The Knowledge Leader for Project Success

Owners • Contractors • Academics

RT DCC-02

Construction Readiness Assessment for Performance Improvement

Construction Readiness Assessment (CRA) Tool – User Manual

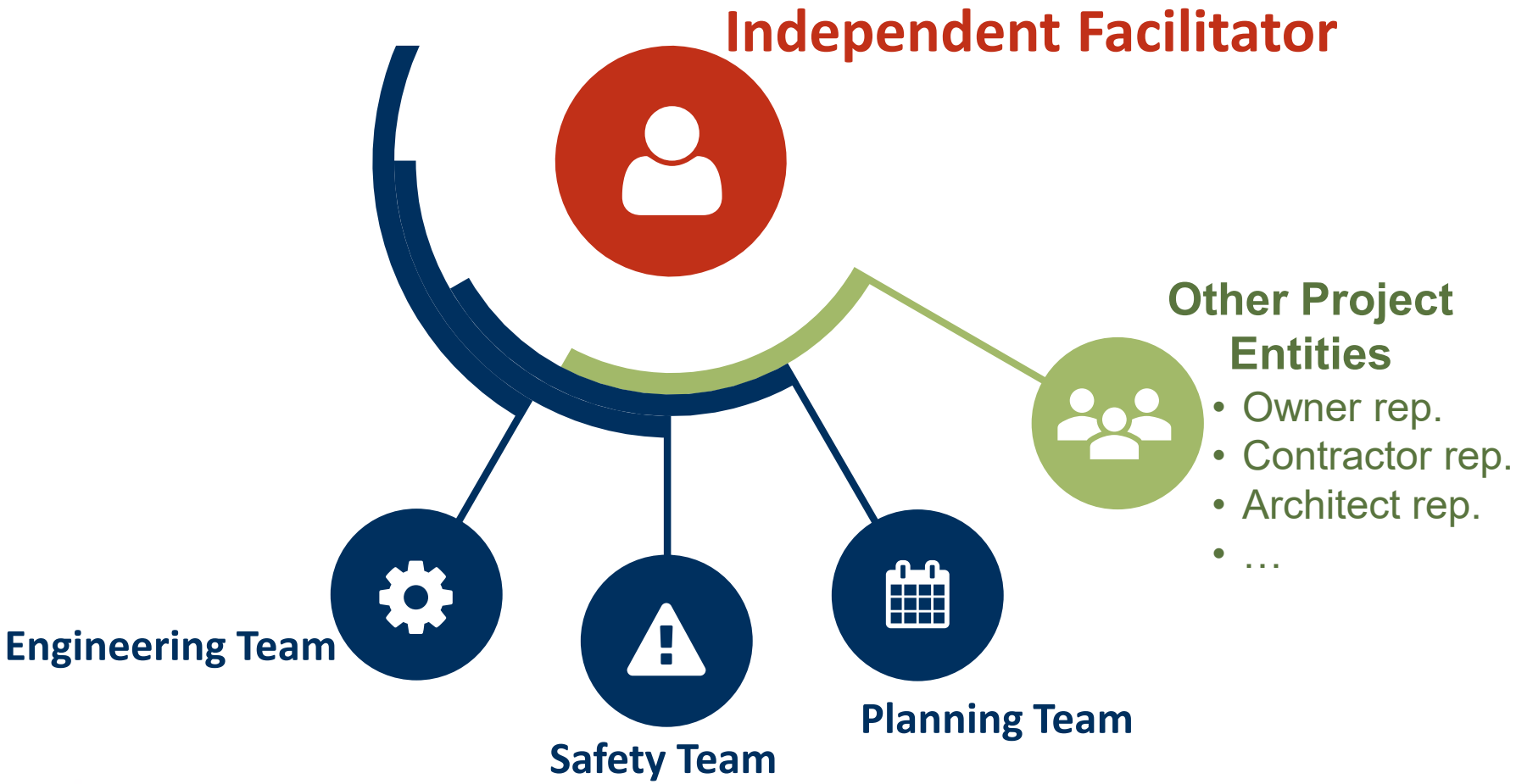
Recommended Hardware Specifications

- **RAM:** 16 Gigabytes

Recommended Software Specifications

- **OS:** Microsoft Window 8.1 or newer
- **Platform:** Microsoft Office 2013 or newer 32-bit

Collaborative Assessment Session



Tool Structure

Company-Level Options

- Project Attributes
- Factors Definitions
- Target Values
- Company Practices
- Additional Factors

Project Assessment

- 228 Factors
- Score Gauge
- Spider Chart
- Corrective Actions
- Best Practices

Tool Structure

Company-Level Options

- Project Attributes
- Factors Definitions
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- Additional Factors

Project Assessment

- 228 Factors
- Score Gauge
- Spider Chart
- Corrective Actions
- Best Practices

Tool Flow – Setup

1

Download The Tool

Download The Tool In a Separate Folder

CRAT_Master File.xlsb
Authors: CII RT DCC-002 Tool - Beta

Date modified: 3/22/2018 11:33 PM
Size: 1.30 MB

Enable Macros & Content

CRAT_Master File.xlsb - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Help | Tell me what you want to do | Share

Clipboard | Font | Alignment | Number | Styles | Cells | Editing

SECURITY WARNING Macros have been disabled. Enable Content

N16

Welcome to the Construction Readiness Assessment (CRA) Tool

Beta Version

The CRA tool computes a project-specific **construction readiness score** using **228 readiness factors spanning 15 categories** (ex. Project Team, Procurement & Material Management, etc.) This score is then compared to **readiness benchmarks** derived from industry data and company-set goals. The tool also highlights **leverage areas of improvement**, and outputs a report of the **actions** that should be taken to significantly enhance project construction readiness.

Construction Industry Institute

developed by
CII RT DCC - 002

START

Main

Ready

Hit The Start Button

CRAT_Master File.xlsb - Excel

Welcome to the Construction Readiness Assessment (CRA) Tool

Beta Version

The CRA tool computes a project-specific **construction readiness score** using **228 readiness factors spanning 15 categories** (ex. Project Team, Procurement & Material Management, etc.) This score is then compared to **readiness benchmarks** derived from industry data and company-set goals. The tool also highlights **leverage areas of improvement**, and outputs a report of the **actions** that should be taken to significantly enhance project construction readiness.

