



THE UNIVERSITY
of ADELAIDE

UniSpace

USER GUIDE: PROJECT MANAGEMENT

adelaide.edu.au

seek LIGHT

UniSpace Project Management – Log In

Project Management module
Access to the module is via UniSpace
Home available at
archibus.adelaide.edu.au

ACTION

LOG IN – using your supplied University
“A number” and your password

UniSpace Home

Has links and overviews based on your
role. Dots appear on the map to give an
overview of where projects are

The image shows a two-step process for logging into UniSpace. On the left, a browser window displays the login page with a red dashed box highlighting the login form. On the right, a larger browser window shows the UniSpace Home dashboard, which is outlined with a dashed black border. The dashboard includes several sections: Asset Management, Service Desk Metrics, Space and Occupancy, Alerts, Campus Projects, and Other UniSpace Apps. The Campus Projects section features a map of the University of Adelaide campus with colored dots indicating project locations.

Metric	Current	Change	Trend
Work Requested (by month)	1,747	-298	1,747
Work Completed (by month)	1,477	-442	1,477

UniSpace Project Management – Access

ACTION

CLICK - on the **Applications** tab and then
CLICK - on **Project Management** (under Capital Project Management)

Execute

This is where you will access all of the day-to-day tasks such as updates and project details

Review

This is where you will access summarised project lists & statuses, progress tracking etc.

The screenshot displays the UniSpace web application interface. The top navigation bar includes 'UniSpace - HOME' and 'Applications'. A red dashed box highlights the 'Applications' tab in the top bar and the 'Project Management' link in the 'ARCHIBUS APPLICATIONS' menu. A blue dashed box highlights the 'Execute' section of the 'Project Management' dashboard, which lists tasks like 'Review Project Profiles', 'Management Console', and 'Update Project Status / Close Project'. A green dashed box highlights the 'Review' section, which lists summary reports like 'Project Quality Control Dashboard', 'Projects Map', and 'Current Project Summary'. The interface also shows a 'My Favorites' section and a search bar.

UniSpace Project Management – Execute

Review Project Profiles

Filter

Use filters to narrow down the Project list based on any known attribute(s)

Project Details

This screen is used for looking at the project details (summary) for any project

Execute

Review Project Profiles

Management Console

Update Project Status / Close Project

Projects

A full list of all current projects (regardless of owner). Select one to see more detail

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UniSpace - HOME Applications Tasks

A1133010 - Sign Out Help

Find a form or report

Show Clear

Filter

State Code

City Code

Site Code

Building Code

Division Code

Department Code

Program Code

Program Name

Project Type

Project Code

Project Manager

Status All

Save Cancel

Projects

Project Code	Project Name
2012-17253	Hughes Building Fire Compli
2015-9501	Union House Upgrade
2016-9245	Health Science - Intensificati
2017-10024	WHC - Australian Institute fo
2017-10135	Badger Fume Cupboard
2017-10486	Hughes/Wills- Façade Repair
2017-2053	AHMS - Animal House
2017-5228	Wills, Hughes, Oliphant, Eng
2017-5588	National Wine Centre Smoke
2017-6018	Roseworthy Campus Solar &
2017-6268	Lift Upgrades - 9 Buildings
2017-7529	North Terrace Amenities Upg
2017-9036	Roseworthy Airconditioning I
2017-9341	Waite Power Reliability Upgr
2018-10052	The Braggs New Workstation
2018-10700	Hannaford ThinLab
2018-11553	ECMS CAT Suites Refurb
2018-2050	Core Isotope Facility
2018-2051	Engineering South GF Refurb

Project Details

Project Code 2012-17253

Project Name Hughes Building Fire Compliance

Project Type CAPITAL PROJECT

Project Status Completed-Actions Pending

Project Summary Hughes Building Levels 5, 6 & 8 Fire Compliance Upgrades. This project is the final stage of the Fire

Project Description Hughes Levels 5, 6 & 8 Fire Compliance Upgrades

Project Scope

Project Benefit

Project Business Case Upload a document

Program Name IIP

Account Code

Cost - Budgeted 0.00

Funding Probability 0

Date - Requested Start 2/07/2018

Date - Requested End 28/12/2018

Duration - Estimated (Days) 0

Days Per Week 5

Site Code NT

Building Code NT17

Division Code

Department Code

Area Affected m² 0.00

Employees Affected 0

Project Manager A1674593

UniSpace Project Management – Execute

Management Console – Select Project

Filters

The project list defaults to **My Projects** (owned or are a part of the team). You can change this to **All** to see every project

Project lists

Select a project from this list to see more detail. Projects fall into sections such as **Issued-In Process**, **Approved** & **Closed**

Execute

Review Project Profiles

Management Console

Update Project Status / Close Project

Alerts

If there is a blue ! dot present in this column, the project has an outstanding task. A summary can be seen by clicking it.

