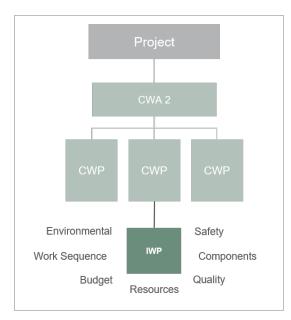


1.1.2.1 Work Package Details

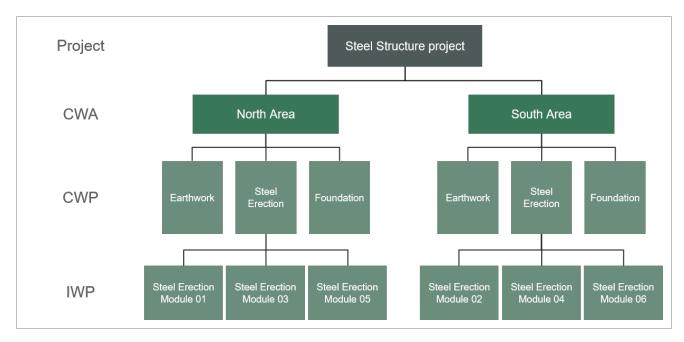
Work package details include the following information:

- Work sequence
- Budget

- Resources required
- Components and quantities
- Constraint Management
- Safety, quality, and environmental concerns



For your Steel Erection work plan, you can create a work package for each module.



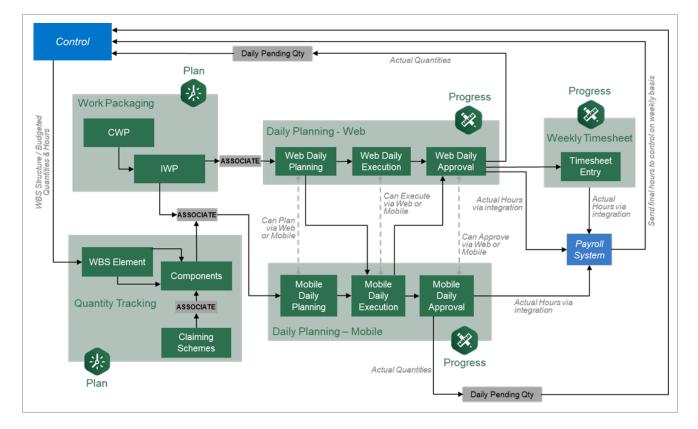
NOTE In Work Package Management, you will learn about work plans and work packages in detail, including how to create them and define plan details.

1.1.2.2 Comprehensive Workflow

The diagram below displays both sections of Plan and how they integrate with InEight Progress, InEight Control and your Payroll system.

You will notice the areas where you create associations between work packages and daily plans, work packages and components, and components and claiming schemes.

The details of this workflow and the step by step functions within it will be covered in the remaining lessons of this and the Plan Quantity Tracking module and the Progress module.



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LESSON 2 – GENERAL NAVIGATION

2.1 PAGE NAVIGATION

In this lesson, you will explore the layout and start to navigate around the application.

You access InEight Plan through your web browser. When you first log in, you will land on the **All projects & organizations page** within the **InEight project platform**. Here you can select any your projects.

			PI	ROJECTS	ORGANIZATIONS			
•							i	Q
	ID 🕆	Name		Status 📃	Organization	Created by	Created on	
	105091	Steel Structure Job		Active	S100000 - (PKS Inc)	jeremy cheek	06/04/2018 3:30:26 F	M

From the All projects & organizations page, selecting a project navigates you to the home page for that project. From your project home page, there are two different ways to access the **Work Packaging module** of Plan.

Navigate to the Work Plans Module via the Project Home Page

1. From the All projects & organizations page, select your project.

								_
Ō	🖉 Links		Control		() Quantity	tracking		
Add project image Steel Structure Training Job (105091)	Organization InEight University Project		Manage budgets and fored	Launch	Build com quantities	ponents and o	locument	:h
Control Workspaces	InEight University		 Work packaging Group work into plans and 	packages	 Daily plan Assign tas 	nning sks for your cr	rew	
Project library Plan Quantity tracking				Laupch			Laund	sh
Work packaging Progress Daily planning	Project notes		Contracts Status Executed Non-executed	Count 1	 Supportin Pending 1 	Rejected	Expiring O	
Time center Weekly time sheet Compliance	🔅 Settings		in approval Rejected	0	Bid packa	ages		•
Computance Contract Bid packages	Project and application setting	gs se settings			Awarded	Unawarded O		

2. Select the Work Packaging module by clicking on the **Work packaging tile** on the right or selecting **Work packaging** from the side bar menu on the left.

) 105091 (Steel Training Job) 🔸 F	Project home 👻				0	Д ^е ®
^{o†}	Project notes		 Control 		② Quantity tracking	
Add project image			Manage budgets and forecast	s	Build components and document qu	antities
105091 (Steel Training Job)	8			Launch		Launch
cations	Work packaging		Baily planning		& Links	
Model Document Schedule Estimate O	Group work into plans and packag	ges Launch	Assign tasks for your crew	Launch	Organization InEightU a Test567Test567Test567Test567Test567Tes	
Report Reports	Bid packages Awarded Unawarded		Supporting documents Pending Rejected	Expiring	Testbor restbor restbor restbor restbor res MahendranMahendranMahendranMahendra Karthik	
Explore Dashboards API documentation	0 0	⊙	0 0	0 。	TEST 124 Project	
Control	Contracts		 Change status 		Prime contract summary	
Workspaces Project library	Status Executed Non-executed	Count 0 0	Closed In Pro., Active		Actual values Original contract	\$0.00
Plan Juantity tracking York packaging	In approval Rejected	0	0 0 Potential client change orders	0	Executed Client CO's Adjusted/Current contract	\$0.00 \$0.00
trogress Jaily planning	-	•	0 0 Client change orders 0 0	0	In Review Client CO's Projected contract	\$0.00 \$0.00

Navigate to the Work Plans Module via the Navigation Bar

1. From the Projects page, select the **second level drop-down menu**, hover over **Plan**, and then select **Work packaging**.

	Applications						② Quantity tracking	
Ō	Model	🕕 Estimate 🛛 🖨	🛞 Plan	Contract	s and forecasts		Build components and document qua	atitico
Add project image	Documer	nt 💿 Control	Quantity tracking	Change	is and forecasts	Launch	Build components and document qua	Launch
105091 (Steel Training Job)			Work packaging					
plications	Schedule		Compliance				<i>ℓ</i> Links	
Model Cocument	Project			Extensions	r your crew		Organization	i
Schedule	Project home	Assigned users		Design		Launch	InEightU	
Estimate	Project details Operational rate codes Settings Assigned operational resources		15	Billing			a Test567Test567Test567Test567Test567Tes	
Beport						MahendranMahendranMahendranMahendra		
Reports	Workflows	Assigned disciplines	and commodities		Rejected Expi	ring	Karthik	
Explore Dashboards					0 0	۲	TEST 124	
API documentation						<u> </u>	Project	
Control	6	Contracts		Change stat	us		Prime contract summary	
Workspaces	s	tatus	Count	Closed In	Pro Active		Actual values	
Project library		recuted on-executed		Issue			Original contract	\$0.00
Den Quantity tracking	In	approval		0	0	0	Executed Client CO's	\$0.00
Work packaging		ejected		Potential client chi			Adjusted/Current contract	\$0.00
Progress				0 Client change orde	0	0	In Review Client CO's	\$0.00
Daily planning	-			0	0	0	Projected contract	\$0.00

Overview – Work Plans/Packages Page

	Title	Description
1	First Level Menu	Shows the selected project and provides access to favorites, All projects and organizations, reports, master data libraries, and suite administration.
2	Second Level Menu	Displays the list of applications (Control, Plan, etc.), and navigates you to other project settings.
3	Third Level Menu	Navigates to individual modules inside each application (e.g., Contract > Bid packages, Plan > Quantity tracking). Options in this menu are dependent upon the application you are currently using.
4	Help Menu	Contains Walkthroughs to walk you step by step through processes within the module.
5	Notifications and User Profile	View notifications, user profile and log out.
6	AWP Panel	Allows you to access work plans (Work Packaging tab) or see planning progress (Planning Schedule tab).
7	Actions Menu	Select available actions for the current register tab you are viewing.

Overview – Work Plans/Packages Page (continued)

	Title	Description
8	Toolbar	Contains functions for the page you are on: add, edit, delete, export, import, show details, and search.
9	Block View	View the Work Plans/Work packaging page in a card view layout, the page displays the most recent saved work package, as well as a card for each work package associated with the CWA or CWP in the same order and data as the default grid view.
10	Column Chooser	Allows you to add or hide columns to make the plans/packages list user specific.
11	Query builder	Lets you add, edit, delete, copy, and share queries to search for work areas and packages.
12	Work Plans/Packages Register	List of all work plans and packages in your project.



Overview – Area/Construction/Installation Work Packages Pages

	Title	Description
1	Breadcrumbs	Navigational links that allow you to track your path from the page you are currently viewing back to the work plans/packages page. Furthermore, identifies what and where you are within a work package.
2	Tabs	Navigate between different functions on a page. The blue line indicates what tab you are currently on.
3	Toolbar	Contains functions for the page you are on: add, edit, delete, export, import, show details, and search.
4	Block View	View the Work packages page in a card view layout, the page displays the most recent saved work package, as well as a card for each work

Overview – Area/Construction/Installation Work Packages Pages (continued)

	Title	Description
		package associated with the CWA or CWP in the same order and data as the default grid view. Not pictured: When in block view, you can use a toggle to switch between viewing calculations in Cost % Complete and Mhr % Complete.
5	Column Chooser	Add or hide columns to make the plans/packages list user specific.
6	Side Panel	Contains a brief summary of your CWA, CWP, or IWP, fed from their overview and workspace tabs as well as associated components. Percent complete charts are shown for man-hours and cost in dollars.

2.1.1 Construction Work Areas (CWA) Page

Work Packages	W	ork packaging	North 1)				CONS	TRUCTION WORK	PACKAGES	CONSTRUCTI	ON WORK AREA OVER	VIEW 2			_	
	÷	Z 🗵		3												(4)	i (
playid: orth	0			T ID	$\overline{\pi}$ [Description	Schedule ID	\Xi Start date	\Xi End d	late 🗔	Total man hours	\Xi Mhr % comp	Cost % comp	Status	 Created by	- Last updated	
scription:		► 🗊 <u>CWP-1</u>	North Area Stee	<u>Er</u> 7		Work package for structural s		08/03/20	0 08/1	4/2020		0 0.00%	0.00%	Draft	Neil Stein	08/03/2020	
orth	6																
r % Complete	Y																
0%																	
st % Complete																	
st is complete																	
0%																	
al man hours: 0																	
t updated on: 09/06/2018																	

2.1.2 Construction Work Packages (CWP) Page

Work Packages	HUIK	packaging > North > CV	11-11011	Threa Steer Lieu	Ľ.															
					-	WORK PACKAG		PACKAGE OVERVIEW		WORKSPAC	E	GENERAL COI	NSIDERATIONS	DOCUMENT	2					
ne: /P-North Area Steel Erection mber:	•	🗹 🛞 🖽 3																4	ii	C
cription:		Work package name	Ŧ I		Descriptio	n .	Schedule ID	🐨 Start date	Ŧ	End date	Tot	tal man hours	\Xi Mhr % comp	Cost % comp	Status	-	Created by	👻 Last updat	ted on	5
rk package for structural steel		F IWP-Steel Erection - Modu	<u>le</u> 8		Steel erec	tion of Module 0		08/03/202	:0	08/07/2020			0 0.00%	0.00%	Draft		Neil Stein	08/03/202		2
r % Complete																				
6																				
•																				
0%																				
st % Complete																				
0%																				
0%																				
redule ID:																				
rt date: August 3, 2020																				
date: August 14, 2020																				
tus: Draft																				
tus: Draft perintendent																				
erintendent d Engineer																				
nner.																				