Construction Industry Institute

developed by
CII RT DCC - 002

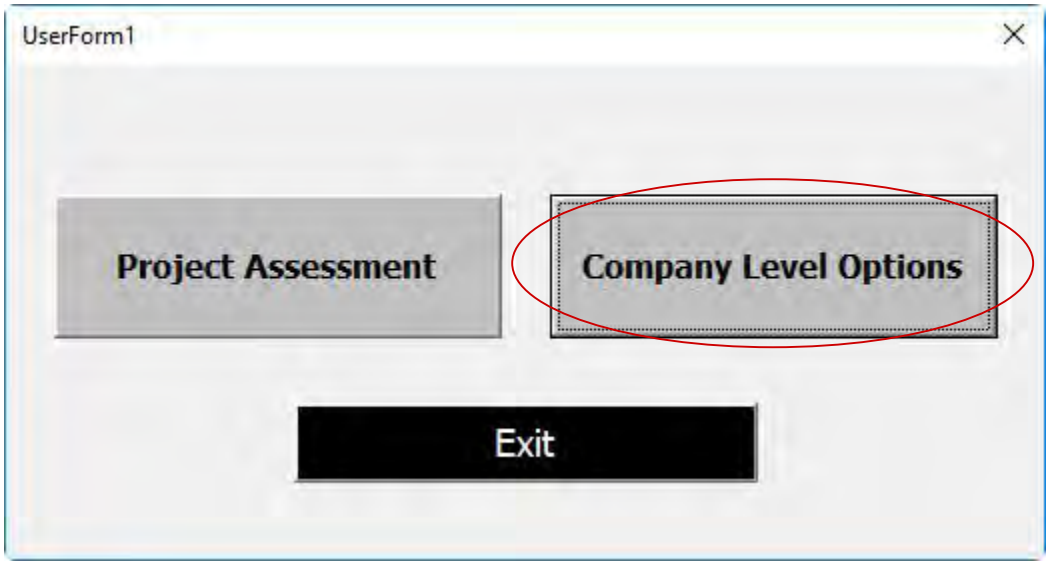
Beta Version

START

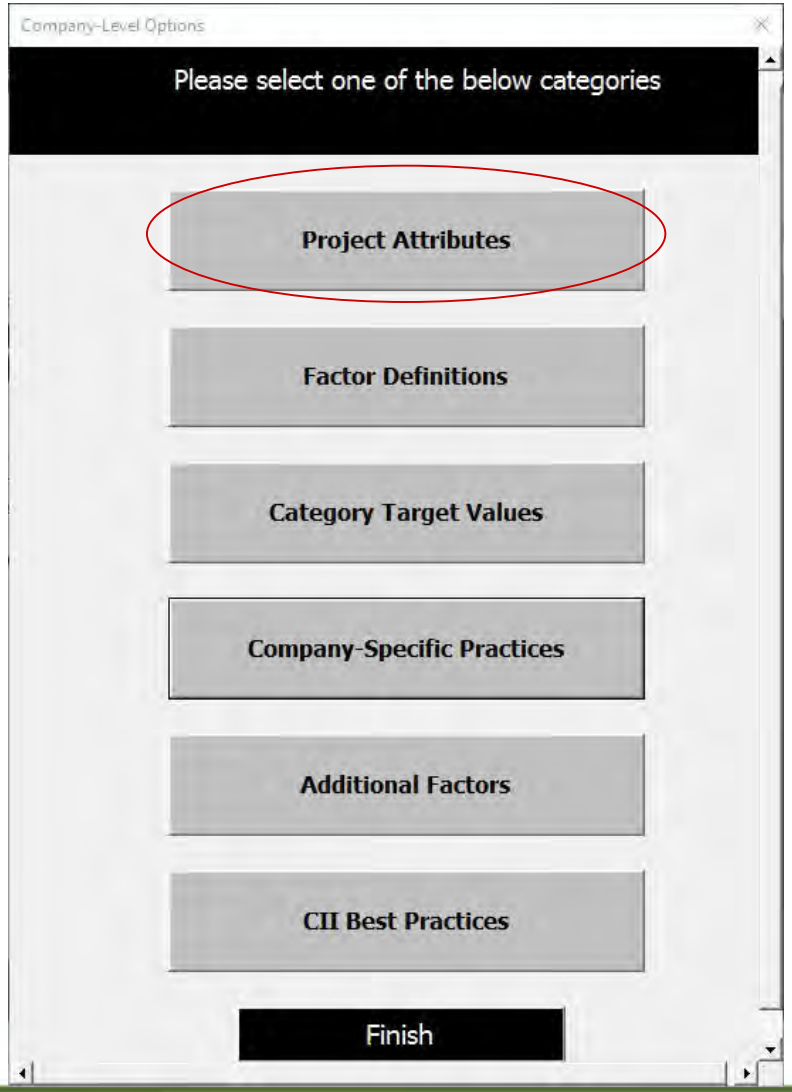
**Please enable macros*

Tool Flow – Customize Your Tool

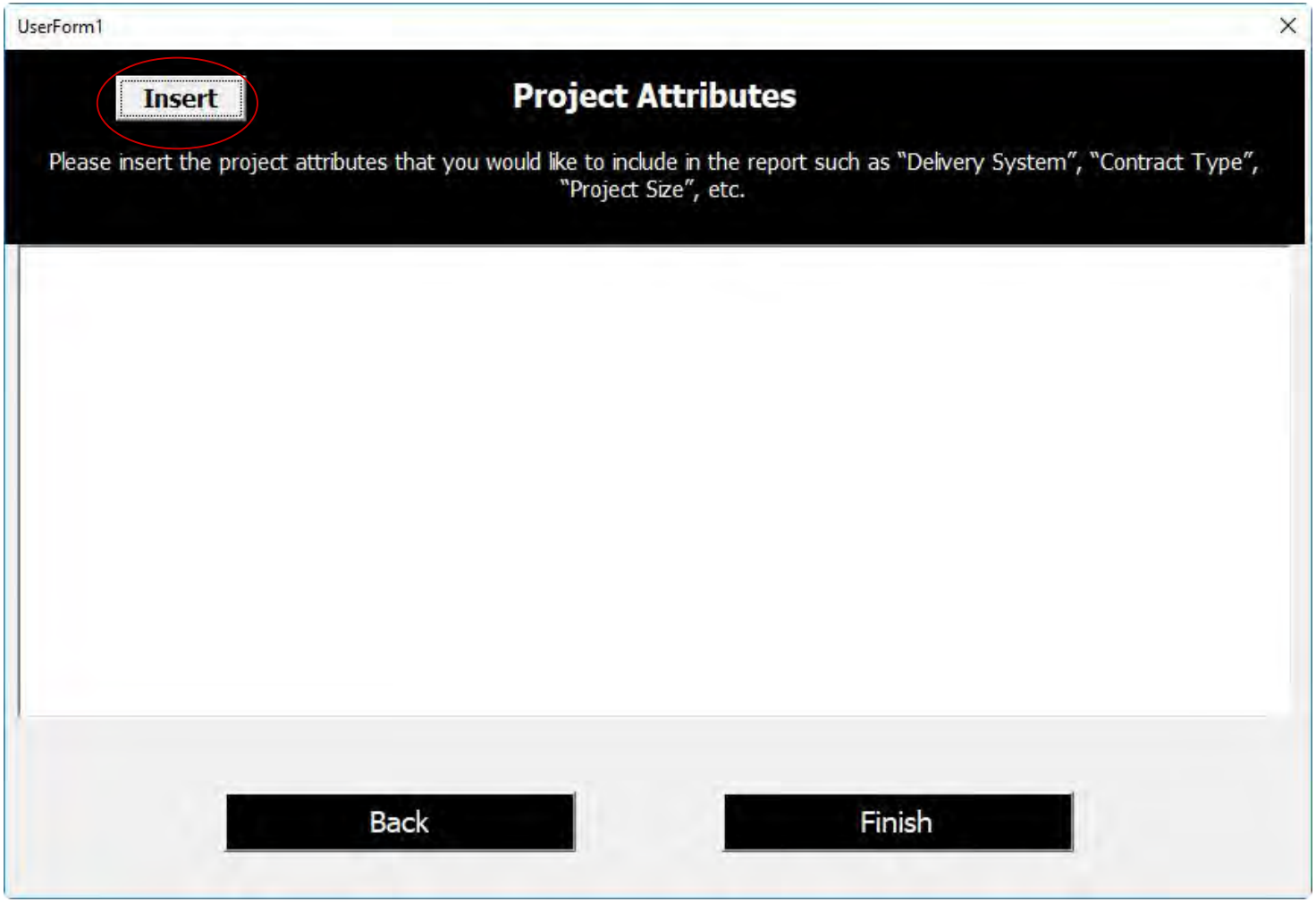
Start With Company Level Options



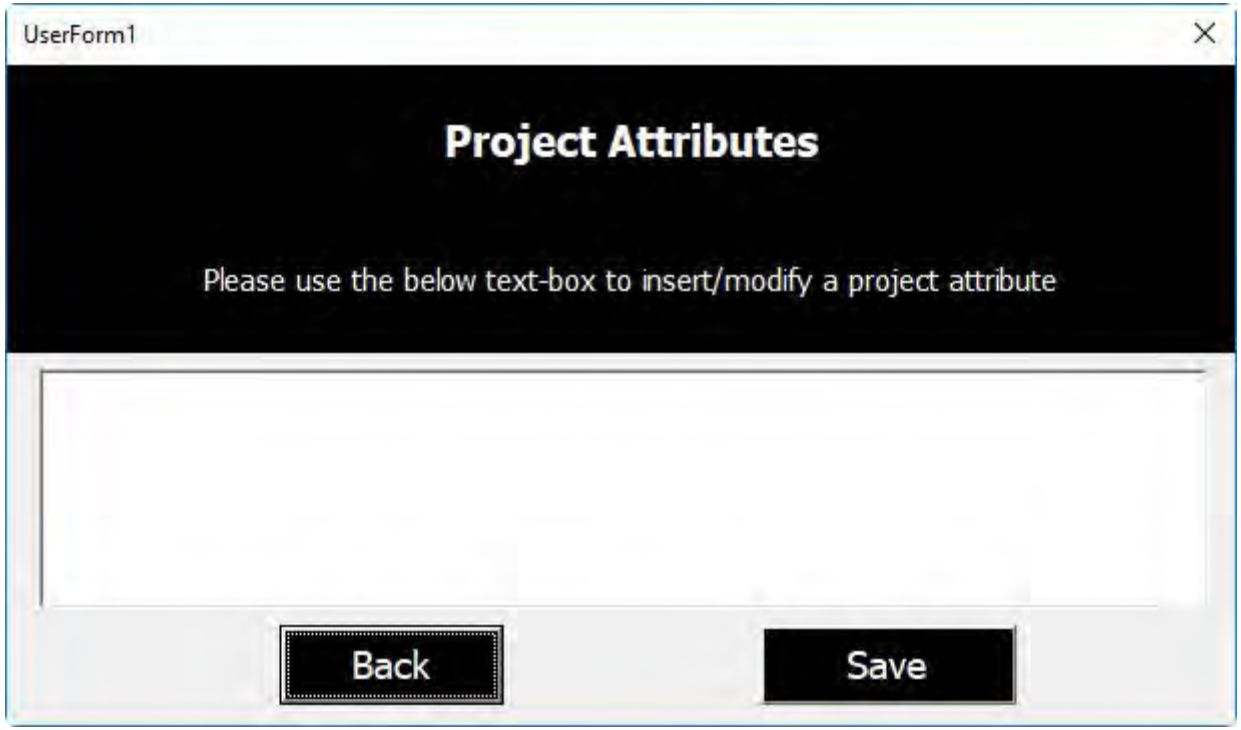
Select Project Attributes Box



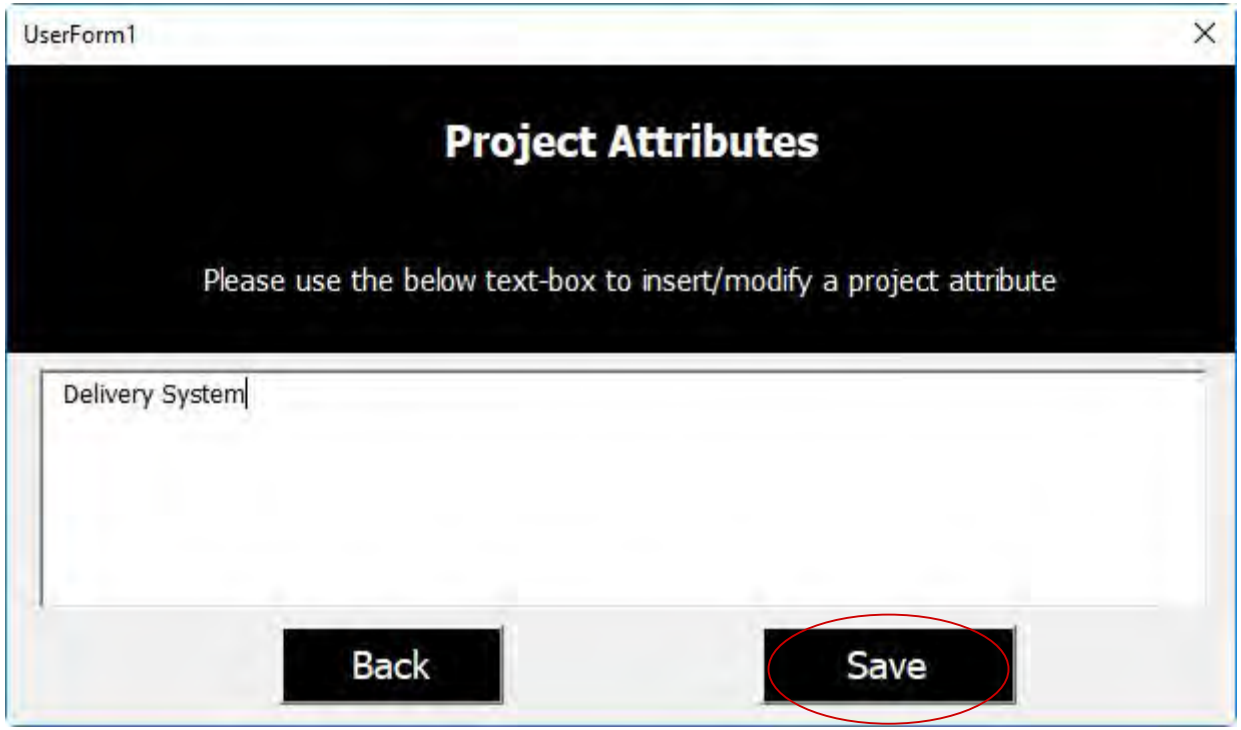
Attributes That Projects Should Keep Track Of



Project Teams Would be Asked To Report These Attributes for Their Projects



Add Attribute #1



Attributes Are Listed Here

UserForm1

Insert

Project Attributes

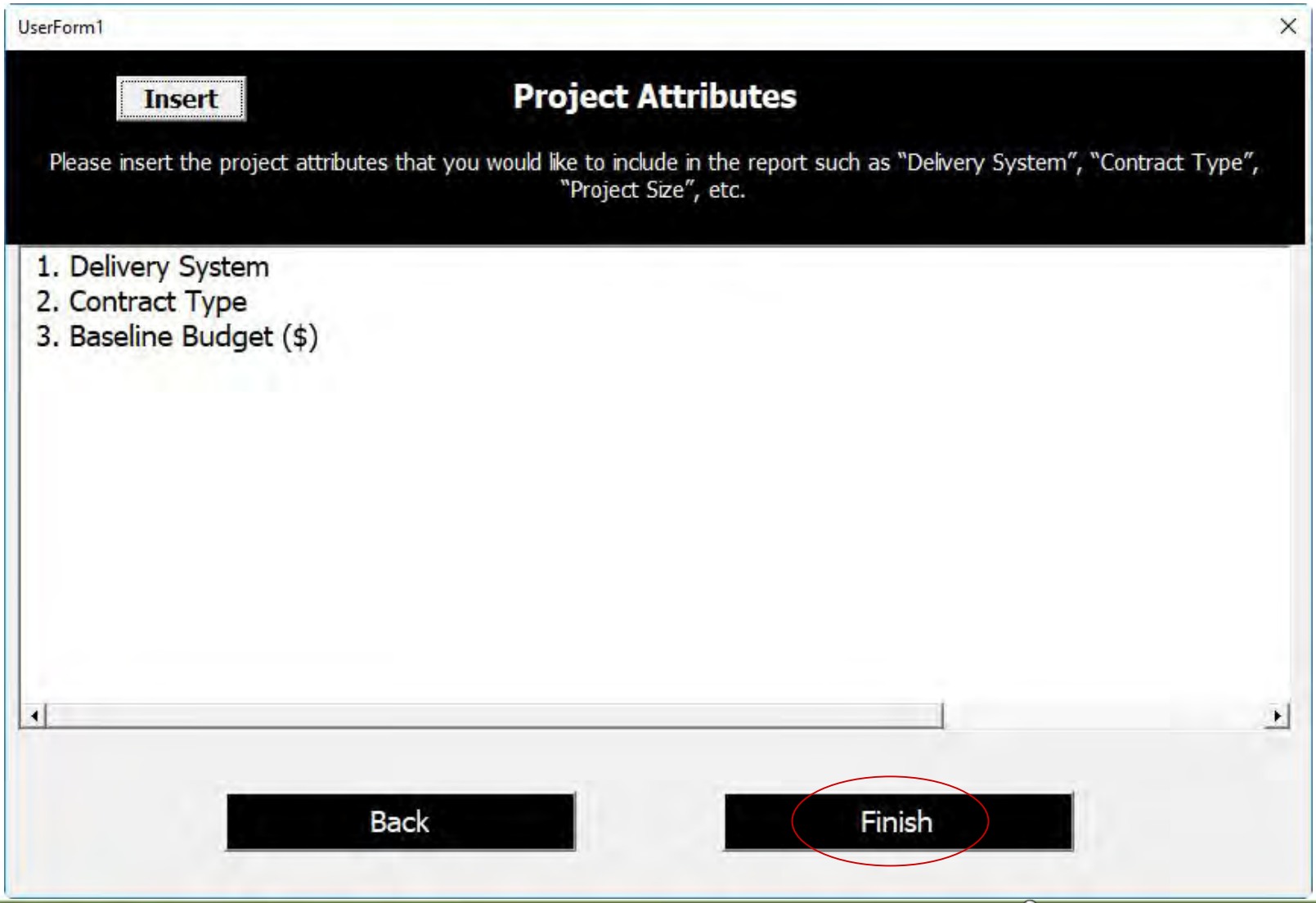
Please insert the project attributes that you would like to include in the report such as "Delivery System", "Contract Type", "Project Size", etc.