The screenshot displays the UniSpace Project Management Console interface. At the top, there is a navigation bar with 'UniSpace - HOME', 'Applications', and 'Tasks'. Below this is a header for 'Project Management Console - EXECUTIVE ACCESS'. The main content area is titled 'Project Summary - My Projects' and includes a filter dropdown set to 'My Projects' and a 'Filter' button. A table lists various projects, with columns for Project Code, Project Name, Project Status, Project Manager, Date Start, Date - End, and Project Budget. The table is filtered to show 'Issued-In Process' projects, with 30 items listed. A blue exclamation mark icon in the 'Project Manager' column indicates an outstanding task for several projects.

Project Code	Project Name	Project Status	Project Manager	Date Start	Date - End	Project Budget
BI-014	Building Documentation in Archibus	Issued-In Process	A1133010	15/05/2019		\$0
BI-013	Campus Maps	Issued-In Process	A1133010	1/07/2019	31/12/2019	\$0
BI-001	Project Management - Unispace Implementation	Issued-In Process	A1133010	1/03/2019	30/06/2019	\$0
19-850	MLS Bio-Repository	Issued-In Process	A1224367	19/01/2019	11/10/2019	\$1,005,000
19-6934	Roseworthy Vet Tech	Issued-In Process	A1223807	1/07/2019	1/02/2020	\$400,000
19-6079	Bioseparations Laboratory	Issued-In Process	A1224368	1/06/2019	1/02/2020	\$3,200,000
19-3619	Darling Coolroom Upgrade	Issued-In Process	A1224368	3/04/2019	31/07/2019	\$235,000
19-3482	Waite WT80 Fire Replacement Works	Issued-In Process	A1225212	25/03/2019	15/07/2019	\$130,000
19-3458	RAPID Facility Planning	Issued-In Process	A1223807	1/04/2019	27/09/2019	\$0
19-3404	West Beach Playing Fields	Issued-In Process	A1224368	1/01/2019	30/08/2019	\$10,000
19-3164	Wine Innovation East AC Replacement	Issued-In Process	A1225212	5/04/2019	31/07/2019	\$350,000
19-3069	Johnson Building Pre-Cooler Replacement	Issued-In Process	A1224367	3/04/2019	1/12/2019	\$150,000
19-3068	Barr Smith South MSSB & BMS Upgrades	Issued-In Process	A1224367	3/04/2019	27/09/2019	\$540,000
19-2627	Western Drive Public Realm Redevelopment	Issued-In Process	A1225212	1/06/2019	15/02/2021	\$4,000,000
19-2458	Johnson Building First Floor Upgrade Stage 2	Issued-In Process	A1224367	1/01/2019	28/02/2020	\$4,000,000
19-2185	Pulteney St Corner	Issued-In Process	A1139890	1/01/2019	31/12/2019	\$100,000
19-2184	New Napier	Issued-In Process	A1139890	1/01/2019	31/12/2019	\$200,000
19-2183	Lot 14 Stem +	Issued-In Process	A1139890	1/01/2019	31/12/2019	\$100,000
19-1774	Vilhm Architecture Laboratory/Engineering South CE	Issued-In Process	A1224368	1/03/2019	31/12/2019	\$3,200,000

UniSpace Project Management – Execute

Management Console – Project Dashboard

Execute

Review Project Profiles

Management Console

Update Project Status / Close Project

Side panel
Quick access for Alerts (outstanding tasks), Milestones plus viewing/editing Team (colleagues & consultants)

Project Dashboard
This is a very high level project summary.

Project Profile
The same as Project Details previously, this screen gives project wide information & ability to update details

Project Management Console - EXECUTIVE ACCESS

2019-850

Project Name: MLS Bio-Repository
Project Status: Issued-In Process
Project Manager: A1224367
Cost - Est. Design: \$0.00 Cost - Budgeted: \$1,005,000.00
Cost - Est. Baseline: \$0.00
Date - Start: 19/01/2019 Date - End: 11/10/2019

Alerts

Alert	Count
Actions Behind Schedule	12

Project Profile

Project Code: 2019-850
Project Name: MLS Bio-Repository
Project Type: CAPITAL PROJECT
Program Name: IIP
Account Code:
Funding Probability: 0
Project Score: 0.00

Division Code:
Department Code:
Cost - Budgeted: 1,005,000.00
Cost - Est. Baseline: 0.00
Cost - Est. Design: 0.00
Project Scorecard: Upload a document
Project Priority: 0

Date - Requested Start: 19/01/2019
Date - Requested End: 11/10/2019
Date - To Commence Work: 19/01/2019
Date - Target Completion: 11/10/2019
Project Status: Issued-In Process
Duration - Estimated (Days): 0
Criticality: Noncritical
Days Per Week: 5

Project Summary: Intermediate bio-repository facility providing storage capacity over the next 12 months.