2.1.3 Installation Work Packages (IWP) Page

Work Packages	Work packaging > North > CWP-North A	rea Steel Erection > IWP-Steel E	Erection - Module (-		
			OVERVIEW W	ORKSPACE CONSTRAINT MANAGEMENT DOCU	MENTS 2		
e -Steel Erection - Module 001							
ter: ription: I erection of Module 001	Overview						
% Complete	IWP ID	IWP nar	me	CWP		CWA	
e oumpiere	8	IWP-St	eel Erection - Module 001	CWP-North Area Steel Erection	•	North-North	•
	Description						
0%	Steel erection of Module 001						
6 Complete	Scope of work						
% Complete	Scope of work						
	Scope of work			т			
% Complete	Scope of work			I			
	Scope of work	Discipli	ne	I Type of work		Risk	
		Discipli Metalr		1		Risk Medium	•
0%	Location	Metals	5	Type of work Steel Erection		Medium	•
0% ale ID. ate: August 1, 2020			5	Type of work	÷		•
0% wk ID tete: August 1, 2020 tet: August 7, 2020 Croth tet:	Location	Metals	s le name	Type of work Steel Erection Scheduled start date	G	Medium Scheduled end date	
0% vie ID. bate: August 3, 2020 te: August 7, 2020 : Daft	Location Schedule ID	Metal: Schedu	s le name lated by	Type of work Type of work Steel Erection Scheduled start date Mon; 3 Aug 2020	G	Medium Scheduled end date	

TIP

The **Construction Work Packages/Work Packages** tab displays all the work plans that you have created or are assigned to as the Superintendent, Engineer, or Foreman.

2.2 COLUMNS

Customize columns according to your preferences from the Work plans/packages page. Changes you make to the placement of your columns will be retained the next time you access any page you have customized.

2.2.1 Move Columns

Drag and drop to move a column from one place to another to customize your view.

Move Columns

1. On the Work plans/packages page, click on and hold a column header.

We	ork plans					
A	Actions - (+) (+					
	℅ Work package name	ID T	Description	🐨 Schedule ID 📼	Start date 👘	End date
	🗅 <u>North</u>		North			

2. Drag and drop the column in a new location.

Actions Image: Constraint of the second se	
Description	
	-
South South	

2.2.2 Sort Columns

Sort in ascending or descending (both for alpha and numeric fields) order on any column by clicking one time on the column header.

Sort Columns

- 1. On the Work plans/packages page, click on any column header to sort the column in ascending order.
 - Notice the yellow "up arrow" designating you are sorting in ascending order

Description	Schedule ID	\Xi Start date 🁔	- End date

- 2. Click on a column header again (a second time) and the column will filter in descending order.
 - Notice the yellow arrow is now pointing down

2.2.3 Column Chooser layout

In quantity tracking, the Lock icon shows to the right of each column's name in the Selected columns section of the dialog box. To lock a column's position, click the unlocked icon next to the column name. The unlocked icon changes to solid blue, and the column position cannot be moved.

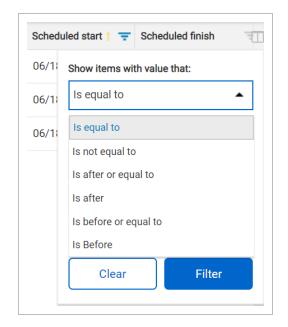
		1 2 ×																	View: Saved view wit				
Name		Parent record	Assembly	Тур	×	Discipline /	Commodity	y Claiming	g scheme	WBS			Quantity		To date q	quantity	UoM		% Complete	WBS forecast	QTY	WBS planned QTY	WBS to date
	Ŧ	T		T	* 7		* 7		• T			T		T		Ŧ		T	т		T	٦	
730000	803-1-2				Contract	Contract		Contract						2.00000		2.00000	Ea		100.00000				
730000	803-1-1				Contract	Cont											×		100.00000				
730000	803+1				Contract	Cont													0.00000				
730000	924-1-1				Contract	Cont											are Me	ter	0.00000				
730000	924-1				Contract	Cont	Mana	ge colum	nns								tare Me	ter	0.00000				
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A1040-	ору			•	Activity	Grad	Available	e columns				Selecte	ed columns						100.00000	11,239.34400		11,981.43894	11,215.09269
Luke No	14.033-c			•	Activity	Over													0.00000				
Luke No	14.001-2			•	Activity	Over													150.00000 🛆				
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Luke No	14.001				Activity	Over		Account code	e		4		Claiming sci	heme	•	*			30.00000				
Update	name usin			•	Activity	Over	0	Account Cod	e Description			0	WBS						100.00000				
Luke No	14.033			•	Activity	Over	0	Account Cod	a Number						=				0.00000				
Luke No	14.032			•	Activity	Over	-						Discipline / Commodity		6				0.00000				
Luke No	14.031			•	Activity	Over		Account desi					Type						0.00000				
Luke No	14.029			•	Activity	Over		Actual Lengt	h			U	Type		Ľ	*			0.00000				
Luke No	14.028			•	Activity	Over									_				0.00000				
Luke No	14.027			•	Activity	Over								Cancel		Save			0.00000				
Luke No	r 14.017			•	Activity	Over													0.00000				
Luke No	14.026			•	Activity	Overhead		Overhea	d					0.00000		0.00000			0.00000				
Luke No	14.016			•	Activity	Overhead		Overhea	d					0.00000		0.00000			0.00000				
Luke No	14.015			•	Activity	Overhead		Overhea	d					0.00000		0.00000			0.00000				
Luke No	14.025				Activity	Overhead																	

2.2.4 Filter Columns

Filter columns as a way to see relevant information pertaining to your specific needs.

Filter Columns

- 1. On the Work plans page, click the **filter pyramid** of any column header.
- 2. In the resulting drop-down list, select an **operator**.



3. In the first search box, enter a **date**.

Scheduled star	Scheduled finish
06/18/2018	Show items with value that:
06/18/2018	Is equal to 🗸
06/18/2018	6/18/2018
	And 👻
	Is equal to
	Ċ
	Clear Filter

- 4. Click **Filter**.
 - The table now only shows items that qualify for your filter
 - Notice that the filter pyramid is now in yellow indicating that this column is filtered

٧	Work plans	MY WORK PLANS	ALL		
	Actions - (+)			D 🖻 i	Q
)		Description	T Name	Scheduled start 🔤 Scheduled finish	-
)	V 🖿 4972	Work plan for the structural steel of the North area	North Area Steel Erection Work Plan - 001	06/18/2018 06/29/2018	
0	V 🖿 3996		South Area Steel Erection Work Plan -001	06/18/2018 06/29/2018	
_	4758		Structural Steel Mobilization	06/18/2018 06/19/2018	

5. Select the **filter pyramid** again. Hover over **Filter**, then click **Clear** to remove your filter.

Scheduled star	Scheduled finish
06/18/2018	Show items with value that:
06/18/2018	Is equal to 🗸
06/18/2018	6/18/2018
	And 👻
	Is equal to
	Clear Filter

TIP Apply multiple rules to your filter. For example, setting a "Contains" **or** "Is equal to" filter for your column would allow you to bring in two distinct results at once.

2.3 DATA BLOCKS

On the Workspace tab of an opened installation work package, the work package details are contained within data blocks. Each data block is a set of columns grouped together based on categories of information. Data blocks help you to organize and manage all the columns on a page.

Data blocks are customizable, and can be viewed moved up or down in the register. Sort and filter data block information to organize your view. The information in each data block is displayed in a grid like format, maintaining a spreadsheet look and feel.

	Work	k packaging	> North >	CWP- North Area S	teel Erection >	WP- Steel Erection - M	todule 0							
Work Packages	Ê					ov	/ERVIEW	WOR	SPACE CONSTRAINT M	ANAGEMENT DOCUME	NTS		View: Work Packa	aging
/P- Steel Erection 984	Com	ponents							<>	Planning comple	te	Add compone	ents by WBS	:
el erection of Module 001.			Component ID	-	Description		Ŧ	Quantity	UoM	T WBS 1	Percent complete	Estimated hours	- Discipline/Commodity	÷
age workspace	#	1	Module 01 - A6	Connection to Fou	Module 1 - A6 Cor	nnection to Foundatio	on	1	Ea		0	0	Metals	Θ
Equipment	#	1	Module 01 - A7	Connection to Fou	Module 1 - A7 Cor	nnection to Foundatio	on	1	Ea		0	0	Metals	Θ
Materials Budget	#	<u>6</u>	Module 03 - A6	Connection to Fou	Module 3 - A6 Cor	nnection to Foundatio	on	1	Ea		0	0	Metals	Θ
Components	Ŧ	1	Module 03 - A7	Connection to Fou	Module 3 - A7 Cor	nnection to Foundatio	on	1	Ea		0	0	Metals	Θ
Quality forms	Ŧ	1	Module 05 - A6	Connection to Fou	Module 5 - A6 Cor	nnection to Foundatio	on	1	Ea		0	0	Metals	Θ
) Temporary structures 9 Labor 9 Goals 9 Quality														
] Temporary structures] Labor] Goals] Quality § Safety														
] Temporary structures Labor Goals Quality Safety Environmental	Work	sequenc			_				<+>	Planning completion		⊙ Add wor		
] Temporary structures Labor Goals Quality Safety Environmental		Work step	o number †	Description	_	Attachments	Hold point		< + → Man hours	Planning completion	te Schedule start	~	k step Jele fnish	
] Temporary structures Labor Goals Quality Safety Environmental		Work step	o number †	Off load steel		•1	Hold point			Planning completion		~		8
] Temporary structures Labor Goals Quality Safety Environmental	# #	Work step	o number †	Off load steel	_	•		_		Planning comple		~		8
 Tools Tools Clabor Clabor Coulty Coulty Coulty Safety Environmental Save workspace as view 		Work step	o number † 1	Off load steel	_	•1	Hold point Yes	_		Planning comple		~		8

2.3.1 Add Data Blocks

Add Data Blocks

1. From the Work plans/packages page, select a **hyperlink** under the ID Column for an installation work package (IWP).

③ 105091 (Steel Tr.)	raining Job) - Plan - Work packaging -
Work Packages	Work packaging > North + 🖉 🛞 📑
North	Image: Work package name Image: Image: The second secon
North	Image: CWP- North Area Steel Ere 90982 Image: CWP- Steel Erection 90984
	IWP- Steel Erection - Module 001

- 2. Once you are in an individual work plan, select the **Workspace** tab.
- 3. From the **Manage workspace slide out panel** on the left, select data blocks to include in your workspace.

Work packages	Work packaging > No
IWP- Steel Erection 35734 Steel erection of Module 001 Manage workspace	Work sequence Work step Description
 Equipment Materials Budget Components Constraint management Lessons learned Quality forms 	
Work sequence Tools Temporary structures Labor Goals Quality Safety	

NOTE

Scroll up and down between the data blocks to view all your data blocks.

2.3.2 Navigate Data Blocks

Use the arrows at the top of your data block to view more columns associated with each data block that are not in the current pane.

Work sequence	<•>	Planning complete	↔ Add work step	:

The number of dots between the arrows represent how many panes are in that data block.

2.3.3 Manage Data Blocks

2.3.3.1 Context Menu

The Context Menu allows you to customize the order of columns in each data block. You can also use the Context Menu to add or remove columns from a data block.

Work sequence	<• >	Planning complete	↔ Add work step	:

Use the Context Menu

- 1. On your data block, click on the **Context Menu** icon.
- 2. Select Choose columns from the drop-down menu.

Qualit	y				• •		P	lanning complete			 Add quality ste 		
		Step †	Description	 Mitigation		Type of inspection	-	Inspector	-	Spec		I&TP	Choose columns
Ŧ	1	1	Torque Inspection										Pop out to new windo
Ŧ	11	2	New quality item 2										Close

3. On the resulting slide out panel, search by name or category for a column. Then, select your **column** from the list and click on the **right arrow** to add that column to your data block on the right.

(i) 105091 (Steel Tra	iining Job) 🔹 Plan 👻	v	Vork packaging 👻							
Work Packages	Work packaging > North > CWP	- North A	rea Steel Erection	> IWP- Steel Ere	ection - Module 0					
	(†				OVERVIEW	WORK	KSPACE	CONSTRAINT MANAG	EMENT	DOCUMENT
Data block: choose colu	umns									×
hold	Q									
ALPHABETICAL	BY CATEGORY	_				Panel 1 <••>				
Hold point			(click to cha	nge)						
		>	Inspector	Mitigation	Type of ins	Quality risk	Spec	I&TP	Tolerance	s
										^
									Cancel	Done

- TIP You can also drag and drop columns into your data block. Once in your data block, you can reorder columns by dragging and dropping.
- 4. Repeat step three as needed. When finished, click Done.

NOTE Each type of data block has its own unique default settings. Default settings include specific locked columns and total number of columns and panels.

2.3.3.2 Resource Button

Uniquely named for each data block, the Resource Button allows you to add information or resources to your data block.



2.3.3.3 Daily Plan Icon

The Daily Plan icon is a shortcut that allows you to create daily plans directly from an IWP by selecting which details to include in a daily plan.

		Step † 👘 😇	Description	-	Hold point
Ŧ	1	1	Torque Inspection		Yes
Ŧ	1	2	New quality item 3		
Ŧ	1	3	New quality item 2		

Clicking on this icon will open a slide out panel to the right where you can view the items you've selected to include in your daily plan and continue onto the creation window.