1. Delivery System

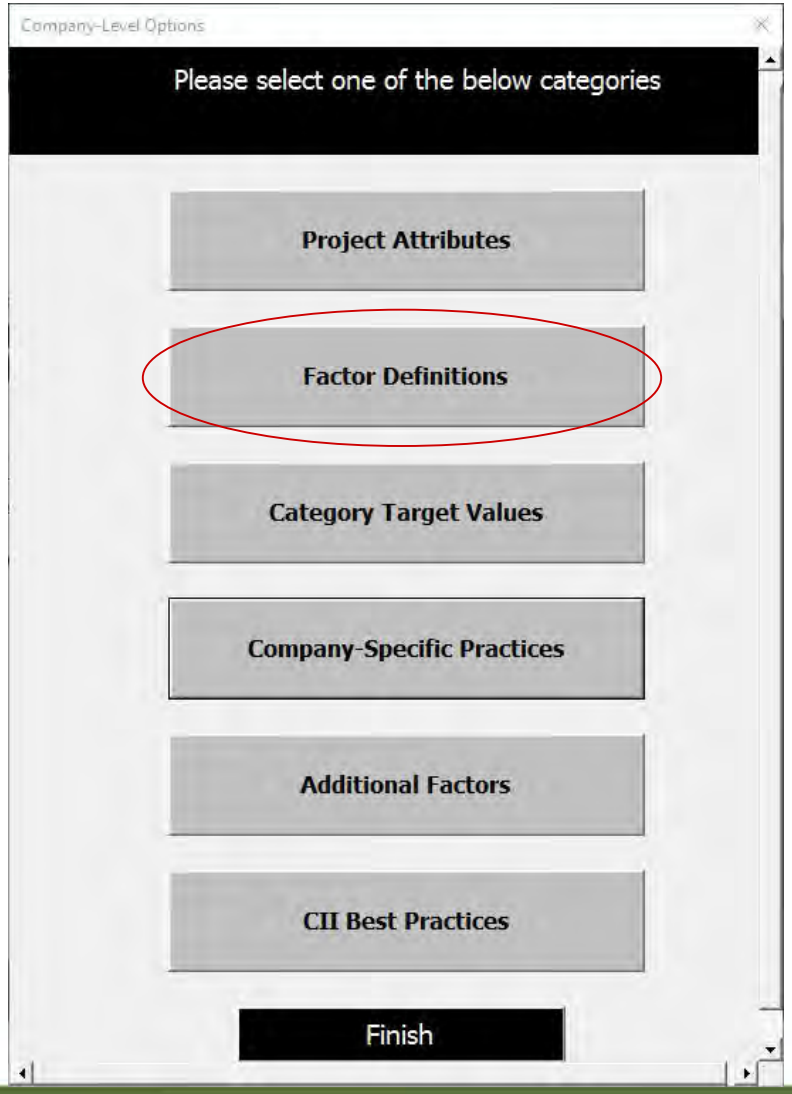
Back

Finish

Add As Many Attributes As You Would Like



Select Factor Definition Box



For Example: Category 11

UserForm1

Factor Definition By Category

Please double-click a category to view factors and add respective definitions

Category 1: Project Team	Category 9: Contract Management
Category 2: Engineering	Category 10: Human Resource Management
Category 3: Planning	Category 11: Stakeholder Management
Category 4: Health/Safety/Security/Environment	Category 12: Risk Assessment & Management
Category 5: Execution	Category 13: Procurement & Material Management
Category 6: Tools & Equipment	Category 14: Commissioning
Category 7: Quality Management	Category 15: Project Control
Category 8: Change Management	Category 16: Additional Factors

Finish

Double-Click On The Desired Factor

UserForm1

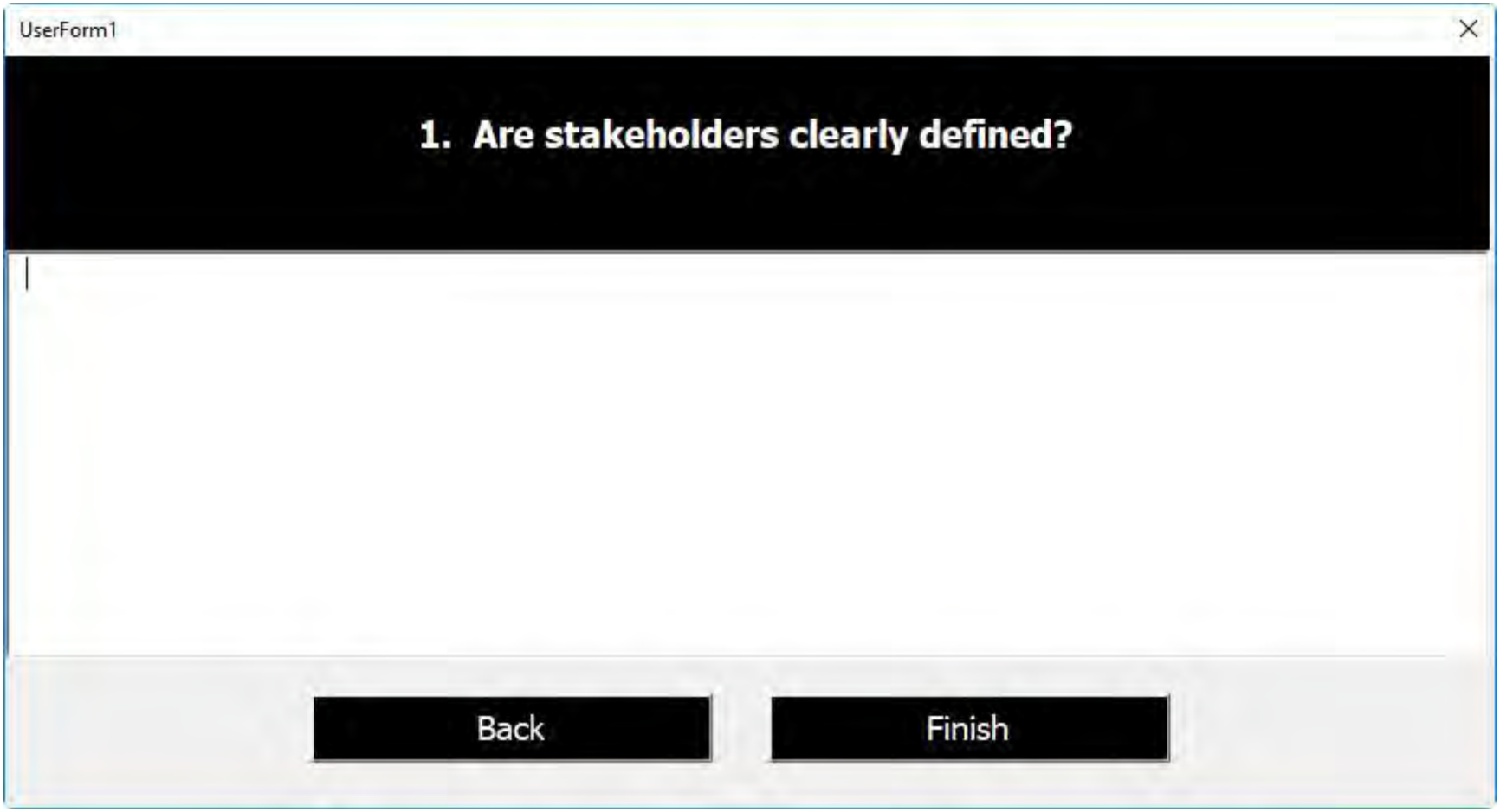
Stakeholders Management

Please double-click a factor to add a definition

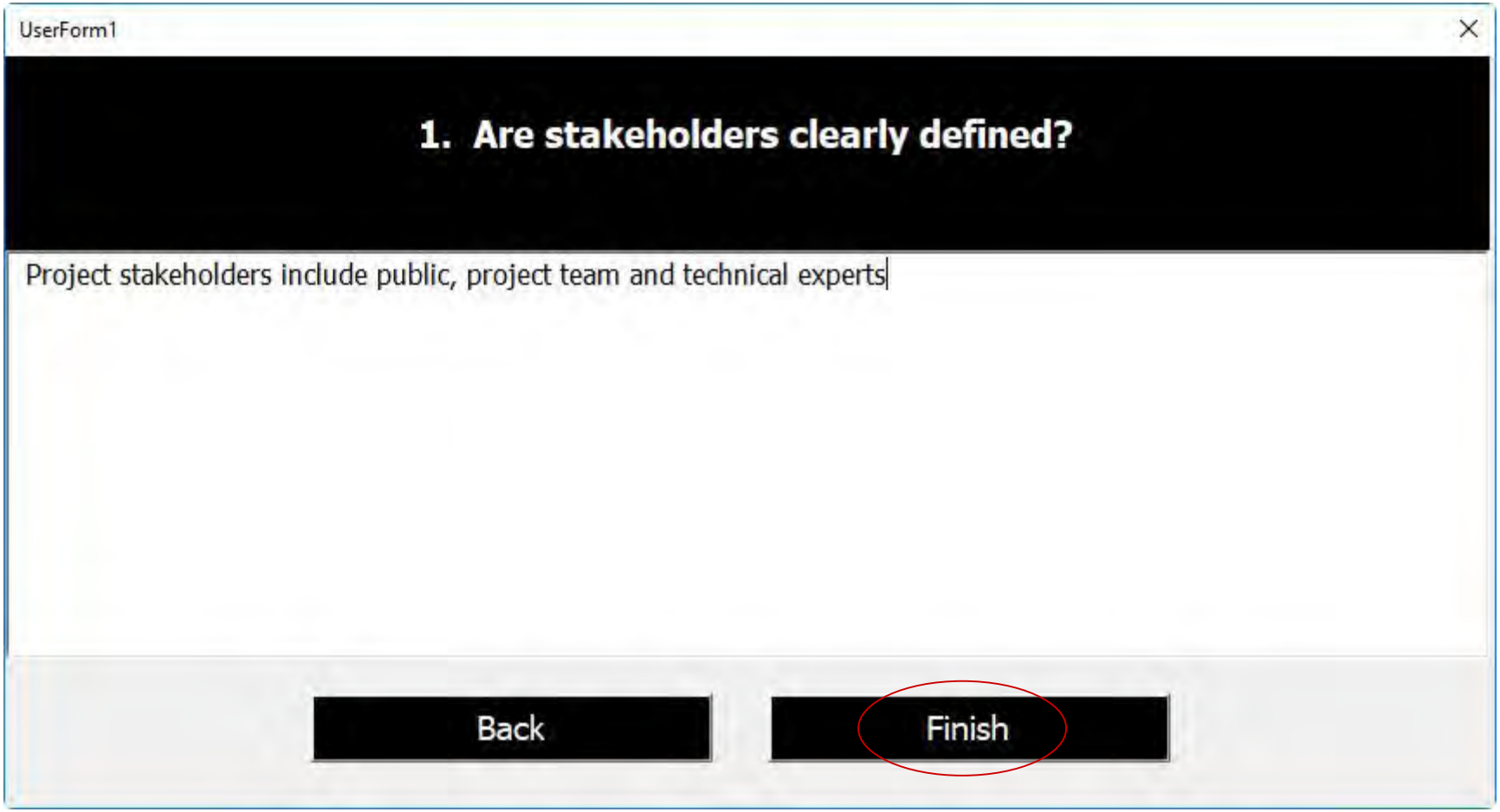
1. Are stakeholders clearly defined?
2. Is there a plan in place to involve stakeholders?
3. Is the plan for communication with stakeholders (frequency, content, etc.) defined?
4. Is there a public relations and outreach program in place?
5. Is there a specified spokesperson for the project?

Finish

Add Factor Definition / Criteria



Click Finish



Definitions Are Listed Below Each Factor

UserForm1

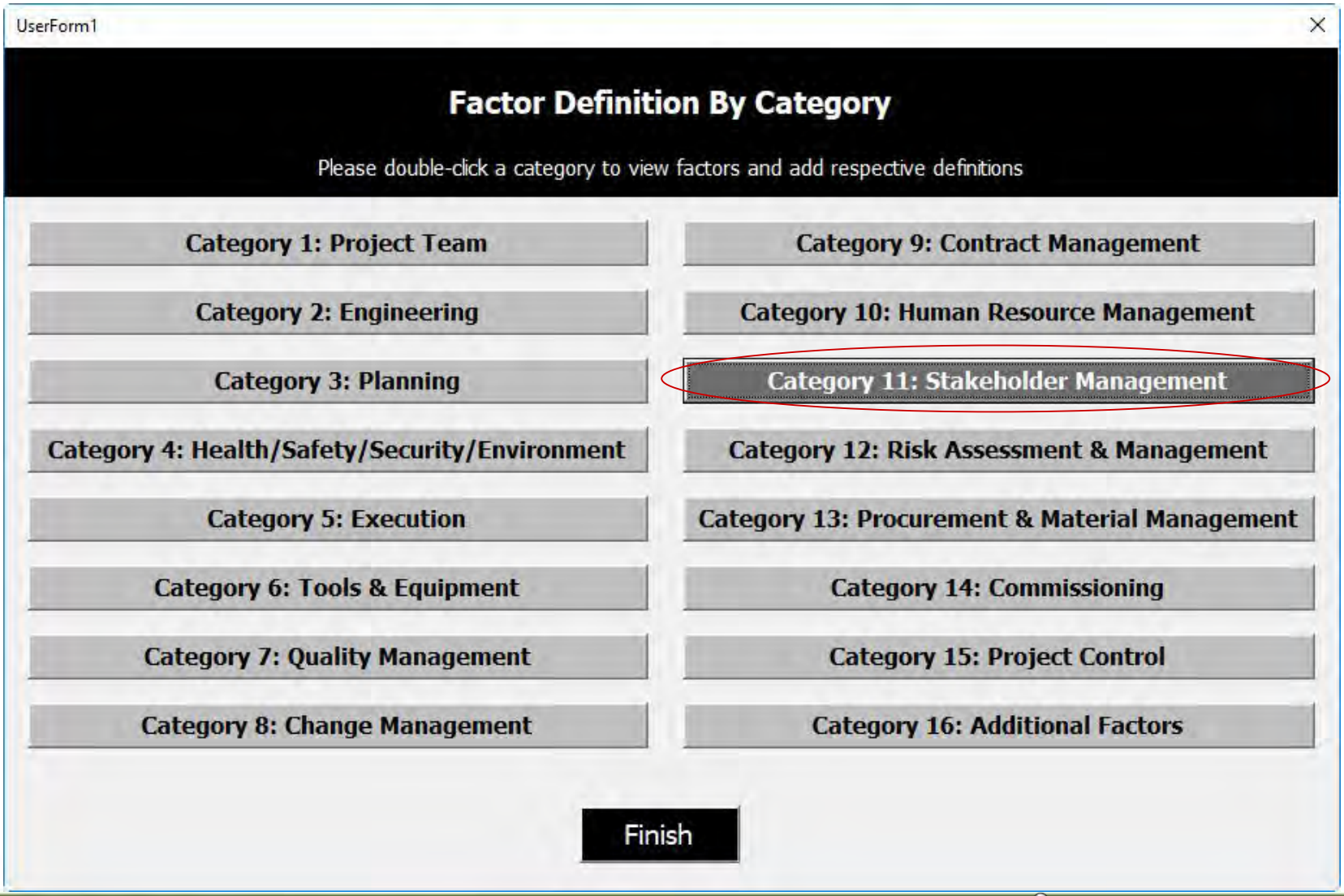
Stakeholders Management

Please double-click a factor to add a definition

1. Are stakeholders clearly defined?
   -> Project stakeholders include public, project team and technical experts
2. Is there a plan in place to involve stakeholders?
3. Is the plan for communication with stakeholders (frequency, content, etc.) defined?
4. Is there a public relations and outreach program in place?
5. Is there a specified spokesperson for the project?