Project Description: MLS Bio-Repository

Project Scope:

Project Benefit:

UniSpace Project Management – Execute

Management Console - Actions

Select/Completed

Use these columns to select multiple actions to update or quickly see if they are complete (tick)

Filter/Update/Add/Export

Use this top bar to filter, add extra, update multiple or even export this list of tasks to Excel/Word

Timing/Status

Use these columns to find due dates and how the actions are tracking. The columns can be sorted to make this easier

Execute

Review Project Profiles

Management Console

Update Project Status / Close Project

WBS Code	Work Package	Action Title	Date to Perform	Date Completed	Status	Percent Complete	Design Costs	Action
✓ A.001	A - Project - Planning Works	Initiation & Briefing	6/03/2019		IN PROGRESS	100	0	PRC
B.001	B - Project - Procurement Works	Procurement for Enabling works	20/05/2019		PLANNED	0	0	PRC
B.002	B - Project - Procurement Works	Procurement for remaining works	13/06/2019		PLANNED	0	0	PRC
C.001	C - Project - Construction Works	Enabling works	13/06/2019		PLANNED	0	0	PRC
C.002	C - Project - Construction Works	Construction & Commissioning	22/07/2019		PLANNED	0	0	PRC
E.001	E - Project - DLP	Defects Liability Period	11/10/2019		PLANNED	0	0	PRC
HO-06	HO - Hand Over Phase	A. Documentation - Post Construction	11/10/2019		SCHEDULED	0	0	PRC
PC	D - Project - Practical Completion & Handover	Practical Completion	11/10/2019		N/A	0	0	PRC
✓ SR-06	SR - Project Status Reports	Project Status Update	4/02/2019		COMPLETED	100	0	PRC
SR-07	SR - Project Status Reports	Project Status Update	18/02/2019		SCHEDULED	0	0	PRC
✓ SR-08	SR - Project Status Reports	Project Status Update	4/03/2019		COMPLETED	100	0	PRC
✓ SR-09	SR - Project Status Reports	Project Status Update	18/03/2019		COMPLETED	100	0	PRC
✓ SR-10	SR - Project Status Reports	Project Status Update	1/04/2019		COMPLETED	100	0	PRC
SR-11	SR - Project Status Reports	Project Status Update	15/04/2019		SCHEDULED	0	0	PRC
SR-12	SR - Project Status Reports	Project Status Update	29/04/2019		SCHEDULED	0	0	PRC
SR-13	SR - Project Status Reports	Project Status Update	13/05/2019		SCHEDULED	0	0	PRC
✓ SR-14	SR - Project Status Reports	Project Status Update	27/05/2019		COMPLETED	100	0	PRC
SR-15	SR - Project Status Reports	Project Status Update	10/06/2019		SCHEDULED	0	0	PRC

UniSpace Project Management – Execute

Management Console - Gant

Work Package/Action list

Lists out the corresponding actions/tasks grouped in work packages. These can be collapsed to reduce information shown

Filter

Use this top bar to filter down large charts to make navigation easier

Gantt Chart

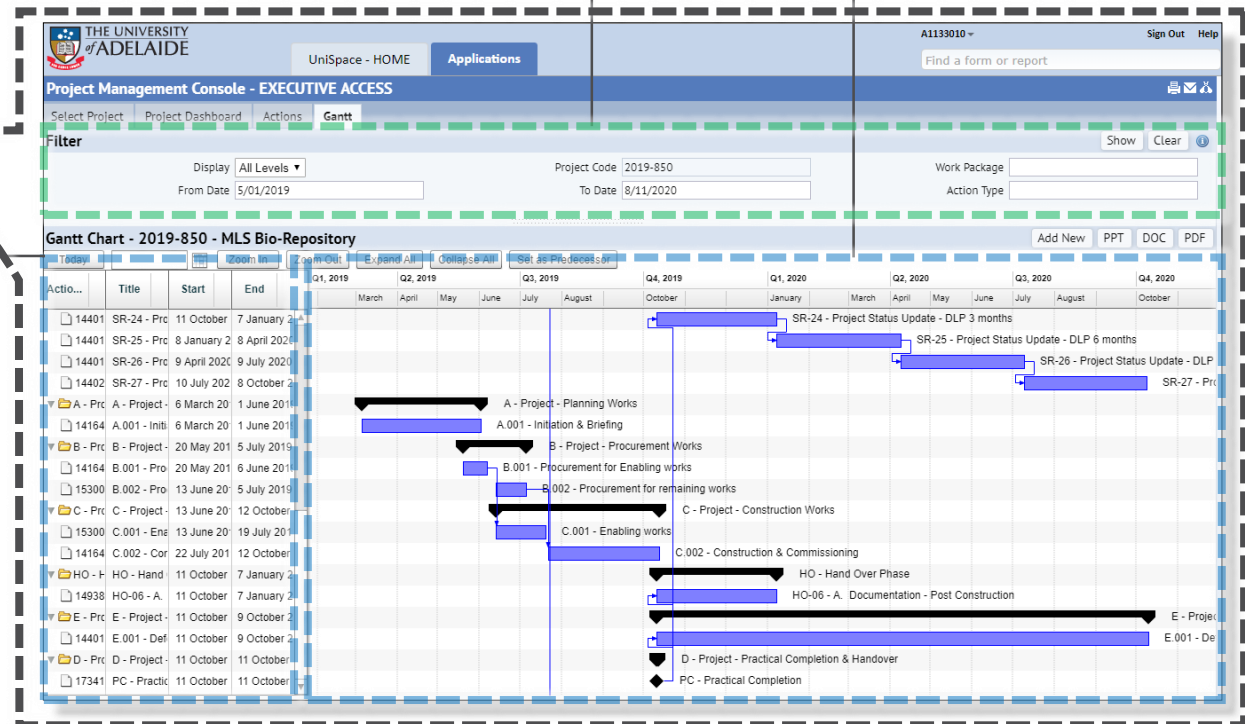
Shows all actions/milestones based on the project timeline & predecessors. All can be clicked on to view/edit