1							OVERVIEW	١	VORKSPACE	CONSTRAINT M	ANAGEMENT	DOCUMENTS		Create daily plan
										-				Labor
ualit	y							<••>>	Plan	nning complete				Equipment
		Step † 📼	Description	Hold point	👻 Qu	lity risk	The Mitigation	-	Type of inspection	Inspector	\Xi Spec		-	
F	1	1	Torque Inspection	Yes									⊗ ^	
F.	1	2	New quality item 3										\otimes	
F.	1	3	New quality item 2										\otimes	Quality
													*	Safety
														Environmental
fety								<••>	Pla	nning complete			1	
		Step †	7	Description		Safety ris	k		- Mitigation		7	Required safety ite		
F.	1	1		Crush points									⊗ ^	
L.	1	2		Watch for falling	objects								\otimes	

	Confirm resour	\bigcirc	
* Plan date		* Plan name	
	⊡		
Shift		Work plan/package ID - Name	Planner notes
First Shift	-	90984 - IWP- Steel Erection - Module 001	
Location			
Approvers (1 Required)		Hint type "133" or "Site"	
No approvers added			
+ Add approver			
Executors (0 Required)			
No executors added			
+ Add executor			

Add and Manage Data Block Contents

1. On your data block, click on the **Resource** button to add an item.

ualit	·						<···>	Planning complete		 Add quality step 	
		Step †	Description	🐨 Hold point	Quality risk	- Mitigation	Type of inspection	- Inspector	😇 Spec	÷ I&TP	
Ŧ	1		New quality item 3 🧃								\otimes
F.	1	1	Torque Inspection	Yes							\otimes
F.	1	2	New quality item 2								\otimes

2. Rename your items by clicking on the item **Description** cell and entering a new name.

Quali	ty					
		Step † 👘 😇	Description -	Hold point	÷	Quality risk
Ŧ	1		New quality item 3			
Ŧ	1	1	Tor New quality item 3	Yes		
Ŧ	1	2	New quality item 2			

3. Reorder your items by click on the item Step cell and adding or changing the order number.

Y	ou ca	an so	rt ar	nd fi	lter your data l	olock colum	nns.			
	Qual	ity			_	_				
			Step	Ŧ	Description	Hold point	Ŧ			
	Ŧ	1	1		Torque Inspection	Yes				
	Ŧ	1	2		New quality item 3					
	Ŧ	1	3		New quality item 2					
					1					
D	elete	e an i	tem	by s	electing it the	n clicking o	n the re	d "x" t	o the r	ight.
					0					5
	Ŧ	1 1		Tor	que Inspection Yes					\otimes
	∓ ∓	1 1 1 2			que Inspection Yes v quality item 3					× ×

2.3.3.4 Pin Icon

The Pin icon allows to flag critical components that will hold up the start of the operation if not addressed. When pinned, an item will automatically appear under the Constraint Management tab of the Work plans/packages page. There, you can review and further manage all pinned items.

Quali	ty						<••
		Step †	Ŧ	Description	-	Mitigation	-
Ŧ	1	1		Torque Inspection			
Ŧ	1	2		New quality item 2			

Wor	k sequence			• > 📕 Plannir	ng complete	4 🕣	Add work step	:
	Work step number †	Description	Attachments	Man hours	Schedule start		Schedule finish	
Ŧ	⊞ 1	Off load steel	+ 0					\otimes
Ŧ	<u>∥</u> 2	Install steel	•0					\otimes
Ŧ	jj 3	Bolt and torque	FÛ					
Ŧ	<u>∷</u> 4	Quality inspection	ŦÛ					\otimes
Ŧ	1 5	Turnover	+0					\otimes

• Notice that when you pin an item, the data block row turns blue

ining Job) 👻 F	Plan 👻 Work packaging 👻					0	Ų.	8 💿
Work packaging > North >	CWP- North Area Steel Erection >	IWP- Steel Erection - Module 0						
		OVERVIEW	WORKSPACE	CONSTRAINT MANAGEMENT	DOCUMENTS			
Constraint management					Planning complete	 Add constraints 		
Constraint management Item number	Description	-	Category	😇 Responsibility	Planning complete	-		-
-	Description Bolt and torque	Ŧ	Category Work Sequence	- Responsibility		-		
Item number		Ŧ		∵ Responsibility		ite 👻 Status		-

TIP To unpin an item, go to the Constraint Management tab, and delete the item. Changing the status from "open" to "closed" will not unpin or remove the item from the Constraint Management tab.

NOTE You can also manually add constraints under the Constraint Management tab.

2.3.3.5 Completion Indicator

The Completion Indicator allows you to indicate which data blocks are completely planned.

Quality	< • • >	Planning complete	 Add quality step 	:

As you check off data blocks, you can track your planning progress from the Planning Schedule tab on the AWP panel (Work plans/packages page of Plan Work Packaging).

2.4 VIEWSETS

You can create a saved view of your page so that you can always revert to it. This saved view is called a viewset.

Create a Viewset

- 1. Select the **View** drop-down arrow to save your current view.
- 2. Select Save current viewset as from the viewset drop-down list.
- 3. In the dialog box, type a name.

Save this viewset as		
First Last Preferre	d View	×
	Cancel	Save

4. Click Save.

When making changes to the quantity tracking layout, you will see an **unsaved view** option in the view menu. This lets you know changes have not been saved.



NOTE Each viewset is user-specific and can be used in any plan.

2.4.1 Send a viewset

NOTE Certain permissions are needed to send viewsets to roles.

You can send views to all users that have a certain role. You can also send it to specific projects or full organizations. To send to a project, you must be a user on that project or in that organization.

Send a viewset

- 1. Open the viewset you want to share.
- 2. Open the View drop-down list, and then select **Send current view**.
- 3. Select **Users** or **Projects** from the drop-down list, and then search by user name or project. You can add multiple users and projects.
 - NOTE When you share a view with another project, any project-specific fields are not shown in the receiving project. You can select the Share view as global template option.

Users	
Search for a user	
Send to	
Users	
No users selected	
Projects	
No projects selected	

Click **Send**. A notification is sent to the selected users and the viewset is available in their dropdown list, along with the sender's name and the date when the viewset was sent.

2.5 QUERY BUILDER

The Query builder lets you build queries with multiple conditions to filter the entire table of work packages. You can add, edit, delete, and share queries with others.

ធ / Plan / Work packaging Actions 🔻 🕁 🗄 🗵 Work Packages Work \times Planning Schedule Queries ▶ E ► E • 🗹 ► E My queries ⊧ E <u>C</u> ► E Cancel 4

To open the Queries slide-out panel, click the Query icon on the left side of the page.

2.5.1 Add a Query

A query is made up of conditions that are made up of columns, values, and operators that connect the columns and operators. Multiple conditions can be grouped as And or Or statements.

The following step by step shows you how to add a query, apply it, and then save it for future use.

Add a Query

- 1. Click the **Query** icon on the left side of the page to open the Queries slide-out panel.
- 2. Click the **Add** icon. The Query builder opens.
- 3. Select a column and operator from the drop-down lists.
- 4. Enter a value that you want to filter the column for.
- 5. Optionally, click the **Add** icon to add more conditions, and then click **And** or **Or** to change how the conditions are grouped.
- 6. Click **Apply** to update results immediately.
- 7. Click Save query.

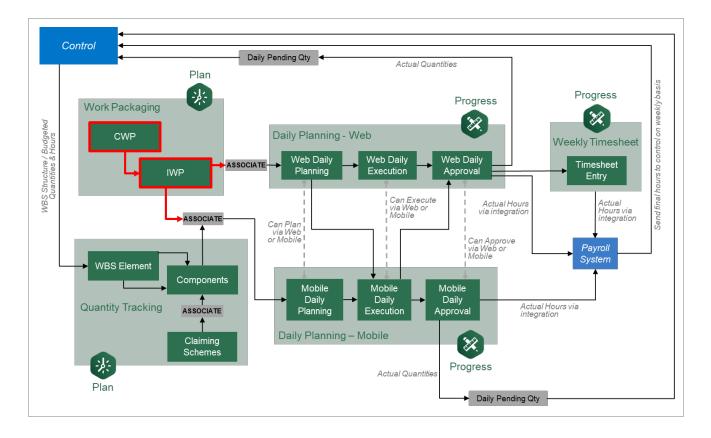




LESSON 3 – WORK PACKAGE MANAGEMENT

InEight Inc. | Release 24.7

3.1 INEIGHT PLAN WORKFLOW - WORK PACKAGE MANAGEMENT



3.2 WORK PACKAGE MANAGEMENT OVERVIEW

3.2.1 What is Advanced Work Packaging (AWP)?

Advanced Work Packaging (AWP) is a standardized way to plan the execution of a construction project including design, procurement, and installation. AWP aims to change the planning process to be execution driven: approaching the beginning of your construction project with the end in mind. In the past, planning was siloed, Engineering first, then Procurement, and finally Construction. AWP starts with the priorities of Construction and or commissioning and works backwards.

The Work Packaging module of InEight Plan provides an organized platform to break down your project into manageable scopes of work. Work packages can be developed to include all items necessary to complete the scope as well as all constraints that would impede progress.

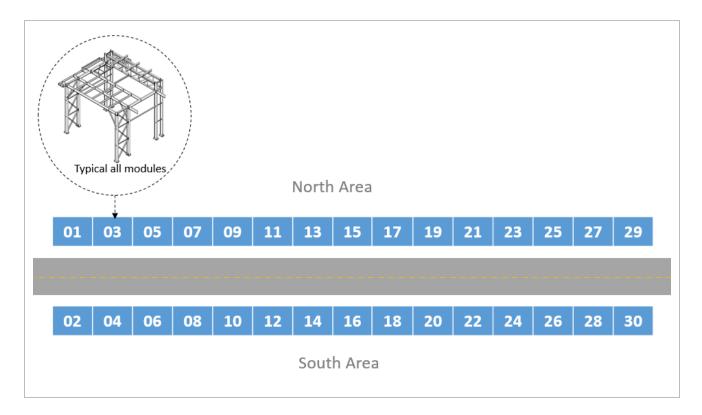
3.2.2 Work Packages

There are three levels of work package definition that can be used in InEight Plan:

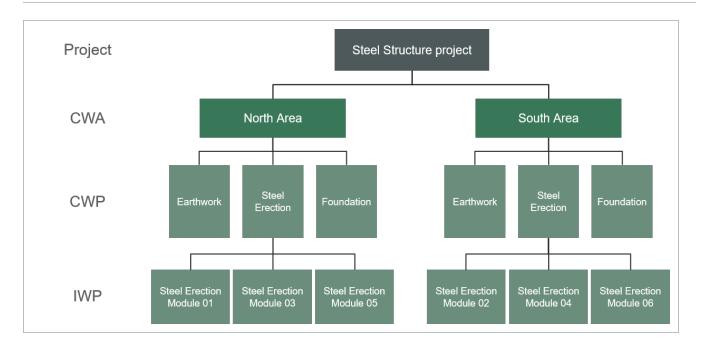
- Construction Work Area (CWA)
- Construction Work Package (CWP)
- Installation Work Package (IWP)

Scenario

Imagine you are working on a project with the following scope: 30 modules in which you need to complete earthwork, foundations, and erect the steel support structures.



Using the scenario above as an example, assume that you initially break the project into two construction work areas (CWA): North Area and South Area. You break each area of work into three different construction work packages: Earthwork, Foundation, and Steel Erection. From there, you can break each construction work package into multiple installation work packages so you can plan at a detailed level and identify the specific constraints, components, safety and quality risks.



TIP Construction work areas (CWAs) are created for the project or organization in the Configure CWA and project values page prior to defining construction work packages.

3.2.2.1 Construction Work Package (CWP)

A construction work package (CWP) defines a logical and manageable division of work within the construction scope. CWPs are aligned with the project execution plan (which includes the construction plan) and the WBS. The division of work is defined such that CWPs do not overlap within a discipline. CWPs are to be measurable and in alignment with project controls. CWPs are the basis for the development of detailed installation work packages. They should also align with engineering and procurement work packages. A typical CWP includes the following:

- Safety requirements
- At least one EWP
- Schedule
- Budget (work hours/cost/productivity)
- Environmental requirements
- Quality requirements
- Special resource requirements

A CWP can also contain activity, material, and contract components.

A CWP may be divided by area, system, or as otherwise determined by the project (construction) execution plan. In general, it is better to develop CWPs by discipline. A large project will likely contain multiple CWPs. CWPs can be the basis of contractual scopes of work. A contractual scope may contain more than one CWP. Complete specifications of CWPs grow over time to include productivity factors, detailed cost reports, and other considerations.