Finish

Darker Grey Indicates Some Factors Are Defined



Back To Category 11

UserForm1

Stakeholders Management

Please double-click a factor to add a definition

1. Are stakeholders clearly defined?
   -> Project stakeholders include public, project team and technical experts
2. Is there a plan in place to involve stakeholders?
3. Is the plan for communication with stakeholders (frequency, content, etc.) defined?
4. Is there a public relations and outreach program in place?
5. Is there a specified spokesperson for the project?

Finish

Defining Rest of The Factors

UserForm1

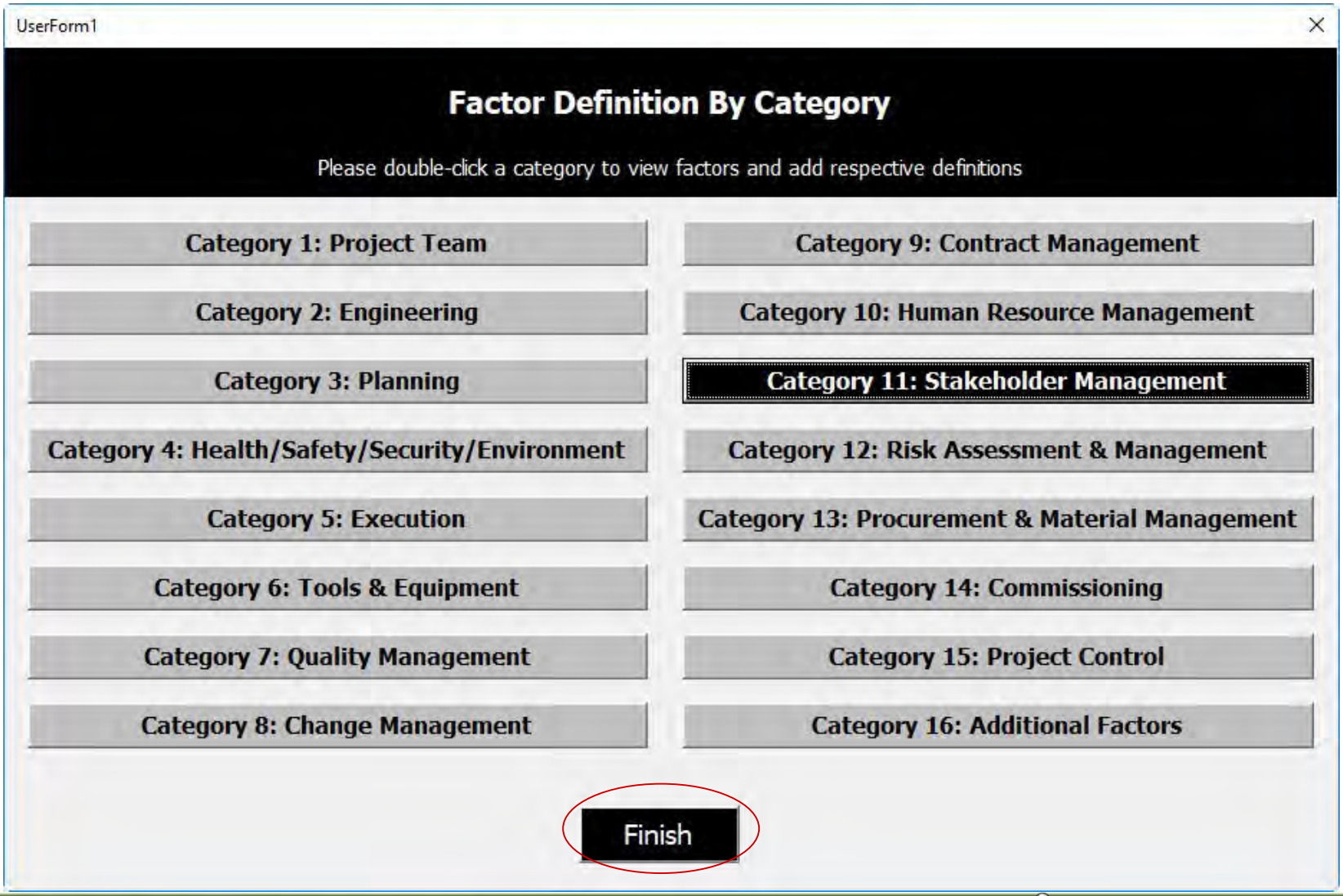
Stakeholders Management

Please double-click a factor to add a definition

1. Are stakeholders clearly defined?
   -> Project stakeholders include public, project team and technical experts
2. Is there a plan in place to involve stakeholders?
   -> The plan should include x, y and z
3. Is the plan for communication with stakeholders (frequency, content, etc.) defined?
   -> Company's policy require communicaiton through ABC platform
4. Is there a public relations and outreach program in place?
   -> Specific criteria for the program include:
      1 _____
      2 _____
      3 _____
5. Is there a specified spokesperson for the project?
   -> Spokesperson has to be approved by project manager and superintendents

Finish

Black Color Indicates That All Factors Are Defined



Select Category Target Value Box

Prefilled With Suggested Research Values

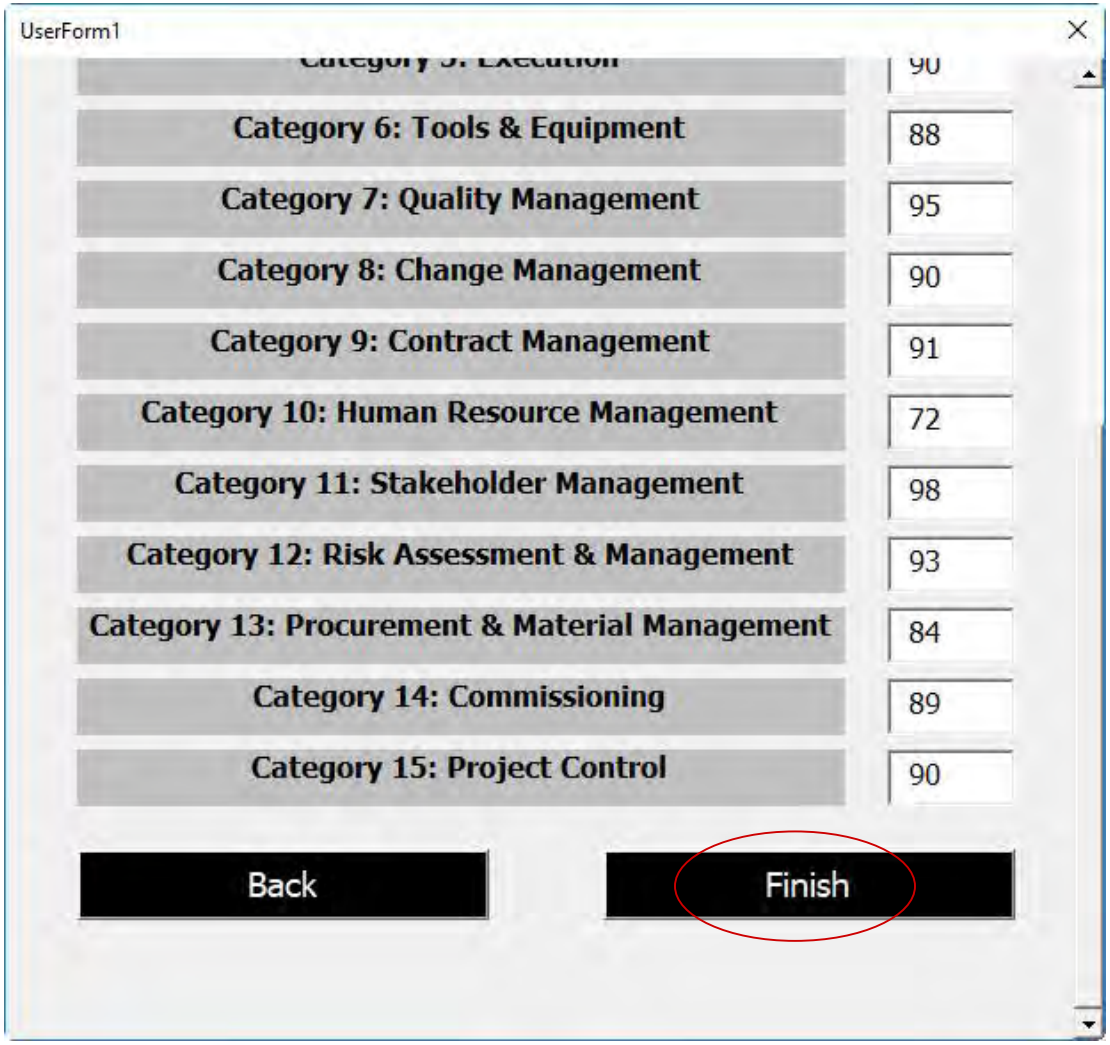
UserForm1

Company-Specific Target Values

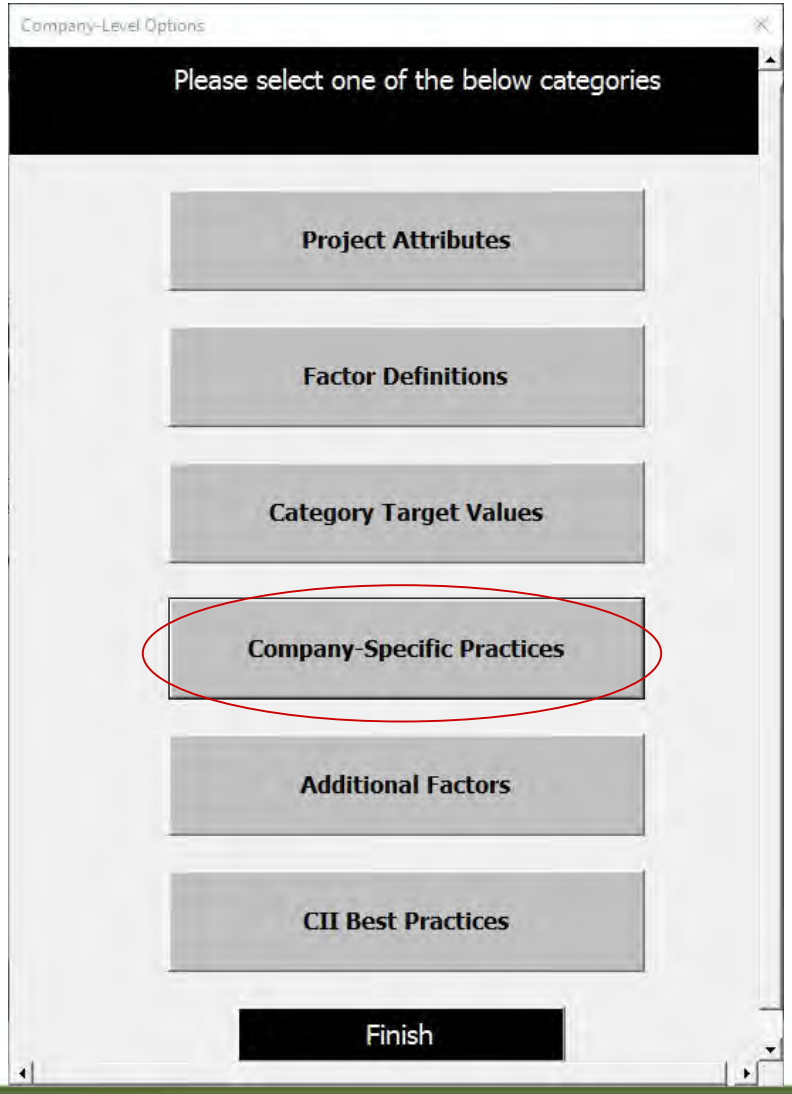
Please assign a target value for each category. The default target value is set to the recommended research values as shown below.
Upon completion, please click Finish

Category 1: Project Team	87
Category 2: Engineering	93
Category 3: Planning	85
Category 4: Health/Safety/Security/Environment	94
Category 5: Execution	90
Category 6: Tools & Equipment	88
Category 7: Quality Management	95
Category 8: Change Management	90
Category 9: Contract Management	91
Category 10: Human Resource Management	72