Execute

Review Project Profiles

Management Console

Update Project Status / Close Project



UniSpace Project Management – Execute

Update Project Status/Close Project

Projects

A full list of all current projects (regardless of owner). Select one to see more detail

Filter

Use filters to narrow down the Project list based on any know attribute(s)

Project Details

This screen is used for looking at the project details (summary) for any project

Execute

Review Project Profiles

Management Console

Update Project Status / Close Project

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Find a form or report

Update Project Status Show Clear ⓘ

Filter

State Code Division Code Project Type
City Code Department Code Project Code
Site Code Program Type Project Manager
Building Code Program Name Status All ▾

Projects **Project Details** ⓘ

Project Code	Project Name
2012-17253	Hughes Building Fire Comy
2015-9501	Union House Upgrade
2016-9245	Health Science - Intensificg
2017-10024	WHC - Australian Institute
2017-10135	Badger Fume Cupboard
2017-10486	Hughes/Wills- Façade Rep.
2017-2053	AHMS - Animal House
2017-5228	Wills, Hughes, Oliphant, Er
2017-5588	National Wine Centre Smo
2017-6018	Roseworthy Campus Solar
2017-6268	Lift Upgrades - 9 Buildings
2017-7529	North Terrace Amenities U
2017-9036	Roseworthy Airconditionin
2017-9341	Waite Power Reliability Up
2018-10052	The Braggs New Workstati
2018-10700	Hannaford ThinLab
2018-11553	ECMS CAT Suites Refurb
2018-2050	Core Isotope Facility
2018-2051	Engineering South GF Refl.
2018-2245	Way Finding Signage - Wai

Project Details

Project Code 2016-9245 Program Name IIP
Project Name Health Science - Intensification 2 Account Code
Project Type CAPITAL PROJECT Cost - Budgeted 19,292,747.00
Project Status Issued-In Process Funding Probability 0
Date - Requested Start 1/01/2018
Date - Requested End 8/07/2019
Duration - Estimated (Days) 0
Days Per Week 5 ▾
Site Code NT
Building Code
Division Code
Department Code
Area Affected m² 0.00
Employees Affected 0
Project Manager A1000504

Project Summary MSS & MSN - Health Sciences;
1) - Upgraded office spaces in HMN Grd. 1, 2, & 3

Project Description Works for the Faculty of Health Sciences, as follows;
1 - Relocate occupants from HMN 4, 5 & 6 to improved lab and office

Project Scope Scope as follows;
1 - Upgraded office spaces in HMN Grd. 1, 2, & 3
2 - Upgraded office and lab spaces

Project Benefit 1- Upgraded office and Lab spaces in HMN 4, 5.
2 - Applied LED and Interlink Incentives will provide 7 yr. payback.

Project Business Case project-2016-9245-doc.pdf

UniSpace Project Management – Review

Project Quality Control Dashboard

Pie Charts

Show current project status & if any are running behind schedule. This is only for projects you own (as Project Manager)

Project list

A list of all projects at all statuses (besides closed) with ability to quickly **Edit Status** or **Complete**

Alerts

Shows all outstanding & on hold actions for all projects you're involved in plus any of your open actions. Click for list