3.2.2.2 Installation Work Package (IWP)

An installation work package (IWP) is the deliverable that enables a construction work crew to perform work in a safe, predictable, measurable, and efficient manner. An IWP is scoped to be manageable and "progressable"; it is typically of limited size such that a crew can complete the work in about a week. An IWP contains the necessary documentation supporting workface execution. IWPs should be approved by the responsible stakeholders, and all constraints should be completed before issuance to the field. A typical IWP includes the following:

- Work package summary inclusive of description of work, location, system or facility code, originator, contact information, sequenced work steps, reference documents, estimate of work hours and quantities, cost codes, witness or hold points, and special comments quantity work sheet
- Safety hazard analysis, specific to tasks in work package
- Material Safety Data Sheet
- Drawings (engineering and vendor design)
- Specifications (engineering and vendor design)
- Change documents (i.e., field change request, deficiency report/non-conformance report and design change notice)
- Manufacturer's installation instructions model shots
 - Bills of Materials
 - Required tools
 - Installation test results forms
 - As-built documentation
 - Inspection checklists
 - Completion verification signatures

All elements necessary to complete the scope of the IWP should be organized and delivered before work is started. As the originator, you should cover the work with the responsible safety, quality,

superintendent, and craft personnel in a preparatory meeting, with special focus on anticipated constraints.

Generally, the scope of work associated with the IWP should be small enough that it could be completed by a single foreman and crew within a pre-defined block of work hours. Work hour blocks should be between 500 and 1,000 hours. An IWP contains all applicable and pertinent documents in support of safe and efficient installation of a specific portion of a system by a given trade. These documents are written specifically for the crew performing the activity.

3.3 WORK PACKAGE CREATION

The first step in utilizing the Work Packaging module is to set up your work package structure.

3.3.1 Create a Construction Work Package (CWP)

The following steps walk you through creating a construction work package.

Create a Construction Work Package (CWP)

1. From your project's home page, navigate to the **Work packaging module**.

	Applications						Quantity tracking	
Ō	Model	🛞 Estimate 🛛 🖨	Image: Plan	Contract	s and forecasts		Build components and document quar	ntities
Add project image 105091 (Steel Training Job)	Document	Control	Quantity tracking	🖄 Change		Launch		Launch
plications	(a) Schedule		Work packaging				₽ Links	
) Model	Project			Extensions	r your crew		Organization	
) Document) Schedule	Project home	Assigned users		Design	i your crew	Launch	InEightU a	
) Estimate	Project details Settings	Operational rate codes Assigned operational r		Billing	iments		Test567Test567Test567Test567Test567Tes	
Reports	Workflows	Assigned disciplines a			Rejected Expi	ring	MahendranMahendranMahendranMahendra Karthik	
Explore Dashboards					0 0	•	TEST 124 Project	
API documentation							Project	
Control	© C4	ontracts		 Change sta 	tus		Prime contract summary	
Workspaces Project library	Status		Count	Closed	n Pro Active		Actual values	
Plan	Execut Non-e:			issue			Original contract	\$0.00
Quantity tracking	In app Rejecti			0 Potential client cl	0 uange orders	0	Executed Client CO's	\$0.00
Work packaging				0	0	0	Adjusted/Current contract	\$0.00
Progress				Client change or		U	In Review Client CO's	\$0.00
Daily planning	-		•	0	0	0	Projected contract	\$0.00

2. Click on the Action menu and select Configure CWA and project values from the drop-down list.

☆ Steel Structure Trair	ing Job (105091) 👻 Plan 👻 Work packaging 👻
Work Packages	Actions 🔻 🕂 📑 😒 🔚
Planning Schedule	Configure CWA and project values U U U U U U U U U U U U U U U U U U U
	South
	Unassociated packages

3. Click on the Add icon on the left toolbar and select Construction work package - CWP from the drop-down list.

Work Packages	Actions V 🕂 🕞	
Planning Schedule	Construction work package CWP	Description
-	Installation Construction work pa	North
	South	South
	Unassociated packages	

TIP Construction work packages and installation work packages can also be created within the construction work areas, for example the North construction work area, by clicking on the North construction work area folder then select the add button.

4. In the new dialog box, name your CWP. Work package names can be 100 characters in length.

Add CWP CWP name CWP- North Area Steel Erection Work Plan - XXX	CWP name
CWP- North Area Steel Erection Work Plan - XXX	CWP- North Area Steel Erection Work Plan - XXX

NOTE Note that the CWP name automatically begins with "CWP-" by default. You can erase it.

5. Click Add.

NOTE Your created CWP will be located in the **Unassociated packages** folder by default when you create them outside of a construction work area folder.

合 Steel Structure Tra	ining J	lob (1050	191) 👻 Plan 👻 Work packaging 👻
Work Packages	A	ctions 🔻	
Planning Schedule	-		℅ Work package name
	1		▶ C North
			🗅 South
			🖌 🗁 Unassociated packages
			II Development in the second s
			<u>∎ IWP-mn,n</u> 5
			III III <u>CWP-hkh</u> 4

3.3.2 Edit Work Packages

After creating the work package, you might need to go in and edit the details. This includes:

- Schedule start and finish dates
- Planning start and end dates
- CWP Description
- CWA description and ID
- Plan Status
- Other fields

Edit a Work Package

1. From the Work plans/packages page, select the **hyperlink ID** on your newly created package.

ふ Steel Structure Trai	ining .	Job (1050	191) 👻 Plan 👻 Work packaging 👻
Work Packages	A	ctions 🔻	\leftrightarrow \leftrightarrow \approx $=$
Planning Schedule	-		℅ Work package name
	1	□ _▶ □ <u>North</u>	▶ □ <u>North</u>
			🗅 South
			🖌 🗁 Unassociated packages
			II CWP-North Area S 11
			III IWP-mn,n 5
			II D <u>CWP-hkh</u> 4

- 2. Select the Construction Work Package Overview tab.
- 3. Under CWP description, enter a description.
- 4. In Scheduled start date, select a date.
- 5. In Scheduled end date, select a later date.
- 6. Select an Engineer.
- 7. Select a Planner.
- 8. Select a Superintendent.



The Engineer, Superintendent, and Planner fields are validated fields and will bring up a list of people from which to select, once you enter a character.

			PACKAGE OVERVIEW	WORKSPACE	CONSIDERATIONS DOCUMENTS	
62116		CWP-North Area Steel	Erection	04/21/2022		
CWP D	escription					
Work p	ackage for structural steel of North are	18				
CWA IE		CWA description		Planning start date	Planning end date	
Area		▼ Area	•			ä
Plan St	atus	Superintendent		Engineer	Planner	
Draft						
		Hint type "John"		Hint type "John"	Hint type "John"	
Schedu	le ID	Schedule Name		Scheduled start	Scheduled finish	
					G	
Worl	k package summary					
WBS	w	BS description	Quantities	UOM	Hours	
	2618 St	ub Tracking - D1 MV Terms	20.12346	Each	70.43211	A.
	62116 CWP-D Work p CWA. ID CWA. ID CWA. ID CWA. ID Schedu WOOD	CNA ID Area Plan Status Draft Schedule ID Schedule ID Work package summary With with with with with with with with w	62116 CMP-North Area Steel CWP Description Wink package for structural steel of North area CMA DD Area CMA DD Area Files Status Suberlotter Dath Suberlotter Schedule ID Schedule Name Work package summary Work Schedule Status	62115 CWP-Alorth.Avea Steed Dection CWP Description CWA.description Work package for structural steel of North area CWA.description CWA.DD CWA.description Area CWA.description Print status Separatoretinedent Dark Schedule Name Schedule ID Schedule Name Work package summary Schedule Kame	E2116 CWP-North Area Sheel Exclosin 04/21/2022 Find Natana CWP-North Area Sheel Exclosin Dash CWP-North Area Sheel Exclosin Dash CWP-North Area Sheel Exclosin Scheedule ID Scheedule Name Scheedule ID Scheedule Name CWP Exclose Spannarby Dash VM Quertipion	CMP CMP Planning start date Planning start date CMA, D CMA description Planning start date Planning start date CMA, D CMA description Planning start date Planning start date Area V Area V Data Separatendent Engineer Planning Schedule ID Schedule Name Schedule datat Schedule dininh Whrt package summary MSS description Market Duartities

9. Now that you have all the CWP overview details, you can go back to the Work plans/packages page by selecting **Work packaging** in the breadcrumbs.

Work Packages	Work packaging > CWP- North Area Steel Erection
CWP- North Area Ste 90982 Work package for the	CWP ID 90982

3.3.3 Copy Work Plans

You might need to create the exact same work package for a new area with only a few small changes. Instead of repeating the entire process of creating a new work package, your best choice would be to create a work plan from an already existing one, making the few small changes as necessary.

Copy a Work Package

1. On the Work plans/packages page, select your previously created work plan, then select the **Copy** icon.

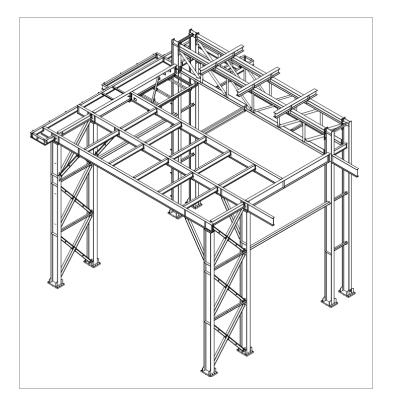
Work Packages	A	ctions 🔻	⊕ 🗔 ⊗ 🖬 🗉	
Planning Schedule	-		♦ Work package name = ID	- Description
· · · · · · · · · · · · · · · · · · ·	1		⊿ 🗁 <u>North</u>	North
			EWP-North Area S 9	
			🗅 South	South
			Unassociated packages	

- TIP You can copy as many as ten work packages in the same project at the same time.
- This brings up a new dialog box for you to select what information to carry over
- 2. Rename the work plan.
- 3. Uncheck Overview page and Workspace (all data blocks).
- 4. Click **Copy** to finish creating your new work plan.

CWP- South Area Steel Erection Work Plan - XXX	
Include the following Overview page	
Workspace(all data blocks)	
Equipment	Materials
Constraint Mgmt	Lessons learned
Quality forms	Work sequence
Tools	Temp structure
Labor	🔲 Quality
Safety	Environmental
Documents	

3.3.4 Create an Installation Work Package (IWP)

Continuing with the scenario above, you will create an installation work package.



Within each installation work package, you can assign the labor, components, equipment, materials, and other aspects you need to complete the work.

Create an Installation Work Package (IWP)

Ō	Applications							③ Quantity tracking	
Add project image	Model	🙃 Estimate 🛛 🧔	Plan	Contract	s and forecas	ts		Build components and document quantitie	es
	😑 Document	 Control 	Quantity tracking	Change			Launch		Launch
105091 (Steel Training Job)			Work packaging						
plications	Chedule		Compliance					₿ Links	
Model	Project			Extensions	r your crew			Organization	
Document Schedule	Project home	Assigned users		Design	i your ciew		Launch	InEightU	
Estimate	Project details	Operational rate code	5				Lauren	a	
Report	Settings	Assigned operational		Billing	uments			Test567Test567Test567Test567Test567Tes MahendranMahendranMahendranMahendra	
Reports	Workflows	Assigned disciplines			Rejected	Expiring		Karthik	
Explore					O			TEST 124	
Dashboards	_		-		0	0	۲	Project	
API documentation									
Control	0	Contracts		Change sta				Prime contract summary	
Workspaces Project library	Statu		Count	Closed	n Pro Active			Actual values	
Plan	Exec Non-	executed		Issue				Original contract	\$0.00
Quantity tracking	In ap Rejec			0 Potential client c	0 nance orders		0	Executed Client CO's	\$0.00
Work packaging								Adjusted/Current contract	\$0.00
Progress				0 <u>Client change orc</u>	0 lers		0	In Review Client CO's	\$0.00
Daily planning	-			0	0		0	Projected contract	\$0.00

1. From your project's home page, navigate to the **Work packaging module**.

2. On the Work plans/packages page, select the Add icon and select Installation work package - IWP.

☆ Steel Structure Trai	ning Job ((105091) - Plan - Work packaging -
Work Packages	Action	s 🕶 🕂 🕂 🛞 🔁 💶
Planning Schedule	T	Construction work package - CWP Installation work package - IWP
	0	South
	L	Unassociated packages

TIP

When in data block view, you can right-click to add and assign IWPs to a work package.

3. In the Add IWP dialog box, name your work package, and then click **Add**. Work package names can be 100 characters in length.

		\times
Add IWP		
IWP name		
IWP- Steel Erection - Mod	lule 001	
	Cancel	

3.3.5 Engineering work package (EWP)

An engineering work package lets you link engineering schedules created in InEight Design to a CWP, so you can quickly see the schedule without exiting Plan. You can add an EWP from the Work Packages overview page. This option is enabled only when Plan is integrated with Design.

To add an EWP, select the **Add** icon in the Work packaging menu, and then select Engineering work package-EWP.