Can Be Modified On a (0-100) Scale



Select Company-Specific Practices Box



For Example: Category 11

UserForm1

Company-Specific Practices

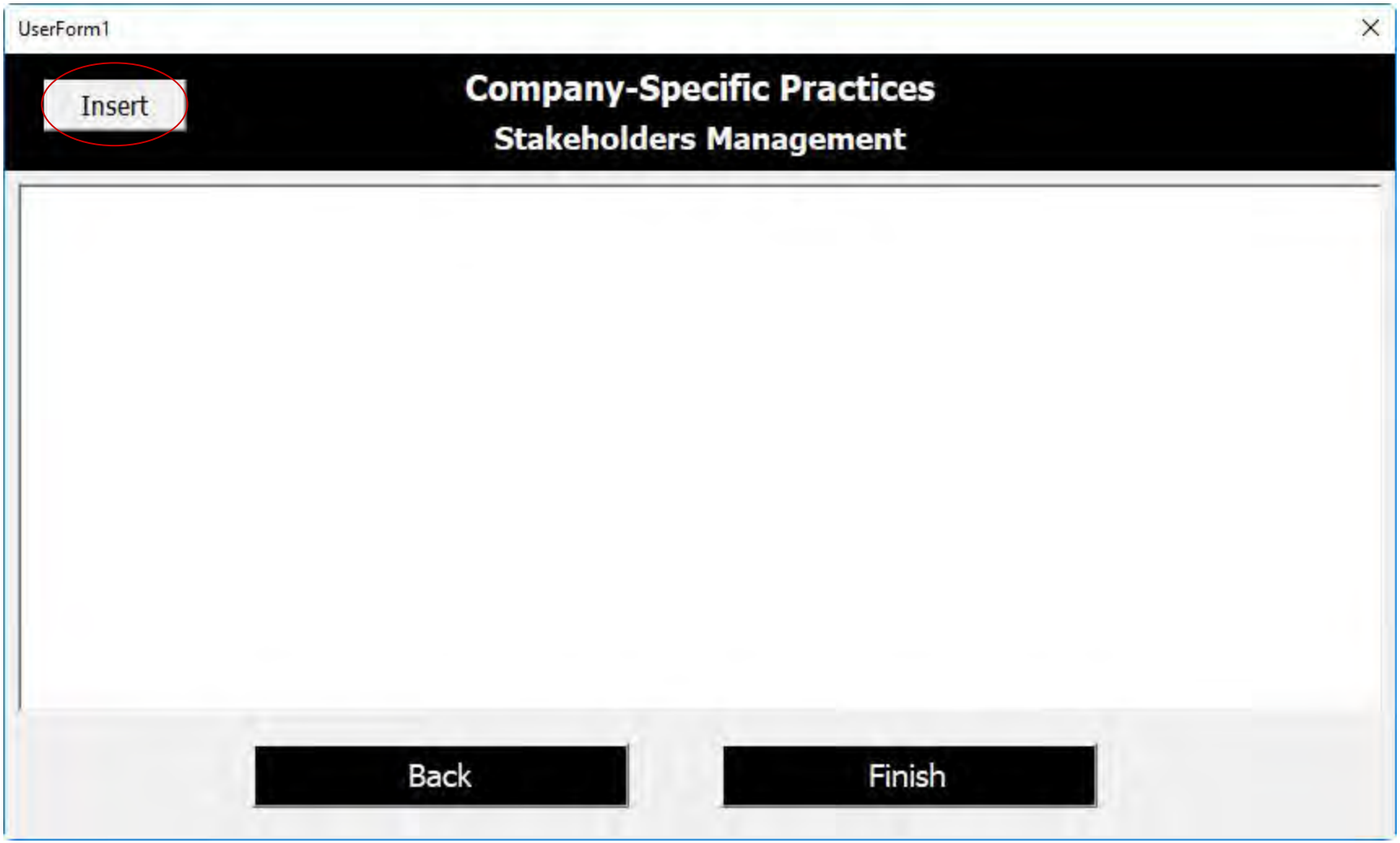
Please double click a category to add respective company-specific practices.

Upon completion, please click Finish

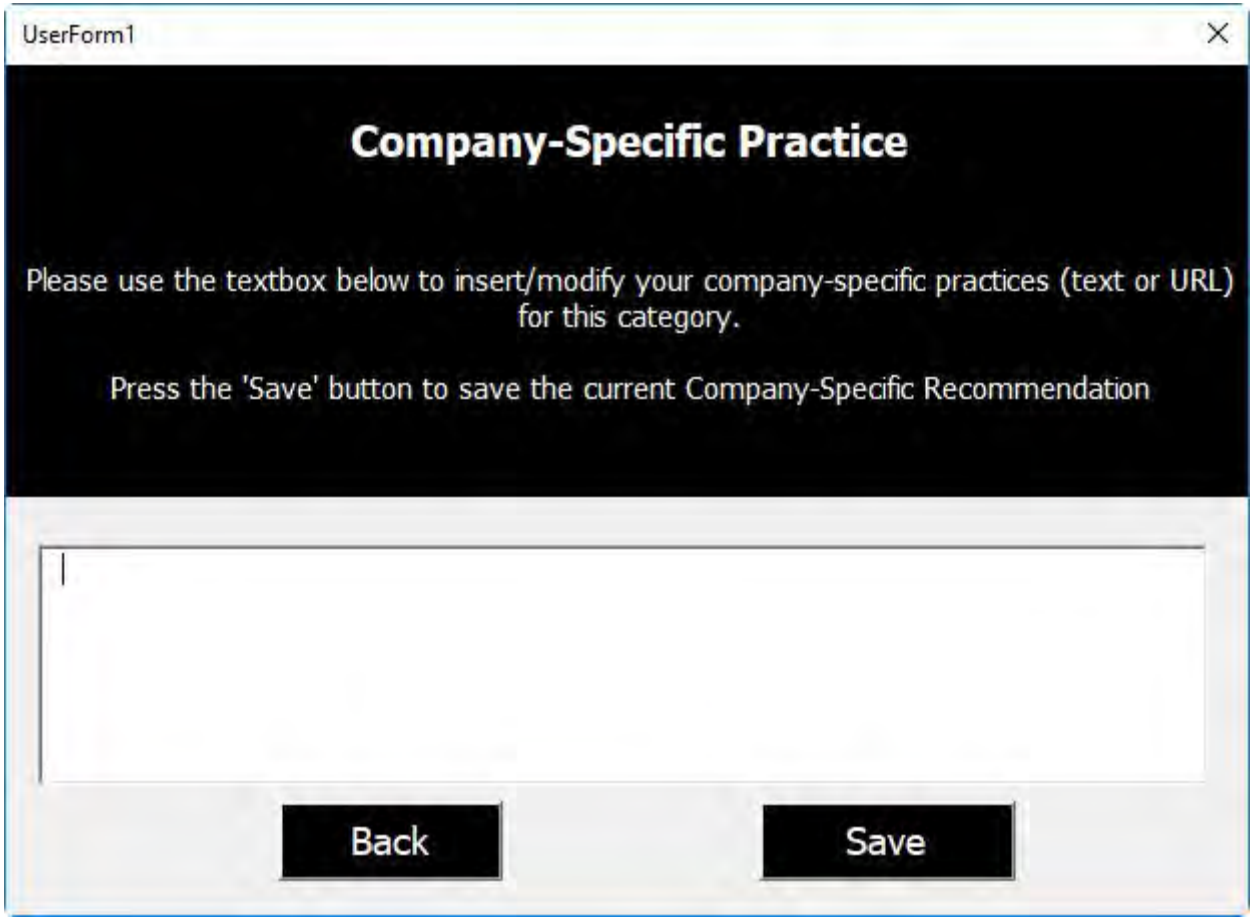
- Category 1: Project Team
- Category 2: Engineering
- Category 3: Planning
- Category 4: Health/Safety/Security/Environment
- Category 5: Execution
- Category 6: Tools & Equipment
- Category 7: Quality Management
- Category 8: Change Management
- Category 9: Contract Management
- Category 10: Human Resource Management
- Category 11: Stakeholder Management
- Category 12: Risk Assessment & Management
- Category 13: Procurement & Material Management
- Category 14: Commissioning
- Category 15: Project Control

Finish

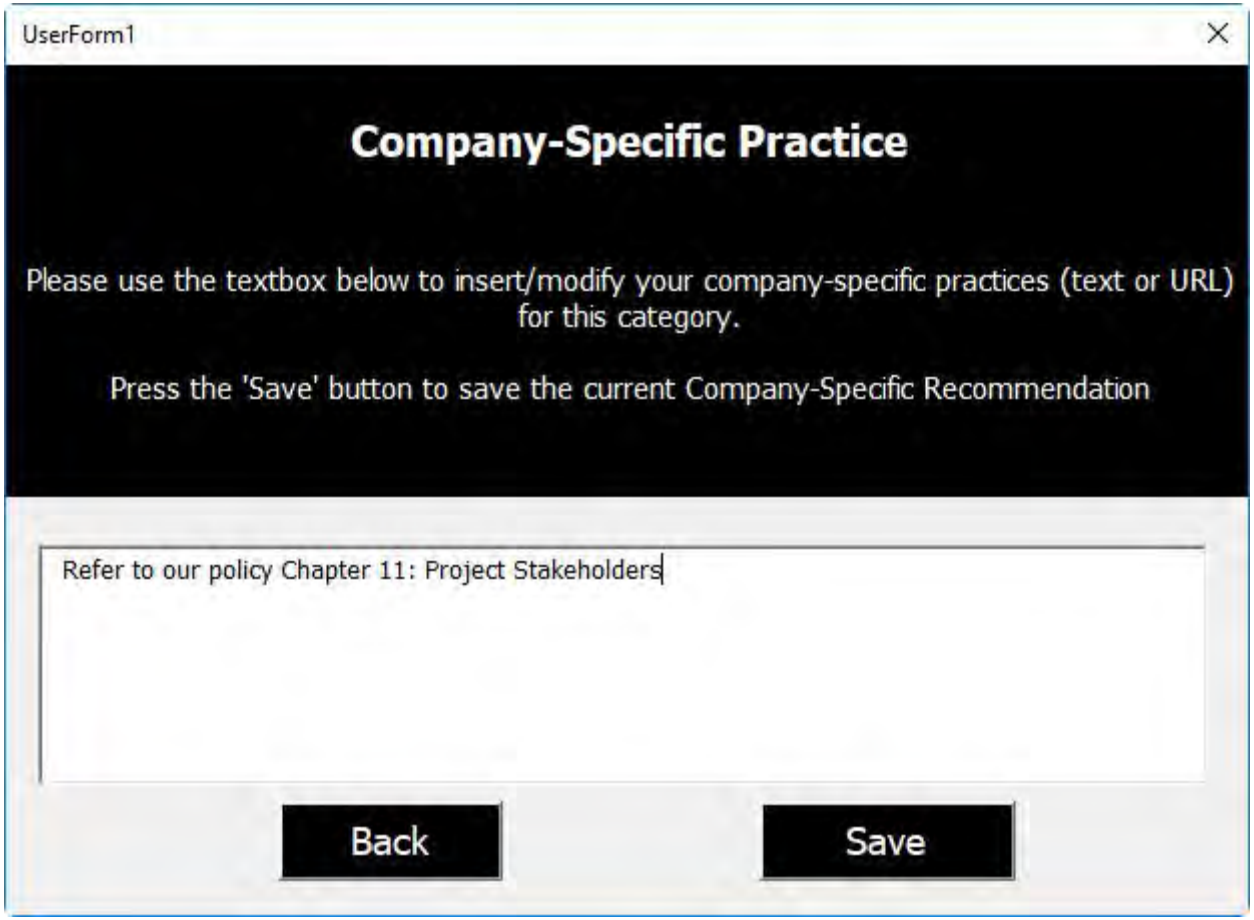
Add Any Specific Practices For This Category