Review

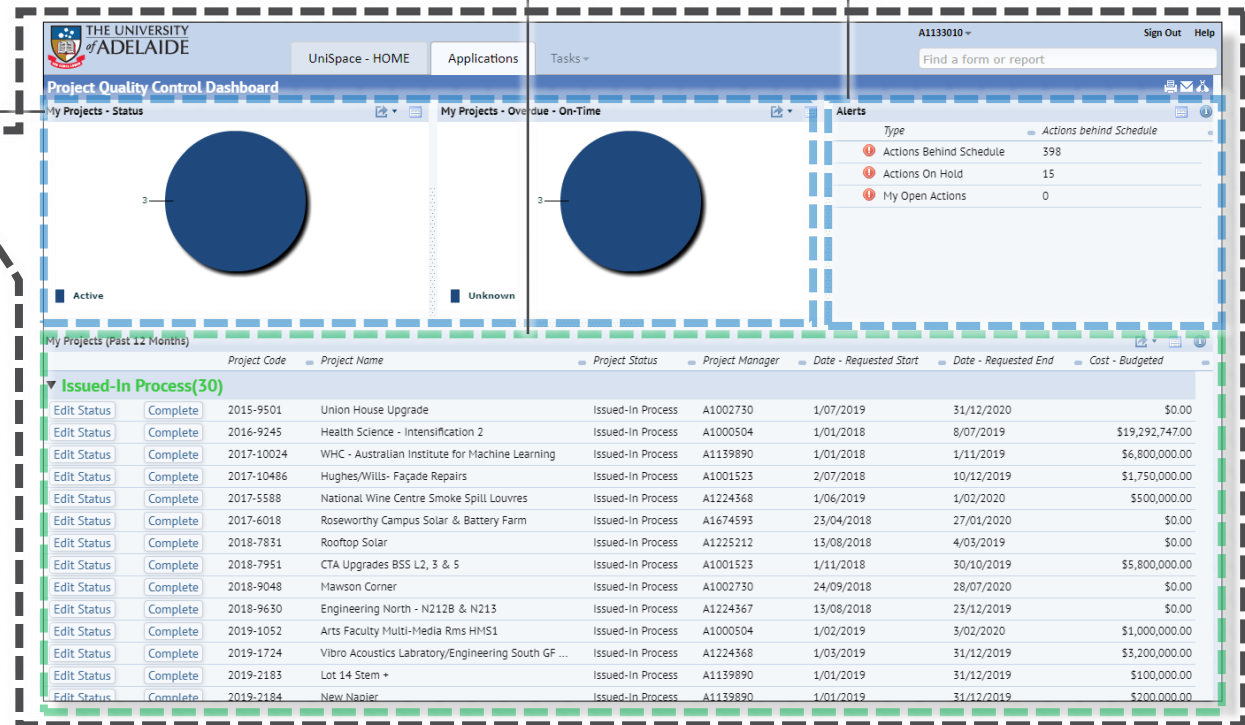
Project Quality Control Dashboard

Projects Map

Current Project Summary

Current Project Status Reports

Project Close Out Summary



UniSpace Project Management – Review

Projects Map

Filter

Use the filter to narrow down to project type/phase or even a specific project.

Actions by Building

Select Buildings you wish to see details for and click **Show Buildings**. They will then appear on map & refresh below

Action Items

A list of all actions based on the filters & buildings selected above. This list can be exported to Excel/Word

Review

Project Quality Control Dashboard

Projects Map

Current Project Summary

Current Project Status Reports

Project Close Out Summary

The screenshot displays the UniSpace Project Management interface. At the top, there's a navigation bar with 'UniSpace - HOME' and 'Applications'. Below this is a 'View Projects Map' section with a 'Filter' area containing fields for 'Project Type', 'Project Phase', and 'Project Id'. A 'Map' section shows an aerial view of the University of Adelaide campus with several buildings marked with red dots and labeled with codes like NT01, NT02, etc. To the right of the map is an 'Actions by Building' section with a 'Show Buildings' button and a list of buildings with checkboxes. Below the map is an 'Action Items' table with columns for Action Title, Action Item ID, WBS Code, Action Type, Site Code, Building Code, Floor Code, Room Code, Project Code, and Project Name.

Action Title	Action Item ID	WBS Code	Action Type	Site Code	Building Code	Floor Code	Room Code	Project Code	Project
Concept & Design Docs (6) Early Wks, Tender...	139645	B.001	PROJECT - TASK		NT05			2017-10135	Bac
Construction & Commissioning	139806	C.001	PROJECT - TASK	NT	NT05			2018-7960	Bac
Construction & Commissioning Inc Early Proc...	139646	C.001	PROJECT - TASK		NT05			2017-10135	Bac
Defects Liability Period	143975	E.001	PROJECT - TASK	NT	NT05			2018-7960	Bac
Defects Liability Period	144001	E.001	PROJECT - TASK	NT	NT01			2018-9048	Ma

UniSpace Project Management – Review

Current Project Summary

Review

- Project Quality Control Dashboard
- Projects Map
- Current Project Summary**
- Current Project Status Reports
- Project Close Out Summary

Projects
A summarised list of project with Project Code, Name, key dates & contacts.

Export/Refresh
Refresh the list or export it to Excel or Word

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Capital Project Delivery - Current Project Summary