Work Packages	Ac	tions .	0 8 0													CC	Φ٩
terning Schedule	•	0	Construction work Installation work Engineering work		10	D1-DENEMAL (Anisity if	Stat date 💎	End-date 17	Planning stall,	Planning and C	Total mat hours?	Mrtm.	Cost % on.	Datus V	Greated by $^{\rm (I)}$	65/23/20
		~	· D RLAL		Engineering work	package - DAP -1											69/19/20
			I B CHE-Canas-	81790	CHIP	(romar)							0.00%	0.00%	put	Luke Mullett	
			C) BLAR			01-Area 21											65/25/26
			C> 81.42			01-Area 31											69/23/26
			C> 82.44			01-Area-41											0123/20
		0	C> 23_45			01-Area 51											65/25/26
		0	C) \$2,41			52-Area 1 (65/25/26
		0	C) \$2,42			\$2-Area 21											65/25/26
		0	C) \$2,63			\$2-Area 31											05/23/20
		0	C) \$2-M			\$2-Area 41						0					05/25/20
		0	C) 12-M			\$2-Area 5-)											65/25/26
		0	C) \$2,46			52-Area 6.)											65/25/26
		0	 Chassociated pa. 														

The Add EWPs from project search dialog box opens, and you can select one or more available EWPs to associate with a construction work package (CWP).

Providence Party	s in linked projects:							
	EWPName †	Ŧ	Description	V	Engineering Discipline	Ŧ	Project number	w.
۲	ConcColumnsArea2		Area 2 - At grade concrete o	olumns 10-20 vft	Structural		105582	
۲	ConcColumnsArea3		Area 3 - At grade concrete o	olumns 10-20 vft	Structural		105502	
•	ConcColumnsArea4		Area 4 - At grade concrete o	olumns 10-20 vft	Structural		109582	
Selected EWP:								Clear al
Selected Erri	-							

After they are added, the linked Engineering work package (EWP) shows in the associated work package.

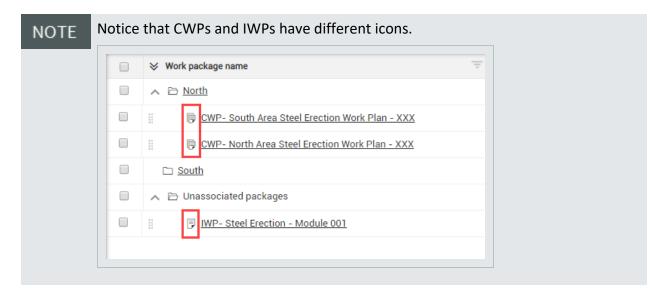
Work Packages	A.1	ions +	0 10 0	ليه جا													ΦQ
Saming Schedule	-		Work package name	0 V	Package type"	Description T	Anisyst 17	Blat date	End-ben 17	Planning stall.	Planning and C	Total man hours?"	My ten.	Cost % on	Bris= T	$Outedby ~^{\vee}$	Lestup
	-	0	 C) 01-003 			DT-GENERAL I						0					03/23/28
		0	+ C1 \$2,05%			12-0ENER4L1											69/29/2
		0	- IN \$1.41			D1-Area11											03/23/2
		0	I - B DMLGHOR-	00790	OWP							4	0.00%	0.00%	Oraft	Luke Mallatt	05/27/2
		0	× GanzGalu-	00791	DAP	Area 1 - At grade co.	1			07/01/2023	08/24/2023		0.00%	0.00%	Orah	Luke Mallatt	06/27/2
		0	C5 23.42			D1-Area 21						4					03/23/2
		0	C) 02-A3			01-Area 31						0					03/23/2
		0	C> 23_A4			01-Ama-41											09/23/2
		0	C) 02:48			D1-Area 51											03/23/2
		0	C) \$2.43			12-Ame 11						0					03/23/2
		0	C) \$2-62			52-Ares 21											63/23/2
		0	C> 52,43			\$2-Ame 31											03/23/2
		0	C) S2:M			12-Ares 41											03/23/2
		0	C> 32,45			\$2-Ama \$1											99/29/2
		0	C) \$2.45			52-Area 5-1											03/23/2
		0	. 🗅 Unassociated pa.														

3.3.6 Group Work Packages

After creating work packages, you can group them under the plans you have created. This helps with the organization and planning of the work.

Group a Work Package

1. On the Work plans/packages page, select a work package.



2. Click the Move into CWP icon.

	ing Job (105091) 👻 Plan 👻 Work packaging 👻
Work Packages	Actions 🔻 🕂 📑 🛞 🧮 🚍
Planning Schedule	▼ Work package name
	North
	□ III → P <u>CWP-North Area S</u> 9
	South
	🗌 " 🗁 Unassociated packages
	✓ IMP-Steel Erectio 12
	CWP-North Area S 11

TIP You can also group installation work packages into construction work packages by clicking anywhere in the row for the installation work package and dragging it over top of the desired construction work package.

3. In the Move into CWP dialog box, start typing the name of your construction work package.

Move into CWP
Work plan name
Steel ×
CWP- North Area Steel Erection Work Plan - XXX
CWP- South Area Steel Erection Work Plan - XXX
Cancel

- 4. Select the CWP you want to move it to, then click **Move** to move the package to finish grouping your packages.
 - TIP You can also group construction work packages into construction work areas by editing the CWP in the Construction Work Package Overview tab, then selecting the appropriate CWA ID or CWA Description from the drop-down.

3.3.7 Link activity components

The activity components can be managed in both the Quantity Tracking and Work Packaging modules. To link the components, click the **Edit** icon in the ITP's column.

ctivit	y Com	ponents									Planning status:	Draft		٠) Add Activi	ity com	ponenta	by webs	
		Component name 👘	Description	 Quantity	7	U	WBS †	-	Per	Ŧ	WBS CE Mhrs/unit	÷	Comp C	Ţ.	WBS CB.	. 〒	Comp C	-	Discipline		ITPs		
L	+	Luke Nov 14.001-2		4.00000					0.0										Overhead		Ľ	Θ	
																					_		

Select the Add icon to show all available and approved ITPs.

Work Packages	Work pack	> AS1 > IWP-Demo							la Ge	enerate packag	ge 😂 Preview	v Re
Work Packages			OVERVIEW	WORKSPACE	CONSTRAINT	MANAGEMENT	DOCUMENTS			View: c	compliance testing	
P-Demo			-		Inspect	tions & Test plans						
14	Activity Co	omponents			P 💿							
ge workspace		Component name 🐨 Description	$\overline{=}$ Quantity $\overline{=}$ U. $\overline{=}$ WBS	is† 👻 Per 👻	v	Cast-In-Place	Concret					
	Р 🖻	Luke Nov 14.001-2	4.00000	0.0	8	09	Concret					
						ersion 3 IP Concrete ITP				-		
Activity components					2	2/9	Θ					
Work sequence Tools												
Duality forms Work sequence Tools Temnorary structures Goals												
Work sequence Tools Temporary structures Goals Quality												
Work sequence Tools Temporary structures Goals Quality Safety Environmental					Activi	ities						
Work sequence Tools Termorary structures Goals Quality Safety					Activi					4-1/469-0	Sector -	
Work sequence Temporary structures Goals Quality Safety Environmental	Quality				Pla	Position ID =				Hold/Witne_ =		
Work sequence Tools Temporary structures Goals Duality Safety Environmental		Step t 🔻 Description	♥ Hold point ♥ Quality risk	T Mitigation	Pla	Position ID 👻	1	Design Mixes	45 Days Prior to	Not applicable	"Spec XXX Sec	1
Work sequence Tools Temporary structures Goals Duality Safety Environmental		Step † 💎 Description	₩ Hold point [™] Quality fisk	♥ Miligation	Pla V	Position ID = 1 2	1 2	Design Mixes Mill Certification	45 Days Prior to Prior to Placem	Not applicable Not applicable	"Spec XXX Sec	
Work sequence Temporary structures Goals Quality Safety Environmental		Step ? T Description	∀ Hold point [™] Quality risk	V Miligation	Pla 🗹	Position ID = 1 2 3	1 2 3	Design Mixes Mill Certification Batch Plant Insp	45 Days Prior to Prior to Placem Prior to Selectin	Not applicable Not applicable Not applicable	"Spec XXX Sec "Spec XXX Sec "Cast-In-Place	
Work sequence Tools Temporary structures Goals Duality Safety Environmental		Step 1 T Description	♥ Hold point ♥ Quality risk	V Milgation	Pi:	Position ID = 1 2 3 4	1 2 3 4	Design Mixes Mill Certification Batch Plant Insp Concrete Pre-Pl	45 Days Prior to Prior to Placem Prior to Selectin Prior to Every C	Not applicable Not applicable Not applicable Witness	"Spec XXX Sec "Spec XXX Sec "Cast-In-Place "Spec XXX Sec	
Work sequence Temporary structures Goals Quality Safety Environmental		Step 1 V Description	♥ Hold point ♥ Quality risk	▼ Mitigation	Pt:	Position ID = 1 2 3 4 5	1 2 3 4 5	Design Mixes Mill Certification Batch Plant Insp Concrete Pre-Pl Rebar Inspection	45 Days Prior to Prior to Placem Prior to Selectin Prior to Every C Prior to Every C	Not applicable Not applicable Not applicable Witness Not applicable	*Spec XXX Sec *Spec XXX Sec *Cast-In-Place *Spec XXX Sec *Reinforcing Ste	
Work sequence Tools Temporary structures Goals Quality Safety Environmental		Step ? 🔻 Description	❤ Held point ♥ Quality fisk	∀ Mitgation	Pi:	Position ID 😨 1 2 3 4 5 6	1 2 3 4	Design Mixes Mill Certification Batch Plant Insp Concrete Pre-Pl Rebar Inspection Concrete Place	45 Days Prior to Prior to Placem Prior to Selectin Prior to Every C	Not applicable Not applicable Not applicable Witness Not applicable Witness	"Spec XXX Sec "Spec XXX Sec "Cast-In-Place "Spec XXX Sec	

To add ITPs to Components, click the Add icon next to the available ITP. When an approved ITP is selected and added, it brings it to the component where you can mark the activities as complete. The data integrates with InEight Compliance, so you can schedule and manage the inspections.

Avail	able ITPs in Project				
	ITP ID	7	ITP name	Description	1
۲	809		Cast-In-Place Concrete ITP	CIP Concrete ITP	
€	1014		Luke new on Oct 24	Luke new on Oct 24 (82.03.04)	
€	1045		Home inspection	Home inspection - Pre-purchase	
Selec	ted ITPs				Clear a

V	Cast-In-Place		Home inspect 1045 Version 9 Home inspection - Pre				
2	2/9	Θ	1/4	Θ			
				ĺ	de la companya de la comp		
							-
ctivi	ties						
ctivi	ties Position ID $\overline{-}$	System ID 👳	Activity des 😇	Frequency -	Hold/Witne	Specificatio	
		System ID =	Activity des = Inspect applianc	Frequency = Every time	Hold/Witne 😇 Witness	Specificatio =	*
	Position ID 👘						*
	Position ID =	2	Inspect applianc	Every time	Witness	Inspect applianc	•
_	Position ID 😨 1 2	2 5	Inspect applianc Inspect attic an	Every time Every time	Witness Witness	Inspect applianc Inspect attic an	•
	Position ID == 1 2 3	2 5 3	Inspect applianc Inspect attic an Inspect electrical	Every time Every time Every time	Witness Witness Witness	Inspect applianc Inspect attic an Inspect electrical	•

3.3.7.1 Daily plan creation with all linked project values

You can select multiple records with linked project values, so you can see all available data points. This selects all the eligible data from an IWP that can be used in an InEight Progress daily plan.

To create a daily plan with all linked projects values, select a work package, and then go to the Workspace tab. Click the **Create daily plan with all available data** icon, and then create a daily plan

with all available data.

lay fun day a voidspace Periodic day fun with at available dar Safety Periodic day fun with at available dar Safety Periodic daries Safety S	Samson Solar 975M	/W 104487 / Plan / Work packag							0 7 8 🛛
lay funday a Secret daily plan with a provide data a workspace Equipment Statering Secret daily plan with a provide data Secret daily plan with a provide data Secret daily plan Secret daily	Work Packages	Work p > AS1 > Frida	IY —						Generate packag
s Safety workspace payment Attends Budget B				OVERVIEW	WORKSPACE	CONSTRAINT MANAGEMENT	DOCUMENTS	View:	•
workspace Step f Image: Description Image: Descring: Description </th <th>riday fun day</th> <th>Create daily plan with all availa</th> <th>able data</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	riday fun day	Create daily plan with all availa	able data						
tipuponet		Safety				Planning status: Draft	*	Add safety step	
Materials Alas Alas Alas Alas Alas Alas Alas A	ige workspace	Step †	T Description	· Safety risk	···· Mitigation	T Account code	- Account code desc	Required safety items	
] Equipment Materials Bedopt Jactivity components Jostanci components Jostanci served Jostanci sevence Jostanci Sevence Jostan J								

The eligible data from the IWP shows, and the Create daily plan panel opens on the right side of the page.