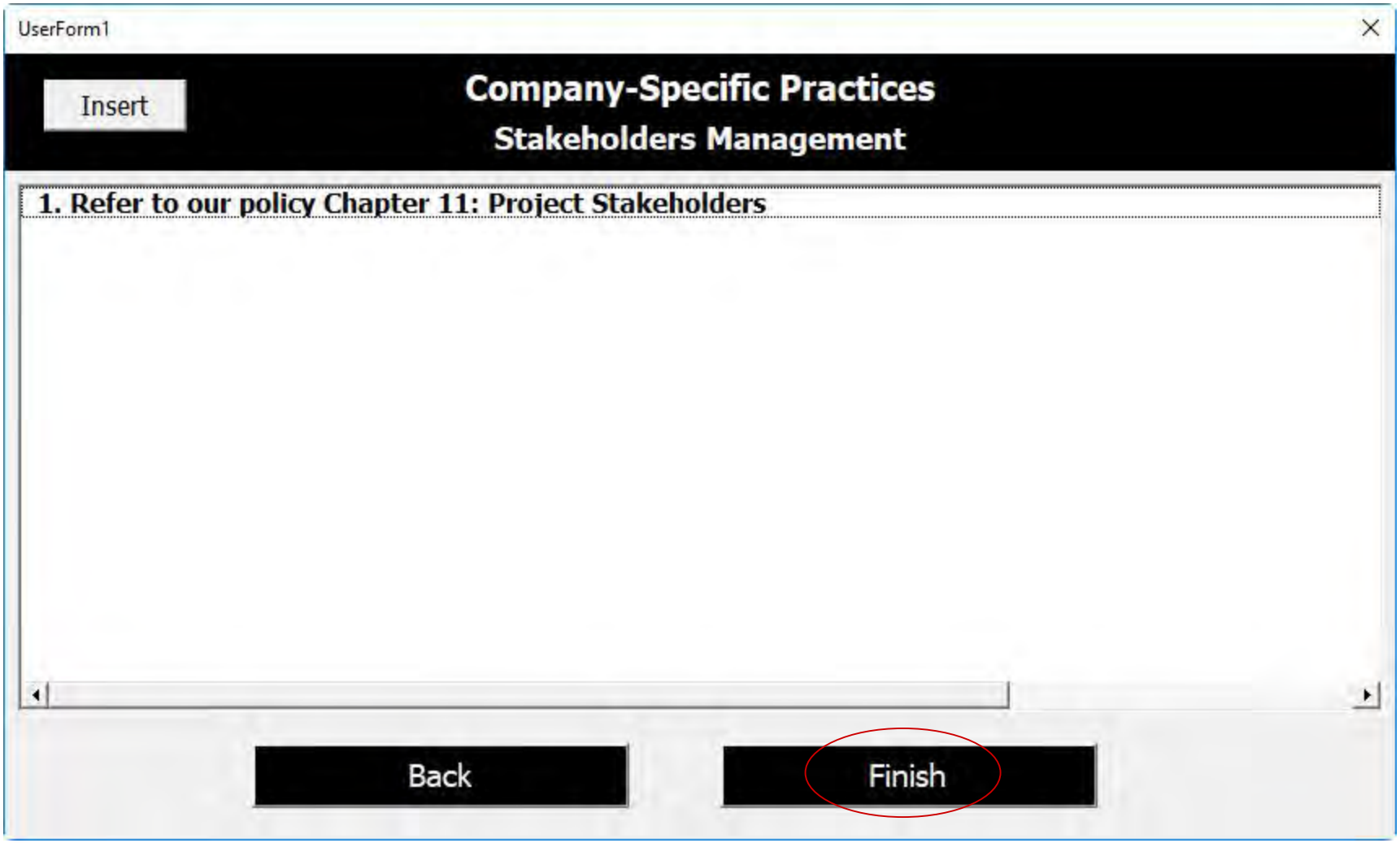
Practices Can Be Text or Links



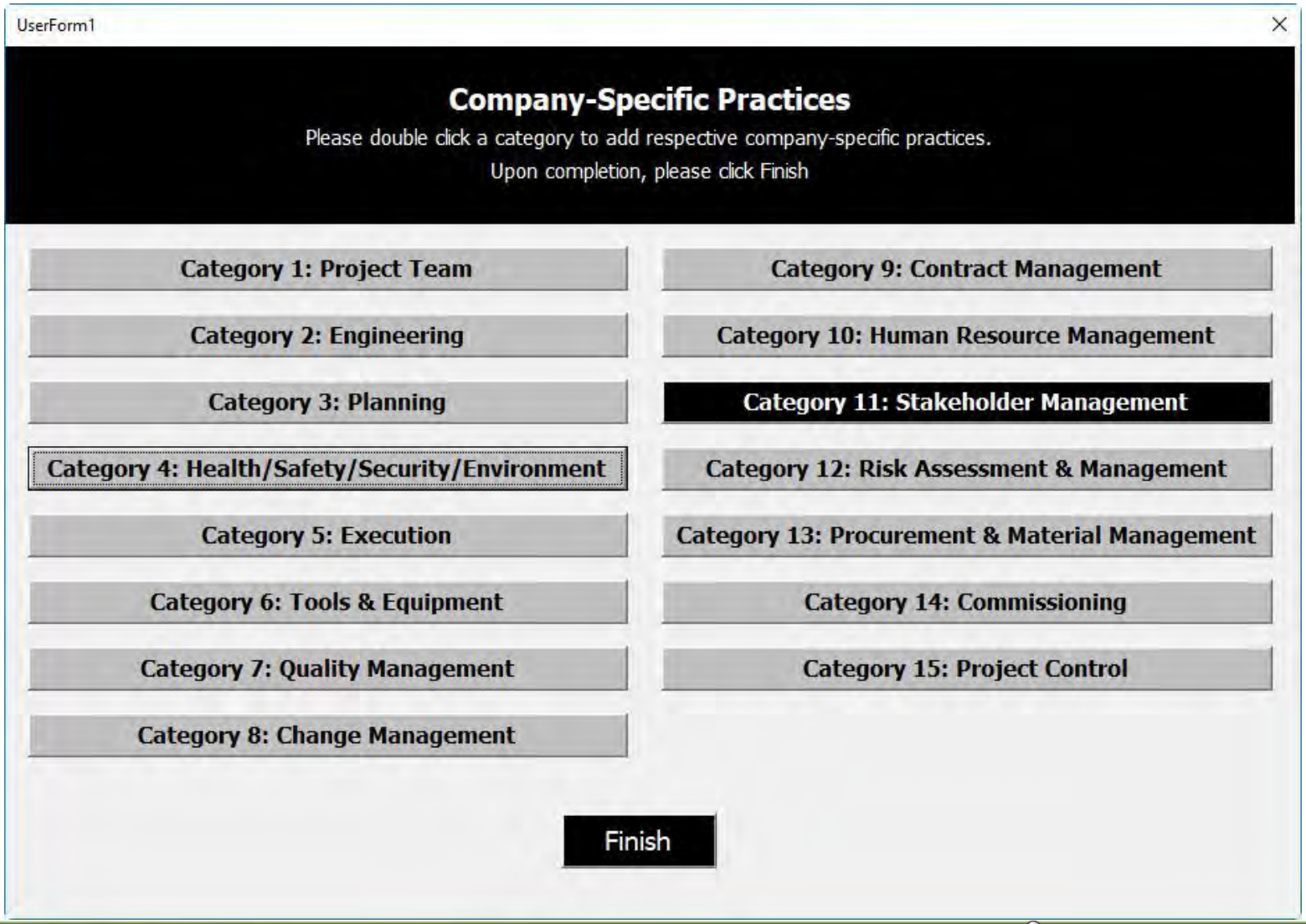
Add Practice #1



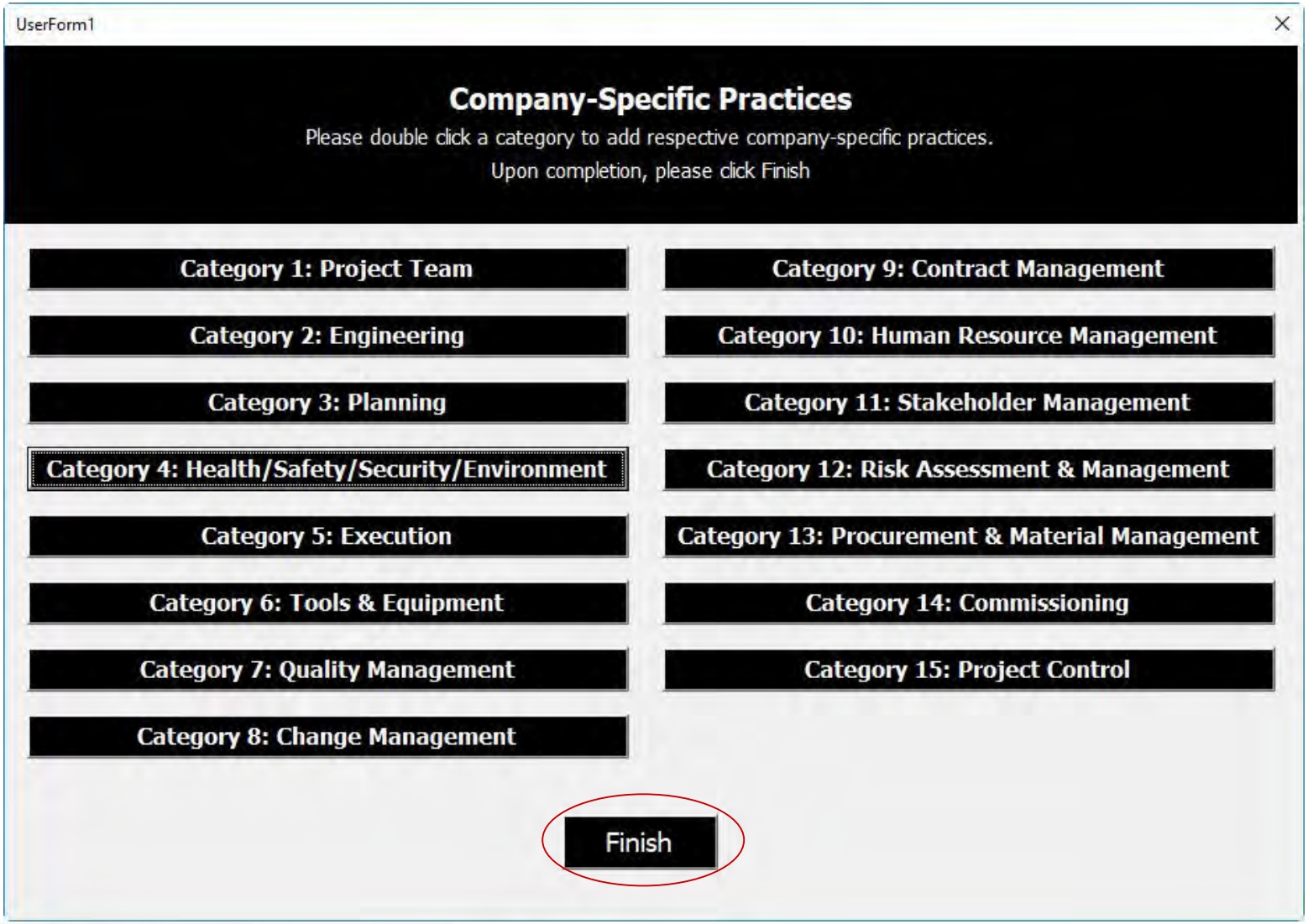
Practices Are Listed Here



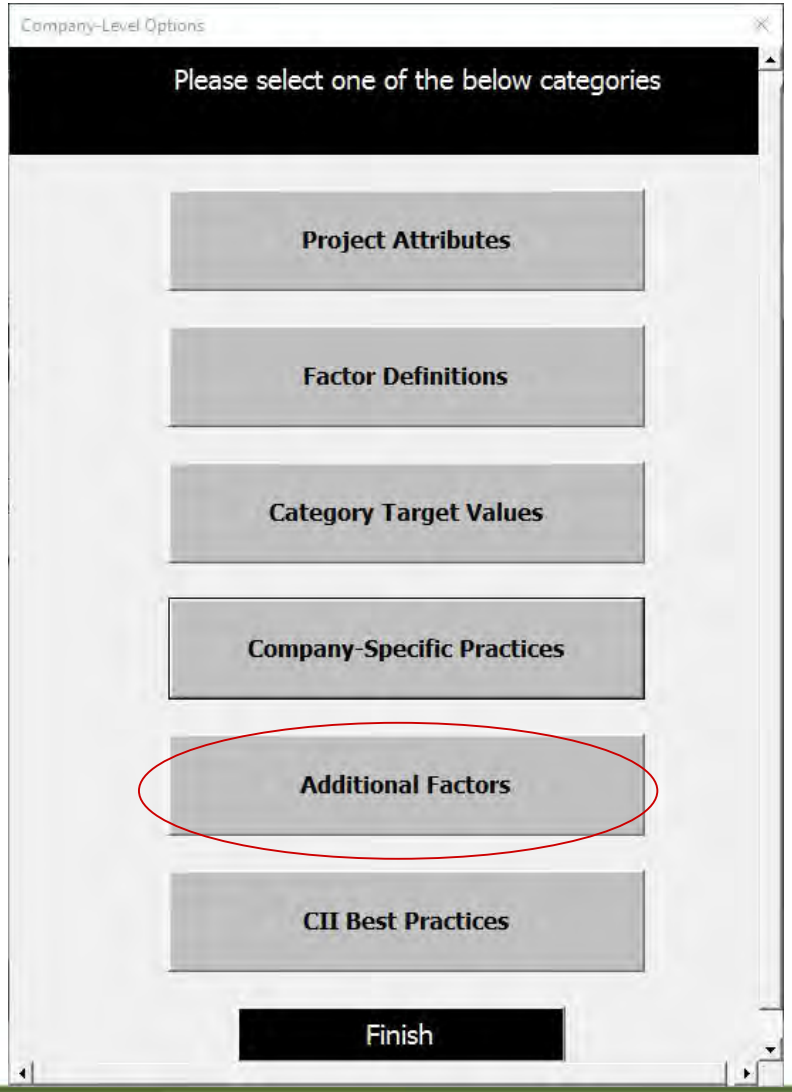
Dark Color Indicate Practices Have Been Added