Activity Projects | Refresh | DOCX | XLS | TXFR

Project Type	Employee Name	Project Code	Project Name	Project Summary	Date - Target Completion	Project Status
CAPITAL PROJECT	Gerard Rodgers	2015-9501	Union House Upgrade	Union House Upgrade	31/12/2020	Issued-In Process
CAPITAL PROJECT	Gregory Badger	2016-9245	Health Science - Intensification 2	MSS & MSN - Health Sciences; 1) - Upgraded...	8/07/2019	Issued-In Process
CAPITAL PROJECT	Simon Fenwick	2017-10024	WHC - Australian Institute for Machine Learning	Four levels of fit out in the Womens Health Cen...	1/11/2019	Issued-In Process
CAPITAL PROJECT	Robert Hutson	2017-10486	Hughes/Wills- Façade Repairs	Hughes/Wills - Façade Repairs and Remedial sy...	10/12/2019	Issued-In Process
CAPITAL PROJECT	Helen Halliday	2017-5588	National Wine Centre Smoke Spill Louvres	Installation of a new mechanical smoke spill sy...	1/02/2020	Issued-In Process
CAPITAL PROJECT	Rob Newcombe	2017-6018	Roseworthy Campus Solar & Battery Farm	Solar, Battery and HV Electrical Project - crea...	27/01/2020	Issued-In Process
CAPITAL PROJECT	James Rivett	2018-7831	Rooftop Solar	Installation of rooftop solar PV systems on mul...	4/03/2019	Issued-In Process
CAPITAL PROJECT	Robert Hutson	2018-7951	CTA Upgrades B55 L2, 3 & 5	CTA Upgrades B55 L2, 3 & 5 - New Flexible T...	30/10/2019	Issued-In Process
CAPITAL PROJECT	Gerard Rodgers	2018-9048	Mawson Corner	Mawson Corner - Public Realm Landscape	28/07/2020	Issued-In Process
CAPITAL PROJECT	Hanh Nguyen	2018-9630	Engineering North - N212B & N213	Conversion of approx 370m2 of existing laborato...	23/12/2019	Issued-In Process
CAPITAL PROJECT	Gregory Badger	2019-1052	Arts Faculty Multi-Media Rms HMS1	Arts Faculty Multi-Media Rms Helen Mayo South...	3/02/2020	Issued-In Process
CAPITAL PROJECT	Helen Halliday	2019-1724	Vibro Acoustics Laboratory/Engineering South GF ...	Creation of a new Vibro-Acoustic Research Facil...	31/12/2019	Issued-In Process
CAPITAL PROJECT	Simon Fenwick	2019-2183	Lot 14 Stem +	Lot 14 Stem +	31/12/2019	Issued-In Process
CAPITAL PROJECT	Simon Fenwick	2019-2184	New Napier	New Napier	31/12/2019	Issued-In Process
CAPITAL PROJECT	Simon Fenwick	2019-2185	Pulteney St Corner	Pulteney St Corner	31/12/2019	Issued-In Process
CAPITAL PROJECT	Hanh Nguyen	2019-2458	Johnson Building First Floor Upgrade Stage 2	Johnson Building First Floor Upgrade Stage 2. R...	28/02/2020	Issued-In Process
CAPITAL PROJECT	James Rivett	2019-2627	Western Drive Public Realm Redevelopment	Western Drive Public Realm Redevelopment, linke...	15/02/2021	Issued-In Process
CAPITAL PROJECT	Hanh Nguyen	2019-3068	Barr Smith South MSSB & BMS Upgrades	Barr Smith South MSSB & BMS Upgrades	27/09/2019	Issued-In Process
CAPITAL PROJECT	Hanh Nguyen	2019-3069	Johnson Building Pre-Cooler Replacement	Johnson Building Pre-Cooler Replacement	1/12/2019	Issued-In Process
CAPITAL PROJECT	James Rivett	2019-3164	Wine Innovation East AC Replacement	Replacement of 'end-of-life' air conditioning p...	31/07/2019	Issued-In Process
CAPITAL PROJECT	Helen Halliday	2019-3404	West Beach Playing Fields	Development of a Facilities Masterplan for the ...	30/08/2019	Issued-In Process
CAPITAL PROJECT	Stuart Pullens	2019-3458	RAPID Facility Planning	RAPID Facility Planning	27/09/2019	Issued-In Process
CAPITAL PROJECT	James Rivett	2019-3482	Waite W780 Fire Replacement Works	Replacement of air conditioning plant at Waite ...	15/07/2019	Issued-In Process
CAPITAL PROJECT	Helen Halliday	2019-3619	Darling Coolroom Upgrade	Asset renewal of the Darling Building Cool Room...	31/07/2019	Issued-In Process
CAPITAL PROJECT	Helen Halliday	2019-6079	Bioseparations Laboratory	Establishment of a Bioseparations Laboratory in...	1/02/2020	Issued-In Process
CAPITAL PROJECT	Stuart Pullens	2019-6934	Roseworthy Vet Tech	Roseworthy Vet Tech	1/02/2020	Issued-In Process

UniSpace Project Management – Review

Current Project Status Reports

Review

- Project Quality Control Dashboard
- Projects Map
- Current Project Summary
- Current Project Status Reports**
- Project Close Out Summary

Status Report
Lists all current projects with a summary of details, the latest status update & also a photo if it has been uploaded

PDF
Click this button to create a PDF version of the report

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UniSpace - HOME Applications Tasks - A1133010 - Sign Out Help
Find a form or report