	E						OVERVIEW	v	ORKSPACE								
WP-demo	-									_					Create dai	ly plan	
5391	Antini	ity Com	ponents					Planning stat	Death	•	@	ctivity component	in hu waa		Components		
	Activi	lty Con	Component name	- Description	-	Quantity				- WBS CE Mhrs/u				Discipline	2688		Θ
nage workspace	ņ		2688			40.00000		2688			100.0		0.0	WBS *			
Equipment Materials															Labor		
Budget															00353443	Ulises Gutierrez	
Activity components Contract components																Ulises Gutierrez Lance Fisher	Θ
Lessons learned																Steve Carrett	0
Quality forms Work sequence															Equipment		
Tools																	
Temporary structures Labor																	
Goals																	
Quality Safety															Quality		
Environmental														+			
Save workspace as view	_		<											•			
	Labor	r						Planning stat	us: Draft	•	(+) Add labor	(+) Add labor f	rom resources	:	Safety		
			Trade 👻	Craft level 👘	Code	Description		Quantity =	Employee ID	· Na	me	- Qualificatio		•	Safety		
	ф	+	Staff	Staff Default	1.C.01.4.12			1.00000	00309893	Eva	an Berberich			^			
	д	+-+	Staff	Staff Default	G-MOBE (05)			1.00000	00353443	Uli	ses Gutierrez						
	Д	÷	Staff	Staff Default				1.00000	00187301	La	nce Fisher				Environmental		
	Д	÷	Specialty Craft	Foreman	1.C.06.1.03			1.00000	00428594	Ste	eve Garrett						

Click Next to start the create a daily plan wizard with all the linked project values.

1 Plan details 2	Confirm resour	rce 3 Tool box talks	
* Plan date		* Plan name	
Fri, 24 Mar 2023	÷**		
Shift		Work plan/package ID - Name	Planner notes
FIRST SHIF	•	65391 - IWP-demo	
Location			
Approvers (1 Required)		Hint type "133" or "Site"	
No approvers added			
+ Add approver			
Executors (1 Required)			
No executors added			
+ Add executor			
			Cancel

Confirm resources and Tool box talks and then select Create plan.

Comp	ponent			
	Component name	Description	Total MHRs	
\otimes	2688	COUNTY ROADS - LUKE1	100	
Empl	oyee			
	Employee ID	Name	Trade	
\otimes	00353443	Ultran Turberrag	Staff	
\otimes	00187301	Lance Follow	Staff	
Equip	ment			
	Equipment ID	Description	Category	
				4

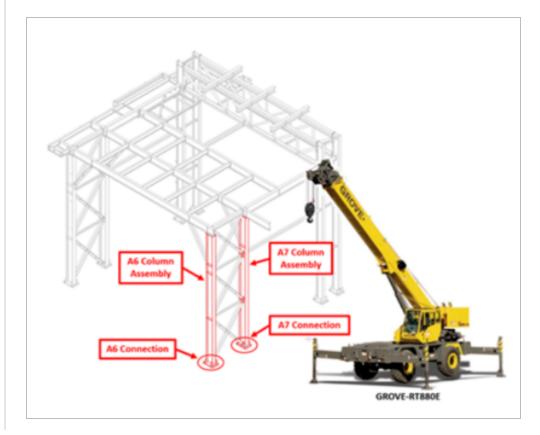
1 Plan details 2 Confirm r	source 3 Tool box talk	s		
Safety				
Safety concern		Mitigation		
Quality				
Quality concern		Mitigation		
Environmental				
Environmental concern		Mitigation		
			A	
nt Inc. Release 24.7			Pa	nge 6

NOTE Resource must be active to show available data points.

3.4 DAILY PLAN FROM WORK PACKAGE (DAILY PLAN WIZARD)

Scenario

Tomorrow, your crew will be starting the steel erection work on your module. You are now ready to plan the work for your crew. During this first day, you want your crew to install the A7 connections to foundations. Your crew will consist of a Grove-RT880E crane, 3 Ironworkers and 1 Laborer. You want to make sure to communicate the work to your crew and identify safety concerns for the day.



In this topic, you will create a daily plan from an already existing work package using the Daily Plan Wizard in the InEight Plan web application.

3.4.1 What is a Daily Plan?

After you put your work package together, you break it down into daily segments, or the work you plan to accomplish in a given day.

Using the scenario above as an example, your steel erection work package for your module will take multiple days to complete. You will use daily planning to plan the work in the sequence you are looking to do it in, day by day. Daily planning is a good tool to communicate to your crew your safety concerns, quality and environmental risks, and expected productivity.

Daily planning combines:

- Components
 - Activity components
 - Material components associated with WBS
- Resources (employees, and equipment)
- Planned hours
- Planned quantities
- Notes/Issues
- Attachments (for example, safety notes, plan specifications)

3.4.2 Daily Plan Wizard

The Daily Plan Wizard is a powerful tool that can help automate the process of setting up daily plans by copying information from an already existing work package to avoid duplicate work. The Daily Plan Wizard allows you to choose which parts of the work package will be brought into the daily plan.

You access the Daily Plan Wizard from Plan Work packaging module.

	Title	Description
1	Plan Date	The date on which the plan will be executed.
2	Plan Name	Unique name of the daily plan.
3	Shift	A drop-down field where you can select either the Day or Night Shift.
4	Work Plan/Package ID-	This should be auto populated with the name of the

	Title	Description
	Name	work plan/package that the current daily plan is being created from.
5	Planner Notes	A free text field where you can add any relevant notes.
6	Location	A free text field where you can enter the location where the work will be performed.
7	Approvers (1 required)	Responsible for the approval of the plan.
8	Executors (1 required)	Responsible for the execution of the plan.
9	Navigation Buttons	Allows you to either cancel or create the new daily plan.

Overview – Daily Plan Wizard (continued)

* Plan date	* Plan name	
[□ 2	
Shift	Work plan/package ID - Name	Planner notes
Day Shift	- 4	5
Location	-	-
Escation		
	Hint type "123" or "Site"	
* Approvers (1 Required)		
No approvers added		
+ Add approver		
* Executors (1 Required)		
No executors added		
+ Add executor		

The following Step by Step walks you through how to use the Daily Plan Wizard.

NOTE This Step by Step assumes you already have a work package (CWP or IWP) created containing work package details (e.g., labor, equipment, components, safety). See <u>Work</u> <u>Package Creation</u> for details on setting up work packages.

Create a Daily Plan Using the Daily Plan Wizard

1. From your project home page, navigate to Plan > **Work packaging**.

ōt		🖉 Links	Control	🛞 Quantity t	racking	
Add project image		Organization	Manage budgets and forecasts	Build comp quantities	ponents and docu	iment
Minimum of 540px x 360p Demo Project 09062021	_{0x}	Project	Launch	quantities		Launch
Quantity forecasting		(+)				
		\odot	(*) Work packaging	🛞 Daily plan	ning	
Engineering Estimate	۲		Group work into plans and packages	Assign tas	ks for your crew	
Control						
			Launch			Launch
Workspaces			Launch			Launch
Workspaces Project library		📮 Project notes 🕑	Launch	© Supportin	g documents	Launch
Project library Plan	_	📮 Project notes 🕑				
Project library Plan Quantity tracking		📮 Project notes 🕑	Contracts Status Court	nt In approval	Rejected Expir	
Project library Plan		Project notes 😰	Contracts Status Cour Executed	nt In approval		ing
Project library Plan Quantity tracking		Project notes 🕑	© Contracts Status Cour Executed Non-executed	nt In approval	Rejected Expir	
Project library Plan Quantity tracking Work packaging			Ontracts Status Cour Executed Non-executed In approval	nt 0 0 0	Rejected Expir	ing
Project library Plan Quantity tracking Work packaging Progress		Project notes (2)	Ontracts Status Cour Executed Non-executed In approval	nt 0 0 0	Rejected Expir	ing
Project library Plan Quantity tracking Work packaging Progress Daily planning	_		Ontracts Status Cour Executed Non-executed In approval	nt 0 0 0	Rejected Expir	ing

- 2. From the Work Packages tab, open a Construction Work Area (CWA) and click on the **arrow** in the ID column of your Construction Work Plan (CWP) to extend the work package below.
- 3. Select a Construction Work Package (CWP) by clicking on its hyperlink ID.

Planning Schedule Image: Schedule Image: Schedule Image: Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Image: Schedule Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Image: Schedule Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Image: Schedule Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Image: Schedule Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Image: Schedule Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Image: Schedule Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Image: Schedule Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Image: Schedule Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Image: Schedule Schedule Schedule Image: Schedule Image: Schedule Image: Schedule Image: Schedule Sch				ons 🕶 🕂 🕂 🗵	
Image: Comparison of the struct 90982 Work package for the struct	Schedule ID	Description -	ID =	℅ Work package name	
		North		∧ North	
South		Work package for the struct	90982	🏢 🗸 🔋 <u>CWP- North Area Ste</u>	
		South		✓ □ <u>South</u>	
Unassociated packages				🗀 Unassociated packages	

4. Open your Installation Work Package (IWP) by clicking on its hyperlink ID.

Work Packages	Work	packaging >	North	CWP- No	rth Area Stee	l Erection				
work Fackages							WORK F	PACKAGES	CONSTR PACKAG	UCTION GE OVER
CWP- North Area Ste 90982	+) [+]							
Work package for the		Work package	name		ID	-	Description	-	Schedule ID	-
		🗦 IWP- Stee	l Erection - N	<u>Module 0</u>	90984		Steel erection of M	odule 001.		
0%										

5. From the IWP page, click on the **Workspace** tab.

		OVERVIEW	WORKSPACE	CONSTRAINT MANAGEM
_				
nponents		Description	Quantity -	<>
1	Module 01 - A6 Connection to Fou	Module 1 - A6 Connection to Foundation	1	Ea
1	Module 01 - A7 Connection to Fou	Module 1 - A7 Connection to Foundation	1	Ea
1	Module 03 - A6 Connection to Fou	Module 3 - A6 Connection to Foundation	1	Ea
1	Module 03 - A7 Connection to Fou	Module 3 - A7 Connection to Foundation	1	Ea
1	Module 05 - A6 Connection to Fou	Module 5 - A6 Connection to Foundation	1	Ea
		Module 01 - A6 Connection to Fou Module 01 - A7 Connection to Fou Module 03 - A6 Connection to Fou Module 03 - A6 Connection to Fou Module 03 - A7 Connection to Fou	Component ID Description Image: State	Component ID Description Quantity Image: Component ID Image: ComponentID Image: Component ID

6. Click on the **Daily Plan** icon.

Work Packages	Work	k packagin	g > North > CWP- North Area Ste	eel Erection > IWP- Steel Erection - Module
	÷			OVERVIE
IWP- Steel Erection 90984 Steel erection of Module 001.	Com	ponents		
Management			Component ID	Description
Manage workspace	—	1	Module 01 - A6 Connection to Fou	Module 1 - A6 Connection to Foundation
 Equipment Materials 	Ŧ	1	Module 01 - A7 Connection to Fou	Module 1 - A7 Connection to Foundation
🕑 Budget	Ŧ	1	Module 03 - A6 Connection to Fou	Module 3 - A6 Connection to Foundation

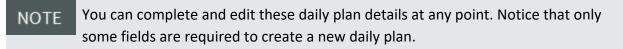
- This opens the Daily Plan Wizard slide-out panel
- 7. With the Daily Plan Wizard open, select the components, resources, etc. that you want to copy by clicking on the calendar icon from your data blocks.