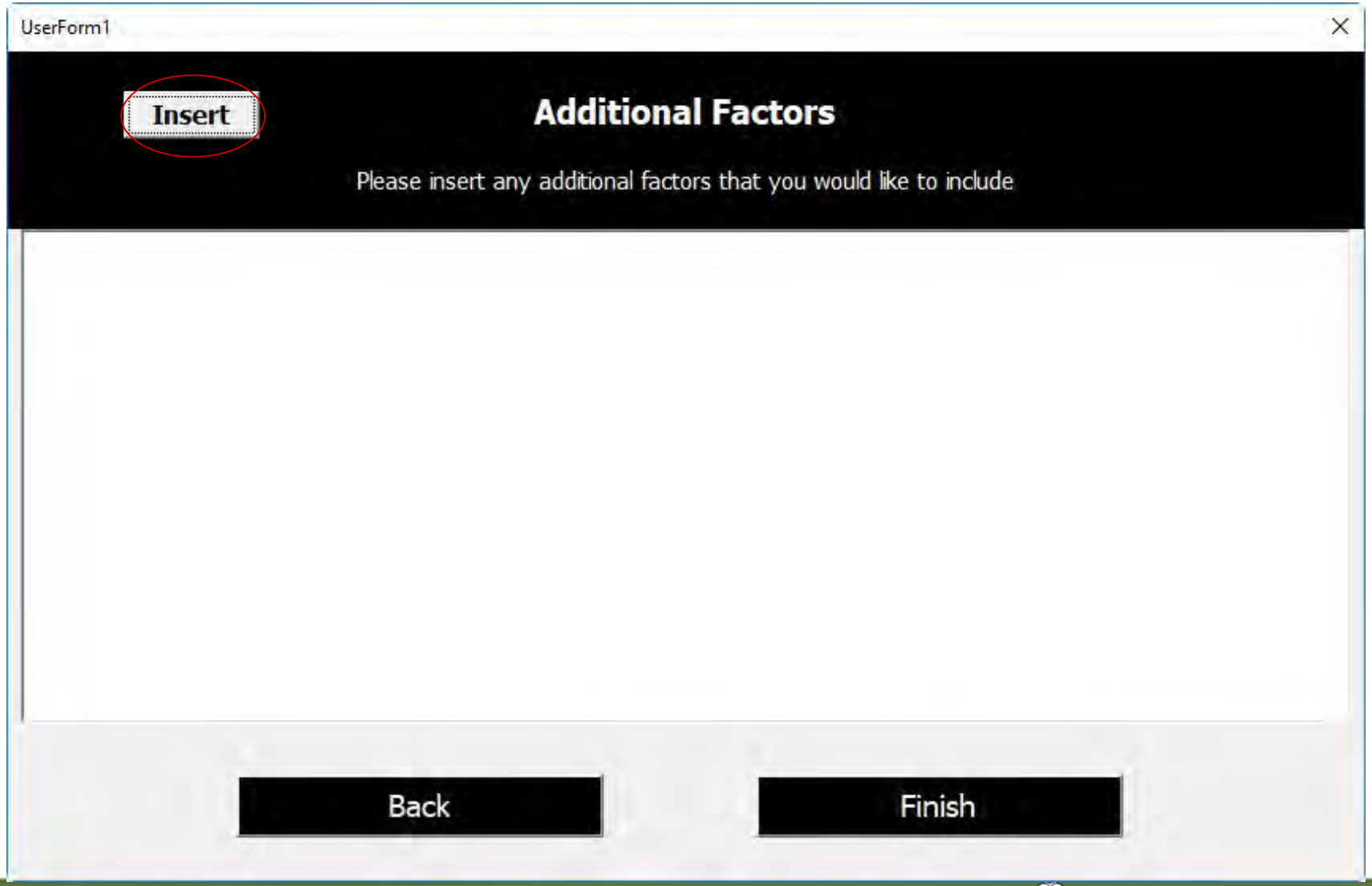
Adding Rest of Company Practices



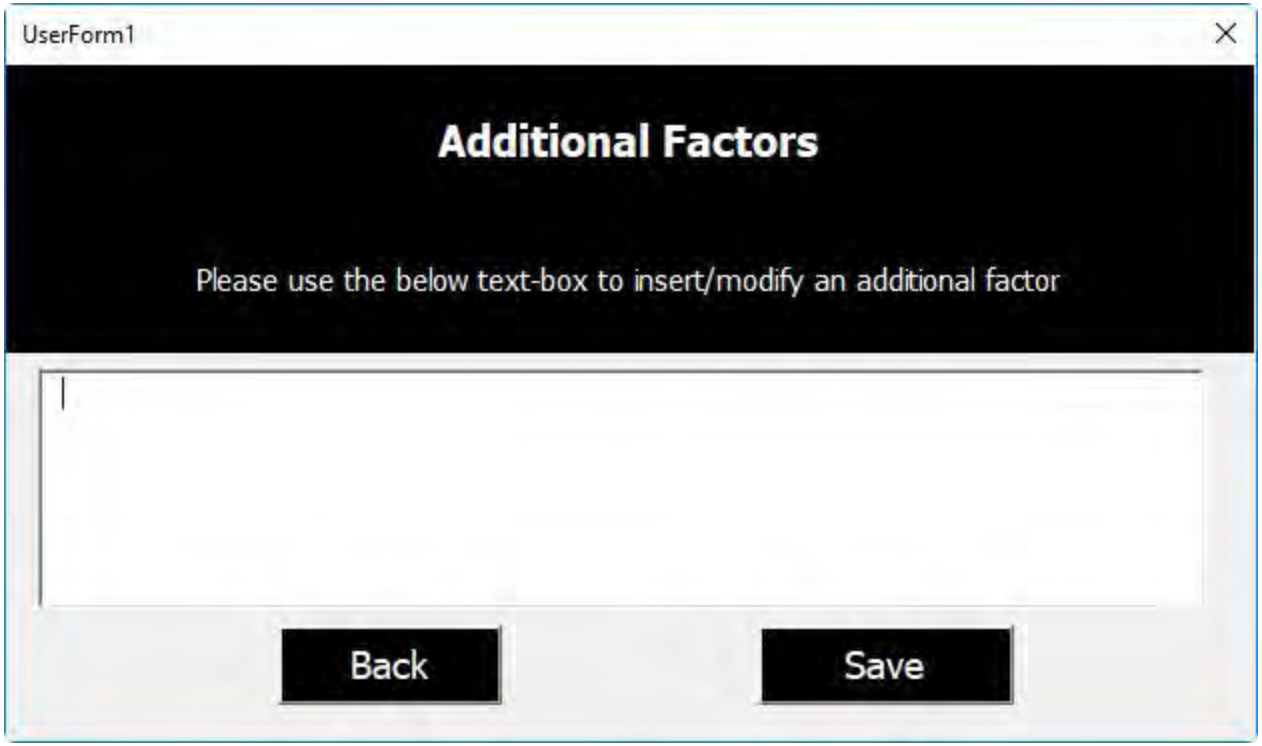
Select Additional Factors Box



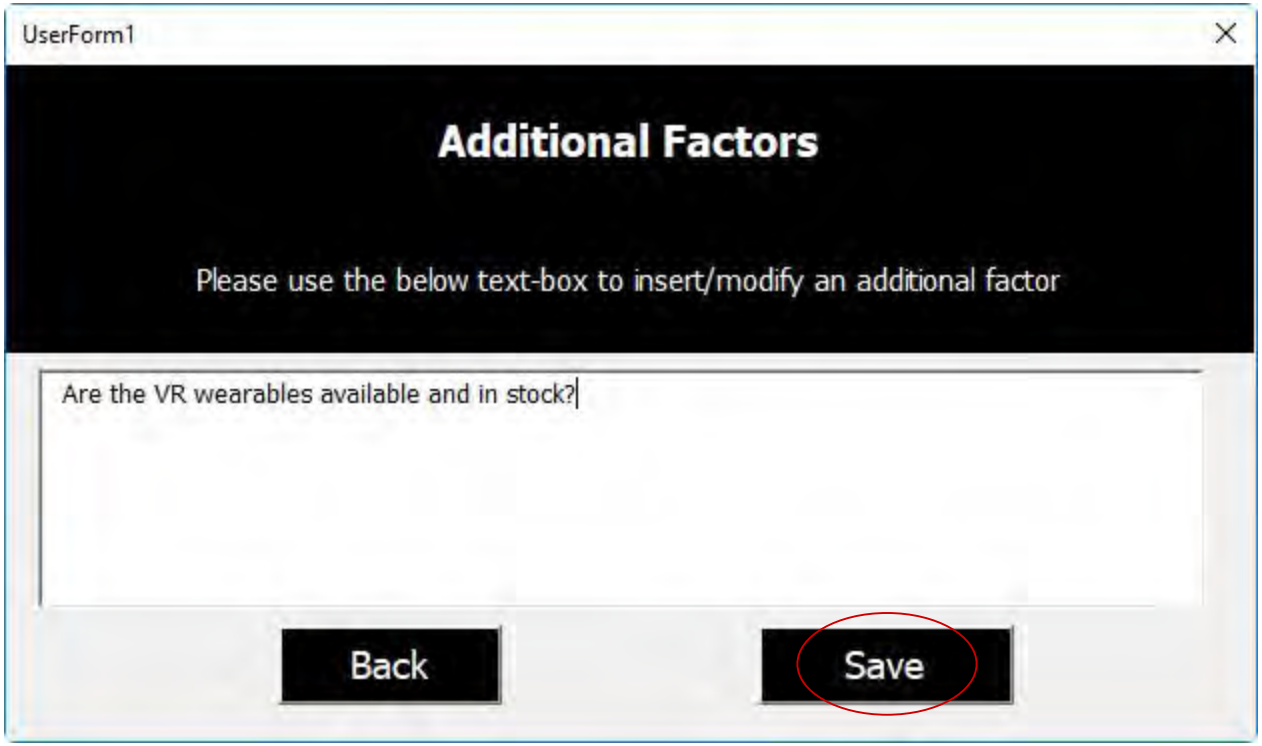
Include Other Factors In Your Specific Company



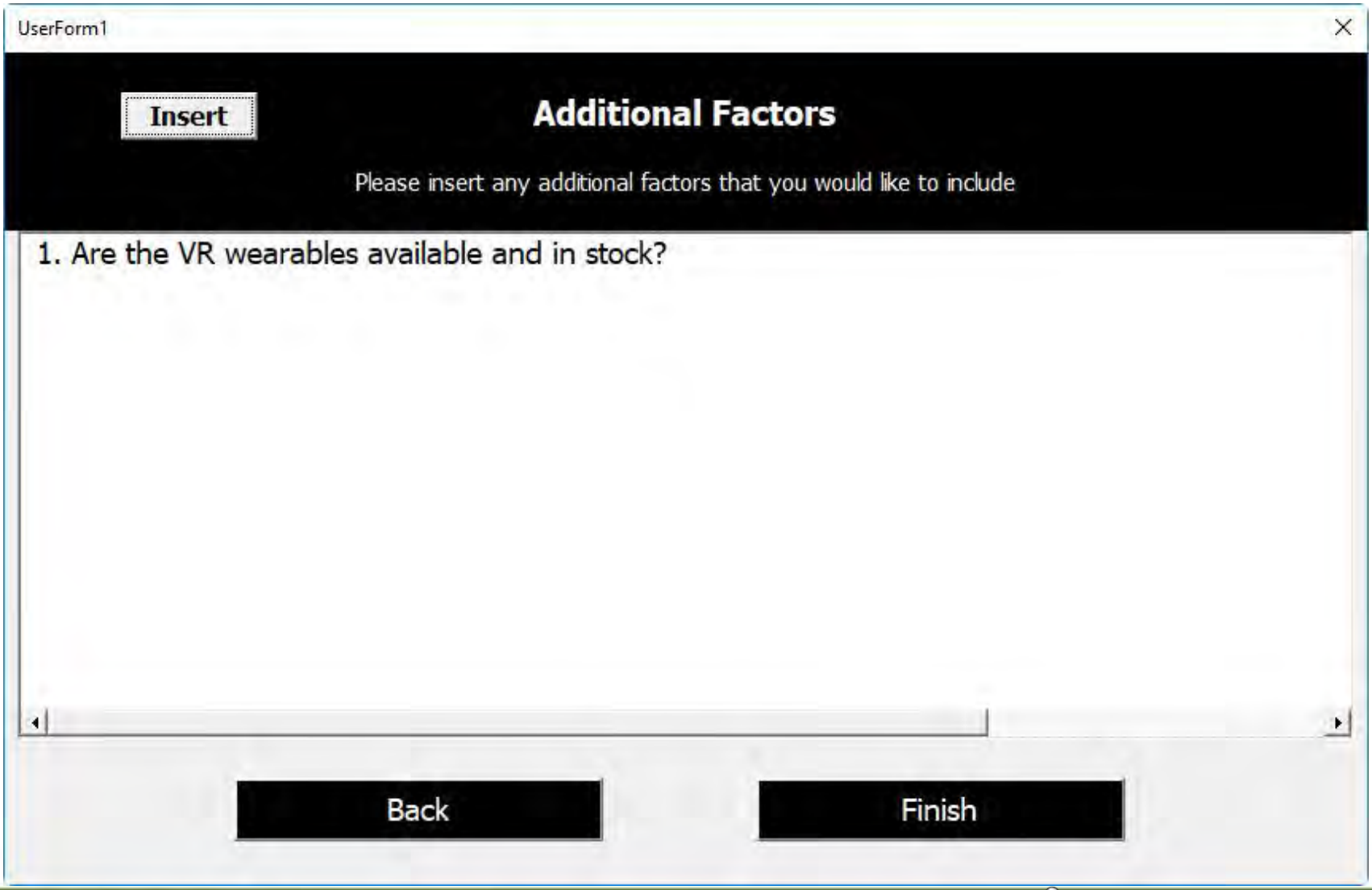
Factors Can Extend For Multi-lines



Insert Additional Factor #1



List Of Additional Factors Appears Here



Add Rest Of Additional Factors

UserForm1

Insert

Additional Factors

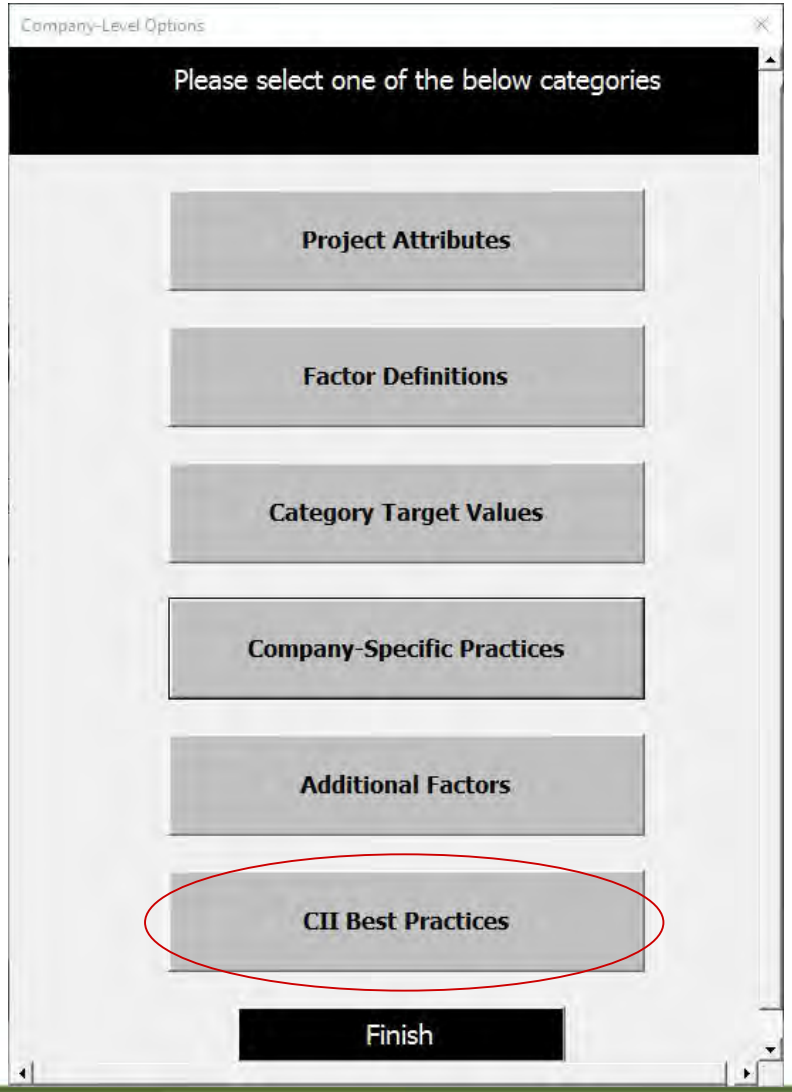
Please insert any additional factors that you would like to include