THE UNIVERSITY of ADELAIDE
Project Status Report
23 July 2019

Total Projects 47

Project Name	Target Completion	Manager	Phase
Hughes Building Fire Compliance	28/12/2018	Rob Newcombe	DLP
Summary Hughes Building Levels 5, 6 & 8 Fire Compliance Upgrades. This project is the final stage of the Fire Protection Master Plan for the Hugh, Wills buildings activated by the Hub Central Project.			
Project Status Update - DLP 6 months Operation Maintenance Manuals and 'As Built' Documentation is being finalised for issue to Service Delivery and upload into University data base Archibus. No defects to report during warrantee period. activity_log-143746-doc.pdf			

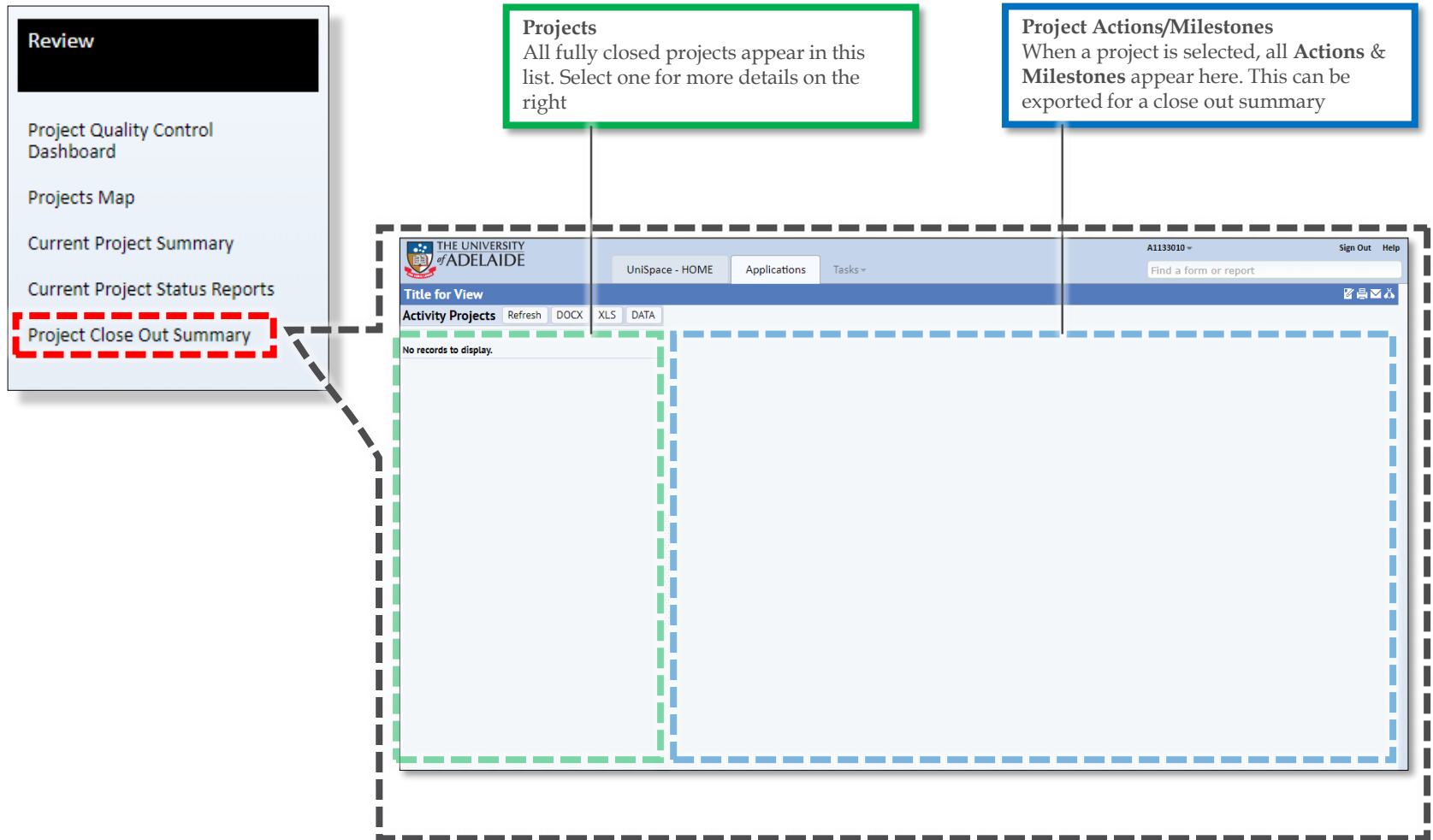
Project Name	Target Completion	Manager	Phase
New Napier	31/12/2019	Simon Fenwick	Planning
Summary New Napier			
Project Status Update No updates available			

Project Name	Target Completion	Manager	Phase
Johnson Lab 106 Upgrade	15/02/2019	Hanh Nguyen	DLP
Summary Stage 1 and 1a of the Johnson Building first floor upgrades focuses on improving laboratory 106 through a new re-designed space, increasing student capacity, teaching			

PDF

UniSpace Project Management – Review

Project Close Out Summary



UniSpace Project Management – Tips

Complete a status update

Step 1

Head to **Management Console**, select your project, navigate to the **Gantt** chart & find the Status Report Work Package