	Ê					OVERVIEW	WORKSP	ACE CONSTRAINT	MANAGEMENT	DOCUMENTS			Create daily plan	
VP- Steel Erection										-			Module 03 - A6 Connection to	•
rel erection of Module 001.	Comp	conents Compo	need ID	Description		Quantity	<>	Planning complete		Add component	nts by WBS Discipline/Commodity ==		Module 01 - A7 Connection to	~
age workspace	x			Module 1 - A6 Connection			Ea	÷ 1103	• Percent co	 Estimated nut; 0 	Metals	· ·	Module 05 - A6 Connection to	Θ,
Equipment	-								0	0	Metals		Labor	
Materials	-								0	0	Metals			
Budget Components	Ŧ						Ea							
Lessons learned Quality forms	×			Module 5 - A6 Connection					0	0	Metals			
Work sequence Tools													Equipment	
Save workspace as view		ork sequence					Planning complete				Torque Inspection New quality item 3	() ()		
	Work	sequence	1				<• >	Planning complete		Add work	c step	:	New quality item 3	
	Work	sequence Work step num	Description	Attachme	nts Hold	point	< • > Man hour		Schedule start	· ·	c step ule finish	ł	New quality item 3	
	Work		Off load steel	Attachme		point				· ·	ule finish	× *	New quality item 3 Safety	
	Ŧ	Work step num				point			Schedule start	Sched	ule finish /2020	* * *		Θ
	# #	Work step num	Off load steel	E		point			Schedule start 03/23/2020	Sched 03/23/	ule finish /2020 /2020		Safety	Θ
	# # #	Work step num	Off load steel Install steel		Yes	point			Schedule start 03/23/2020 03/23/2020	Sched 03/23/ 03/27/	ule finish /2020 /2020	\otimes	Safety	Θ
	# # #	Work step num	Off load steel Install steel Bolt and torque		Yes	point			Schedule start 03/23/2020 03/23/2020	Sched 03/23/ 03/27/	ule finish /2020 /2020	8	Safety	Θ
	# # # #	Work step num	Off load steel Install steel Bolt and torque Quality inspection		Yes	point			Schedule start 03/23/2020 03/23/2020	Sched 03/23/ 03/27/	ule finish /2020 /2020	× × ×	Safety Watch for falling objects	

- · Your selections are shown in the Wizard
- NOTE Not all data blocks can be copied. If no calendar icon is shown, that data block is not available to be populated in daily planning. Activity components can only be used if they can be claimed in Plan Quantity tracking. Labor and equipment can only be used if they are active in the project date range.
- 8. When finished, click **Next** on the Daily Plan Wizard.

Quality	
Torque Inspection \bigcirc	
New quality item 3 $$	
Safety	
Watch for falling objects $$	
Environmental	
Clear Next	
INEIGHT	

9. Enter your new daily plan details.



1 Plan details (2)	Confirm resour	ce (3) Tool box talks	
* Plan date		* Plan name	
Shift		Work plan/package ID - Name	Planner notes
First Shift	-	90984 - IWP- Steel Erection - Module 001	
Location			
		Hint type "133" or "Site"	
Approvers (1 Required)		Hint type "133" or "Site"	
No approvers added			
+ Add approver			
Executors (0 Required)			
No executors added			
+ Add executor			

- 10. Click Next.
- 11. Confirm that all your selected components and resources are correct for your new daily plan. Then, click **Next**.

U.	Plan details 2 Confirm resource	3 Tool box talks		
Comp	ponent			
	Component ID	Description	Total MHRs	
\otimes	Module 03 - A6 Connection to Fou	Module 3 - A6 Connection to Foun	0	-
\otimes	Module 01 - A7 Connection to Fou	Module 1 - A7 Connection to Foun	0	-
Empl	oyee			
	Employee ID	Name	Trade	
		No employee topics added		^
Equip	ment			
	Equipment ID	Description	Category	
		No equipment topics added		*
				-

12. Verify that everything is correct for the Tool box talks section. Then, click Create plan.

Safet	y Safety concern	Mitigation	
\otimes	Watch for falling objects		
-			
Quali	tv		
	Quality concern	Mitigation	
\otimes	Torque Inspection		
\otimes	New quality item 3		
Envir	onmental		
	Environmental concern	Mitigation	
	No enviror	ment topics added	A
			_

 Once created, you can edit your new daily plan by navigating to Progress > Daily Planning page > My Daily Plans Tab

3.5 INSTALLATION WORK PACKAGE DETAILS

Installation work packages include the details of a group of activities. The details in the work package include installation sequence, components, labor, equipment, safety and quality concerns, and other aspects of the work package. When ready to share, you can attach external files and send to print as a PDF. Or, if you are integrated with InEight Document, you can easily send packages and documents.

You can also create a daily plan in InEight Progress from a work package. For more information, see Daily Plan from Work Package.

3.5.1 Work Package Overview Tab

When you open an installation work package from the Work plans page, the Overview tab is like the construction work package Overview tab, but you can define settings specific to the installation work package. For example:

- The engineer may be different for this particular package and might report to a different engineer than assigned at the CWP level
- The IWP's start and end dates might also be a smaller time period than the CWP's schedule start and finish dates
- TIP You can also edit IWP fields from the grid view of the parent construction work package. From the Work packages tab of a construction work package, you can click in fields in the grid, and then type or select values instead of opening each installation work package to change values.

Installation Work Package Overview

- 1. On the Work plans/packages page, select the **hyperlink ID** of your installation work package.
- 2. In the Overview tab of your installation work package, enter a description in the Description field.
- 3. From the drop-down list in the Discipline field, select a discipline.
- 4. For Type of work, input short description.
- 5. From the drop-down list in the Risk field, select a risk level.
- 6. Select a Start and End date.
- 7. Select a Planner.
- 8. Select a Superintendent.
- 9. Select an Engineer.
- 10. Select an Executor.

Work Packages	Work packaging > North > CWP-North Area Stee	El Erection > IWP-Steel Erection - Module 001			
ne		OVERVIEW	WORKSPACE CONSTRAINT MANAGEMENT DOCUMEN	TS	
P-Steel Erection - Module 001 wher: scription: tel erection of Module 001	Overview				
% Complete	IWP ID	IWP name	CWP	CWA	
* comprete	8	IWP-Steel Erection - Module 001	CWP-North Area Steel Erection	▼ North-North	
	Description				
0%	Steel erection of Module 001				
% Complete	Scope of work				
0%	Location	Discipline	Type of work	Risk	
		Metals	▼ Steel Erection	Medium	
ule ID:	Schedule ID	Schedule name	Scheduled start date	Scheduled end date	
date: August 3, 2020 ate: August 7, 2020			Mon, 3 Aug 2020	Fri, 7 Aug 2020	
: Draft	Status	Last updated by	Last updated on		
			08/03/2020		
ter: rintendent: Engineer:	Draft	•	08/03/2020		

3.5.2 Installation Work Package Workspace Tab

The Workspace tab is where the majority of your planning is accomplished. Here you can enter the planned labor, materials, equipment, components, among other aspects of the plan. You enter these details using data blocks. Some data blocks are open entry fields, such as safety, environmental, and work sequence. However, other data blocks use validated fields based off previously entered information. These include Budget, Component, and Equipment data blocks.

- NOTE The Labor data block is an open entry field, unless you enter an actual labor resource.
 - TIP You can track materials assigned as constraints in work packages by integrating with Intelliwave. See Enable external material tracking integrations for more information.

Installation Work Package Workspace

- 1. On the Work Packages tab of the Work plans/packages page, select the **hyperlink ID** of your installation work package.
- 2. From the Installation work package page, select the **Workspace** tab.

Work packa	aging > North > CWP- North Area Steel Erection >	IWP- Steel Erection - Module 0			
÷		OVERVIEW	WORKSPACE	CONSTRAINT MANAGEMENT	DOCUMENTS

3. Select the **View menu** and change your view to your previously created viewset (see *General Navigation*).

	View: Work Par	ckaging 🔻
+ Add equipment	Add equipment from resource	25
Permit expires	- Quantity	-
		*

4. In the **Work sequence** data block, add work sequence steps by clicking on the **Resource** button and enter details for your project.

Ê			ov	ERVIEW	WORKSPACE	CONSTRAINT MANAGE	EMENT DOCUMENTS			View: Work Packaging	-
Work	sequence					< • >	Planning complete		(+) Add work step		:
	Work step number †	Description	Attachments	Hold point		Man hours		edule start	Schedule finish		
Ŧ	11	Off load steel	•								⊗ ^
Ŧ	<u>∥</u> 2	Install steel	•								\otimes
Ŧ	∦ 3	Bolt and torque	E Î								⊗
Ŧ	≣ 4	Quality inspection	•								\otimes
Ŧ	≣ 5	Turnover	•								\otimes
•		Turnover									

Work sequence				
Work step number †	Description	Attachments	Hold point	
1	Off load steep	= 0		
2	Install steel	+ 0		
3	Bolt and torque	<u>+0</u>	None	-
4	Quality inspection	= 0	None	
5	Turnover	(=0)	No	

5. In the Labor data block, add labor by clicking **Add labor from resources** and enter details for your project.



6. In the new dialog box's Project Resources tab, search for employee names and click the **Add** icon and enter details for your project.

Add la	abor from project resou	urces						
		PROJECT RES	SOURCES ESTIMATE/CONTROL RESOURCES					
Availa	able employees in project :							
	Employee ID	-	Name	7	Trade	7	Craft level	Ŧ
\odot	00020111		Jack Spooner		Pipe Workers		Pipefitter Journeyman	A

- TIP You can search based off any of the fields associated to the employee (e.g., Employee ID, Trade).
- NOTE You can add multiple employees at a time in this dialog box. Only employees who can be added to daily plans will show up in the drop-down selection See your Account Administrator if you do not see an employee.
- NOTE You can also add generic labor from assigned WBSs in the Estimate/Control Resources tab. You must first add a component associated with the appropriate WBS to the IWP.
- 7. In the Equipment data block, add equipment by selecting **Add equipment from resources** and enter details for your project.



- NOTE You can also add generic equipment from assigned WBSs in the Estimate/Control Resources tab. You must first add a component associated with the appropriate WBS to the IWP.
- 8. In the Activity Components data block, add equipment by clicking **Add Activity components by WBS** and then entering details for your project.



- NOTE A component can only be present in one package at a time. It cannot be in both the CWP and its child IWP due to percent complete tracking purposes.
- NOTE If the work package is assigned to a work area, the activity component's location is updated to the work area in Quantity tracking and can no longer be changed in that module.
- 9. In the Safety data block, add steps by clicking **Add safety step** and enter details for your project.

Safety			< •	• >	(+) Add	safety ste	,	
Step	 Description	 Safety risk	17	Mitigation	 Required safety items	1		
1	Crush Points						(\mathbf{x})	2

10. On the Breadcrumbs bar, select **Work packaging** to go back to the Work plans/packages page and view your completed work plan and work package.

3.5.3 Installation Work Package Constraint Management Tab

In the Constraint Management tab, you can review items pinned in the Workspace tab or manually add new constraints. For more information, see <u>Constraint Management</u>.

3.5.4 Installation Work Package Documents Tab

Add, edit, and share IWP documents from the Documents tab. As documents are updated, get the latest information by looking for the revision number, modifier, and date of modification.

You can add attachments to the Lesson learned, Quality forms, Temporary structures, and Work sequence data blocks from the Workspace tab. These additions show in the Documents tab.

) 🗹	Z 🛞			OVERVIEW	WORKSPACE	CONSTRAINT MANAGEMENT	DOCUME	NTS			
Title	-	Revision #	Link (URL)	Document Number	Comments	👻 Work sequ	Jence † 👘	Source	- Modified by	\Xi Modified on	$\overline{\tau}$
Draw	wing1	1	Drawing1	IWP_Drawing2.png	Updated				Vicky Pierce	06/08/2020	

NOTE The document number is randomly generated to integrate with Document. Any changes made to the title updates the revision.

3.5.4.1 Generate Package

When you click the Generate package icon, it sends a request to Document that enables the Generate report button and disables the Generate package button.

Work Packages	Work p > GEN > Demo					📳 Generate package 🚦 G	enerate rep
		OVERVIEW	WORKSPACE CONSTRAINT MAN	NAGEMENT DOCUMENTS			
ne mo Friday nber scription.	Overview 🔓						
r % Complete	IWP ID	IWP name	CWP			CWA	
	65251	Demo Friday	None		*	GEN - General - General - General - General-General this	sis 🔻
0%	Description						
st % Complete	Scope of work						
0%	Location	Discipline	Type of work			Risk	
		Schedule name	Scheduled star			Scheduled end date	
		ocneouve name	ocheolieo sa	ii uate		SCHEDURED EINS DAVE	6
t date:	Schedule ID						
date: Sate. In Draft	Schedule ID Status	Planning start date	Planning end d	fate		Last updated by	
t date: date: us: Draft ner: vrintendent:		Planning start date	Planning end d	fate		Last updated by Luke Mallatt	
dule D date: us Deft or: usrendet: Exprese: uter man hours: 0	Status			fate			

In Document, the package will show after you click the Refresh icon.

=	Ġ New ∨ D	tocument / Package / Drafts	~		Plan Test Project PLANTEST $ arsia{}$								\$ ®	86
¥ File	er/Sort										View:	Unsaved (S	System)	
Actions	• 3•					С	$\overline{\pm}$ Clear all filters	Manage columns	10	Show: All		•	Search all Drafts	Q
D 3	Туре	Package ID	Title	Phase/Reason for Issue										
	•	Ŧ	6 = ×	7	_									
	Standard	DEMOFRIDAY-65251	DemoFriday-65251	Issued For Constuction (reason)										
		6			_									
Home 1	Related Jame 0			1										
		Conditions v 22.08.04.01											INF	EIGHT
- 2022 II	anyn ma 1 10000 0	1 122000401												and ni

NOTE You must click Generate package for the package to show in Document . When you delete the package in Document, the Generate package button is enabled in Plan.