Execute

Review Project Profiles

Management Console

Update Project Status / Close Project

Step 2

Find the current **Project Status Update** task (usually the one with the 'today' crossing it). Click to open up details

Step 3

Write status update in the **Description** field. Upload a photo to **Document**. Change status to **Completed** & then **Save**

The screenshot displays the UniSpace Project Management Console interface. At the top, there's a navigation bar with 'UniSpace - HOME' and 'Applications'. Below it, the 'Project Management Console - EXECUTIVE ACCESS' is visible. A 'Filter' section allows users to search by Project Code (2019-850) and To Date (8/11/2020). The main area features a 'Gantt Chart - 2019-850 - MLS Bio-Repository' with a table of tasks. A task titled 'SR-13 - Project Status Update' is highlighted with a green box and a red dashed border. To the right, a 'Profile' form is open for this task, showing fields for Action Title, WBS Code, Project Code, Action Type, Action Item ID, Work Package, Project Phase, Action Item Status (set to SCHEDULED), Date to Perform, Date - Calc. Completion, Duration - Est. Design (Days), Document (with an upload button), Assigned To, Site Code, Building Code, Floor Code, and Room Code. A 'Save' button is visible in the top right of the form.

Actio...	Title	Start	End	Q1, 2019	Q2, 2019	Q3, 2019	Q4, 2019
<input type="checkbox"/>	14165 SR-13 - Prc	13 May 201	25 May 201				
<input type="checkbox"/>	14165 SR-14 - Prc	27 May 201	8 June 201				
<input type="checkbox"/>	14165 SR-15 - Prc	10 June 20	22 June 20				
<input type="checkbox"/>	14165 SR-16 - Prc	24 June 20	6 July 2019				
<input type="checkbox"/>	14165 SR-17 - Prc	8 July 2019	20 July 201				
<input type="checkbox"/>	14165 SR-18 - Prc	22 July 201	3 August 20				
<input type="checkbox"/>	14833 SR-19 - Prc	5 August 20	17 August 2				
<input type="checkbox"/>	15301 SR-20 - Prc	19 August 2	31 August 2				
<input type="checkbox"/>	15301 SR-21 - Prc	2 Septembe	14 Septem				
<input type="checkbox"/>	15301 SR-22 - Prc	16 Septem	28 Septem				
<input type="checkbox"/>	15301 SR-23 - Prc	30 Septem	12 October				
<input type="checkbox"/>	14401 SR-24 - Prc	11 October	7 January 2				
<input type="checkbox"/>	14401 SR-25 - Prc	8 January 2	8 April 202				
<input type="checkbox"/>	14401 SR-26 - Prc	9 April 202	9 July 2020				
<input type="checkbox"/>	14402 SR-27 - Prc	10 July 202	8 October 2				
<input type="checkbox"/>	A - Prc A - Project	6 March 20	1 June 201				
<input type="checkbox"/>	14164 A.001 - Initi	6 March 20	1 June 201				

UniSpace Project Management – Tips

Add a colleague or consultant

Step 1

Head to **Management Console**, select your project & got to **Project Dashboard**

Step 2

Click on the **Team** tab. This will list existing colleagues & consultants added to the project. Click **Add** to add more

Step 3

Search for employees/consultants to add. You can tick multiple entries & add all in one go

Execute

Review Project Profiles

Management Console

Update Project Status / Close Project

The screenshot shows the UniSpace Project Management Console interface. The main header includes 'THE UNIVERSITY of ADELAIDE', 'UniSpace - HOME', and 'Applications'. The page title is 'Project Management Console - EXECUTIVE ACCESS'. The main content area is titled '2019-850 Project Profile' and contains project details such as 'Project Name: MLS Bio-Repository', 'Project Status: Issued-In Process', and 'Project Manager: A1224367'. Below this, there are tabs for 'Alerts', 'Milestones', 'Team', 'Logs', and 'Docs'. The 'Team' tab is active, and an 'Add' button is highlighted. A 'Vendor List' modal window is open, showing a table of vendors with columns for 'Vendor Code', 'Company Name', and 'Vendor Type'. The table lists various vendors like 'A & R FLOORING', 'A R LEANE', 'A V CENTRAL', etc. The 'Add Selected' button is highlighted in the modal.

FAQs

Who are the BSI Team

The Business Services & Improvement Team is part of The University of Adelaide's Infrastructure Branch.

How do I contact the BSI Team

Contact BSI Team via email [Contact Us](#)

I have forgotten the website

<https://archibus.adelaide.edu.au>

I have forgotten my password?

Contact The University of Adelaide – Technology Services 83130 3000

Or use their self-service [Password Management](#)

I cant log in to the website

You need a valid and activated University of Adelaide account to log in to UniSpace Home.

I would like to make a suggestion / improvement OR there is an issue with the Application I am using

Create a Service Request via UniSpace Home, with the Type of Request as “UniSpace”

<https://archibus.adelaide.edu.au>

revision
-

comment
document created

date
2019-08-06



THE UNIVERSITY

of ADELAIDE