3.5.4.2 Linked Document Package

If a work package is integrated with an InEight Document package, a link is now provided to the Document package.

On the Documents tab of a work package, a link to the associated Document package is shown at the top of the page. Click the link to open Document to the associated package.

三 🔓 104487 Samson	Solar 975MW / Plan / Work packaging									
Work Packages	Work p > GEN > Luke C > Luke s									
mont rachages		OVER	/IEW	WORKSPACE	CONSTR	AINT MANAGEME	NT DO	CUMENTS		
Name: Luke sample IWP										
Number: 65118	Linked Document package: LukesampleIWP-65118									
Description:	Title 🔤 Revision # 👘 Link (URL)	Document Num	ber	Comments		- Work a	sequence †	👻 Source		
Mhr % Complete							1000			☆ ≡
		A https://us.teambinder.com	n/Documentsuite/0949	0191-9339-401	J-6551-050/55545	aoz/Packages/Sta	andard/sent/2725	99/Edit		w =
				DETAILS	DOCUMENTS	RECIPIENTS	LINKS	TRANSMITTAL HISTORY	PACKAGE SECURITY	
		Actions • 🗄 • New •	Generate addendum	Close out		0	>			Cancel Save
		Package ID					* Package title			Â
		ONEMORECHANCE-64186					Onemorechance	e-64186		
		Trade					* Reason for Issue	e		
		Select one				*	Other			·
							Issued For Cons	stuction (reason)		
		Approximate value					Preferred format			
		Long title					Details			
		Hard copies of documents a	vailable from			/li.				16.
		Company					Contact			
		Select one				Ψ.	Select one			~
			Schedule				Forecast			
		Design release	Schedule			= ©	- orecast		= 0	
		Tender release				= 0			= 0 = 0	
		Tender close				= ©			= 0	
			Filmer 1 w 00.06.06							V INEIGHT
		© 2022 InEight Inc. Terms & Cont	100015 <u>V22.06.04</u>							INCIGHT

3.5.4.3 Define Revision for IWP report

The Revision option in the Work package report lets you select the revision. This automatically updates to the next revision if the one selected is not available. You can also manage revisions in InEight Document. The Revisions shown in the drop-down list are the ones available from the project.

	ds For Document						
evision	Status		C.	Discipline		Туре	
evision A	▼ Issued for Inf	ormation	•	Administration	•	Work Package	•
levision A							
evision B							
evision C							
evision D							
evision E	package (IW	P)				Project: Samson Solar 975MW (104487)	
evision 1 evision 2							
	WB\$ orption Goals	Quantity UoM CE-MHey/Ueit	CS-Unit/MHm	CEMBra CE-Unit cost CE-Budger			
	Activity Components						
	Labor						
	Labor Safety						
	Labor						
	Labor Safety Quality Environmental Quality Forms						
	Labor Safety Quality Environmental						

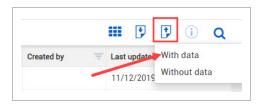
3.6 WORK PACKAGE IMPORT AND EXPORT

3.6.1 Import Template

Creating and copying work packages can be time consuming. You can use an Excel import template to upload multiple work packages with their overview information already populated.

Create Work Packages from Excel Import

1. On the Work plans/packages page, click on the **Export** icon, and select to export **With Data** and open the export file.



 TIP
 Excel templates without data are used for creating new components from scratch, usually during project setup.

 Excel templates with data are tunically used to undate existing work

Excel templates with data are typically used to update existing work plans/packages.

- 2. Open the export file.
 - This opens up the Excel template to use for the import. It also contains the data from the current work packages on the Work plans page
 - You may need to select Enable editing at the top of the spreadsheet prior to entering data

A	8	C	D	E	F	G	
L English	User Selected Language						
REQUIRED	Field is required for import						
OPTIONAL	Field is optional for import						
VALIDATED	Field must match master data available in ap	lication					
IGNORED	Field not to be populated						_
Name	Package Type	Description	ID	CWP ID	Schedule ID	Scheduled start	
Alphanumeric	CWP/IWP/EWP	Alphanumeric	Numeric	Numeric	Alphanumeric	Date: MM/DD/YYYY	
50	3	1000	200	100	20	10	
IWP- Steel Erection - Module 001	IWP	Steel erection of Module 001	35734	35732			_
CWP- South Area Steel Work plan	CWP	Work Package for the structural steel of the North	35733			11/4/2019	
1 CWP- North Area Steel Work plan	CWP	Work Package for the structural steel of the North	35732			11/4/2019	

3. Input information into your template to be uploaded. At the bottom of the list, add information for the following categories:

- Name
- Package Type
- Description
- Assign the proper CWP to your work package in the CWP ID field

nglish	User Selected Language			
EQUIRED	Field is required for import			
OPTIONAL	Field is optional for import			
ALIDATED	Field must match master data available in appli	ication		
GNORED	Field not to be populated			
lame	Package Type	Description	ID	CWP ID
Uphanumeric	CWP/IWP/EWP	Alphanumeric	Numeric	Numeric
0	3	1000	200	100
WP- Steel Erection - Module 001	IWP	Steel erection of Module 001	35734	35732
WP- South Area Steel Work plan	CWP	Work Package for the structural steel of the North	35733	
WP- North Area Steel Work plan	CWP	Work Package for the structural steel of the North	35732	
NP- Steel Erection Upper Deck - Module 001	IWP	Upper rack steel erection		35733

NOTE

Drop-down lists show for fields that are validated in the import templates for line items.

4. Delete all the work packages that came with the template.

English	User Select	ed La	anguage						
REQUIRED	Field is req	uired	for import						
OPTIONAL	Field is opt	ional	for import						
VALIDATED	Field must	mate	h master data av	ailable in appl	ication				
IGNORED	Field not to	bep	opulated		1				
Name	Package Ty	pe	10-040 20-		Description				
Alphanumeric	CWP/IWP/	Cali	bri + 11 + A	A* \$ - %	9 🖽	numeric			
50	3								
IWP- Steel Erection - Module 001	IWP	-	· · · ·	00 - 00.	~	erection of Module 001			
CWP- South Area Steel Work plan	CWP			1	Work	Package for the structural steel of the North			
CWP- North Area Steel Work plan	CWP	X	Cut		Work	Package for the structural steel of the North			
WP- Steel Erection Upper Deck - Module 001	IWP	6	Copy		Uppe	r rack steel erection			
		ĥ	Paste Options:						
			<u>м</u>						
			Paste Special						
			Insert						
			<u>D</u> elete						
			Clear Contents						

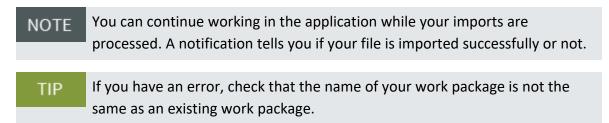
- NOTE When you import a template to Work packing with a blank value in a field, the previous value is not deleted. If want to delete a value when importing, you must type null in the field.
- 5. Save this Excel file to your desktop.
- 6. In InEight Plan, on the Work plans/packaging page, click the **Import icon**.

		Q
Created by	Last updated on	-
	11/12/2019	
bridgette quintero	11/13/2019	
bridgette quintero	11/14/2019	
	11/12/2019	

- An Import data from template window appears
- 7. Click **Browse** to find your saved template.

Import da	ta from ten	nplate		
The data will be imp	oorted into work plans			
		Drag and drop the file here or brow Browse	wae	
🔲 Email me upon	completion		Cancel Impor	t

- 8. Click Import.
 - The import file is added to the import queue
 - To see all your import files and their statuses, click View file import queue



9. Click Close.

Import data from template	
File successfully added to import queue.	
You will be alerted once the file has completed the import process.	
O View file import queue	
	Close

3.6.2 Export to Another Project

The following Step by Step shows you how to export some or all of a work package to another project.

3.6 Step by Step 1 — Export Work Package to Another Project

- 1. Select a work package.
- 2. Click the **Export** icon, and then select **To other project** from the drop-down list.
 - · The Export work packages dialog box opens
- 3. Select a destination project, and then click **Next**.

NOTE You must have permission to create work packages in the destination project to export to that project.

- 4. Select the pages and individual data blocks you want to export.
 - NOTE
 The Documents page is shown in the dialog box but cannot be selected to copy.

 NOTE
 You can only export data that is entered as free text. You cannot export project-specific data such as components.
- 5. Click **Export**.

3.6.3 Import from Another Project

The following Step by Step shows you how to import some or all of a work package from another project.

3.6 Step by Step 2 — Import Work Package from Another Project

1. Select a work package.

NOTE You must have permission to create work packages in the destination project to import into that project.

- 2. Click the Import icon, and then select From other project from the drop-down list.
 - The Import work packages dialog box shows
- 3. Select an origin project, and then click **Next**.
- 4. Select origin work packages, and then click Next.

NOTE You can import from multiple work packages at the same time.

5. Select the pages and individual data blocks you want to import.

NOTE The Documents page is shown in the dialog box but cannot be selected to copy.

- NOTE You can only import data that is entered as free text. You cannot import project-specific data such as components.
- 6. Click Import.

3.7 CONSTRAINT MANAGEMENT

This topic describes the Constraint Management tab of an installation work package (IWP).

3.7.1 Summary

You can define constraints on a work package's completion in several ways and manage all of them on the Constraint Management tab. Constraints can be added manually or by pinning items from the IWP Workspace tab.

Work	p > IWP-d											🖨 Print Repo
				OVERVIEW	WORKSPAC	E CO1	ISTRAINT MANAGEMENT	DOCUME	NTS			
)												Planning complete
	Item number	Name / ID	-	Description	- Category	-	Responsibility	- Due date	-	Expected date	- Notes	Status
-	001	1005		Erect Steel - Light	Components			10/15/202		10/15/2021	•	(O Open

Constraints are organized into categories, most of which correspond to the data blocks of the Workspace tab:

- Equipment
- Materials
- Budget
- Components (activities)
- Lessons Learned
- Quality Forms
- Work Sequence
- Tools
- Temporary Structures
- Labor
- · Quality
- Safety
- Environmental
- Contract Components
- Work packages

Each constraint can be assigned to a responsible party and given due dates, expected dates, and notes. Constraints have a status of either Open or Closed and can be changed to show whether they are resolved or not.

3.7.2 Considerations

- Some constraints, such as work packages, can have their status automatically updated. When a work package tagged as a constraint has a status of Construction complete, its related constraint's status changes to *Closed*.
- You can track materials assigned as constraints in work packages by integrating with Intelliwave. See Enable external material tracking integrations for more information.

- If you pin a material component as a constraint, associated notes on the Constraint management tab can contain notes sent from Intelliwave.
- Each note is limited to 500 characters and does not support any special formatting.

3.7.3 Add a constraint

You can add constraints manually in the Constraint Management tab or by pinning them in the Workspace tab.

3.7 Step by Step 1 — Manually add a constraint

- 1. Open an IWP.
- 2. Click **Constraint Management** at the top of the page.
- 3. Click the **Add** icon in the upper left of the table. A new constraint is added with the Item number column automatically filled in.

				OVERVIEW		WORKSPACE C		STRAINT MANAGEMENT		DOCUMENTS					
۲	8													Planning complet	te
	Item number † 🗔	Category	T Name / ID	7	Description		Ŧ	Responsibility	1	Due date 👘	Exp	ected date	Notes	Status	7
	001	Work package	123	×									٠	0	
			47771 - IWP-RAC-02-123	^											
			47923 - IWP-RAC-03-123												
			48123 - IWP-UGE-03-24												

- 4. Click in the blank field under the Category column, and then select a category from the dropdown list.
- 5. Type a name under the Name / ID column.

NOTE If you select Work package as the category, the Name / ID field searches for work packages with matching names or IDs in your project.

6. Enter additional information in the remaining fields, as necessary.

3.7 Step by Step 2 — Pin a constraint from Workspace

- 1. Open an IWP.
- 2. Click **Workspace** at the top of the page.

- 3. Select the check box next to the data block that you want to open.
- 4. Click the **Send as Constraint** icon on the left side of the data block for the record you want to pin as a constraint. The record is added to Constraint Management as a constraint.



5. Open the **Constraint Management** tab, and then fill out additional fields for the new constraint, as necessary.

Exercise 3.1 — Enter Work Package Details

Now that you have learned to create work packages and fill out all details, create your own construction work package (CWP) and installation work package (IWP) using the method you prefer. Make sure to fill out all details for your installation work package.

- 1. Include at least one safety item.
- 2. Include at least two components.
- 3. Include at least two labor resources.
- 4. Include at least two pieces of equipment.

Congratulations, you have completed this exercise!