1. Are the VR wearables available and in stock?
2. Was the project 3D model reviewed and approved by the owner?

Back

Finish

Select CII Best Practices Box



Double-Click On Any Link To Modify

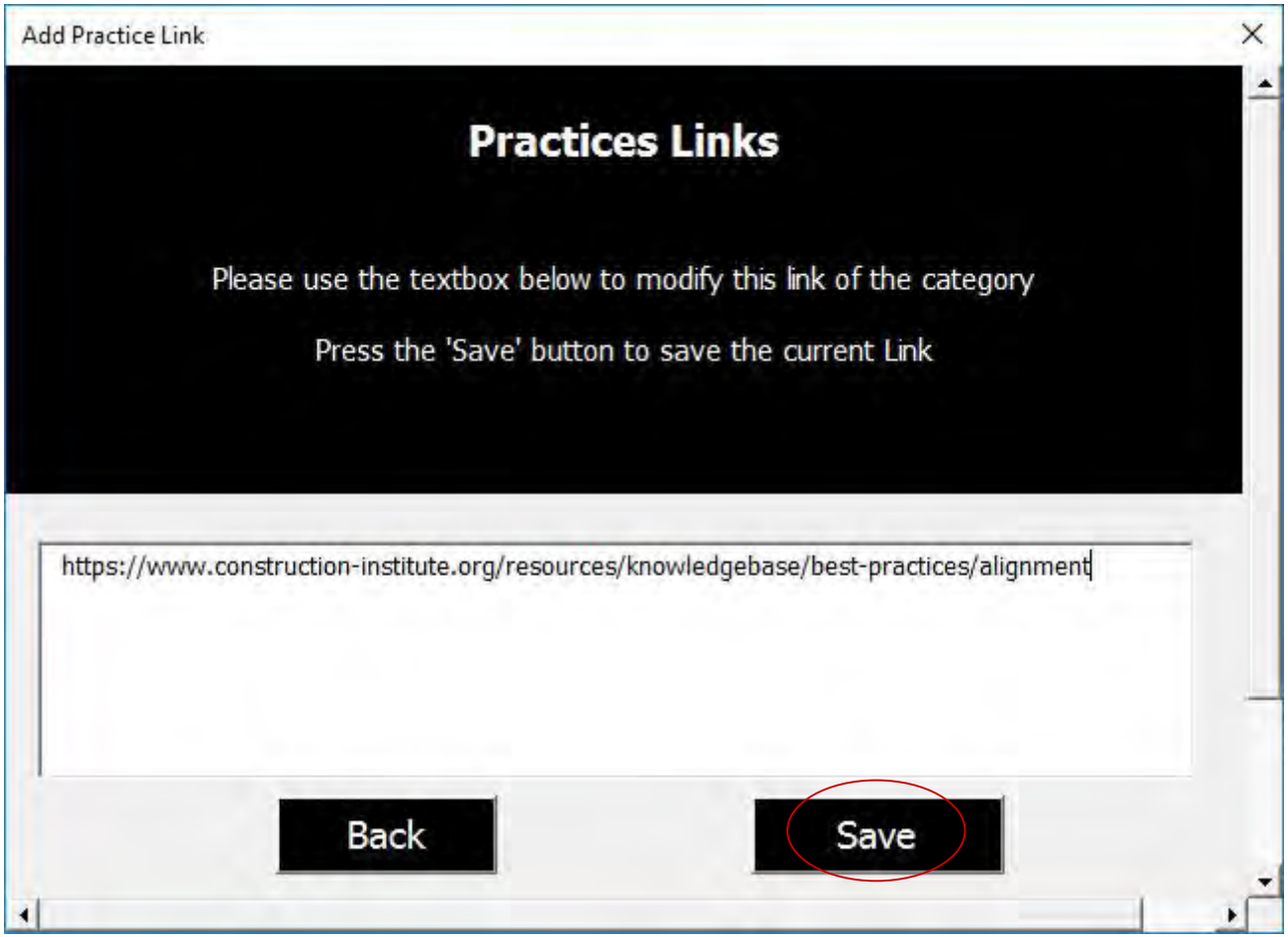
CII Best Practices

CII Best Practices

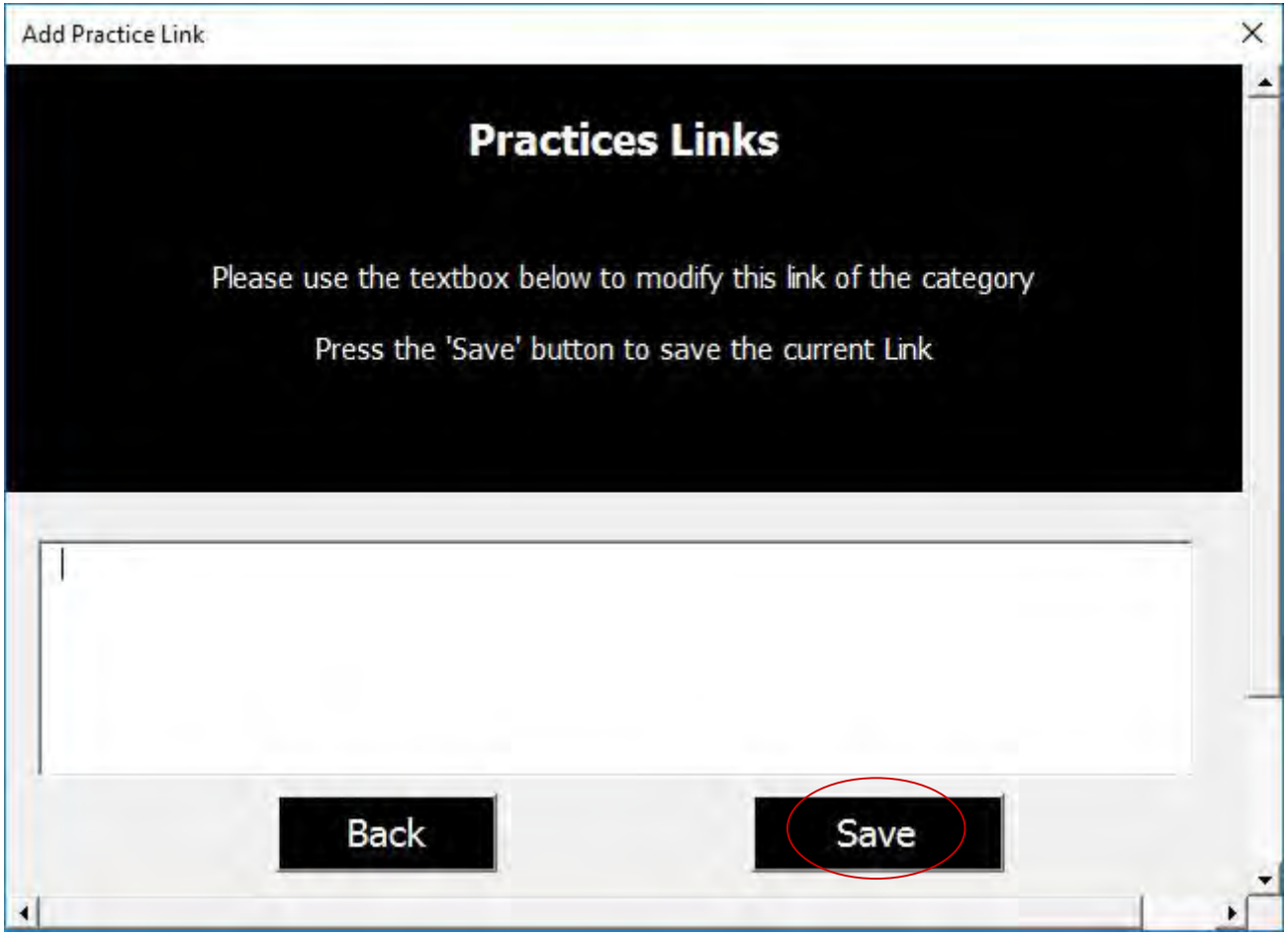
Category 01	1. https://www.construction-institute.org/resources/knowledgebase/best-practices/alignment
Category 01	2. https://www.construction-institute.org/resources/knowledgebase/best-practices/team-building
Category 02	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/design-planning-optimization
Category 03	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/project-planning
Category 04	1. https://www.construction-institute.org/resources/knowledgebase/best-practices/zero-accidents-techniques
Category 04	2. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/safety
Category 04	3. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/sustainability,-environmental-secu
Category 05	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/construction-execution
Category 06	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/construction-technology
Category 07	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/quality-management
Category 07	2. https://www.construction-institute.org/resources/knowledgebase/best-practices/quality-management
Category 08	1. https://www.construction-institute.org/resources/knowledgebase/best-practices/change-management
Category 09	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/procurement-contracts
Category 09	2. https://www.construction-institute.org/resources/knowledgebase/best-practices/disputes-prevention-resolution
Category 10	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/human-resource-management
Category 11	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/project-organization-communicat
Category 12	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/risk-management
Category 12	2. https://www.construction-institute.org/resources/knowledgebase/best-practices/project-risk-assessment
Category 13	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/materials-management

Finish

Edit The Link If Needed & Hit Save



WARNING: Saving An Empty Link Can Delete The Whole Practice Off The List



Notice That First Practice Disappeared. To Get It Back, You Have to Redownload The Original File

CII Best Practices

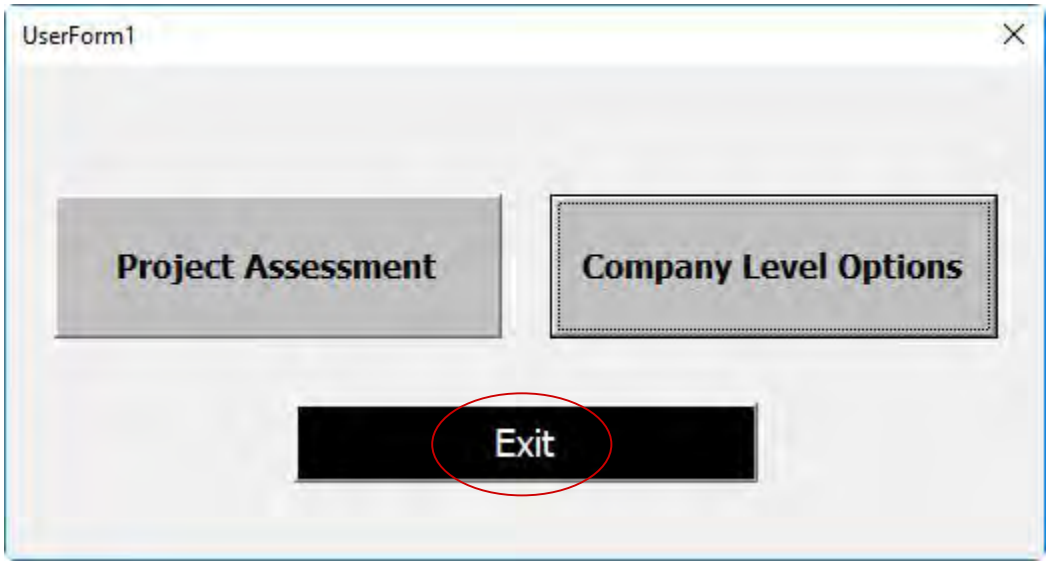
CII Best Practices

Category 02	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/design-planning-optimization
Category 03	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/project-planning
Category 04	1. https://www.construction-institute.org/resources/knowledgebase/best-practices/zero-accidents-techniques
Category 04	2. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/safety
Category 04	3. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/sustainability,-environmental-secu
Category 05	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/construction-execution
Category 06	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/construction-technology
Category 07	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/quality-management
Category 07	2. https://www.construction-institute.org/resources/knowledgebase/best-practices/quality-management
Category 08	1. https://www.construction-institute.org/resources/knowledgebase/best-practices/change-management
Category 09	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/procurement-contracts
Category 09	2. https://www.construction-institute.org/resources/knowledgebase/best-practices/disputes-prevention-resolution
Category 10	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/human-resource-management
Category 11	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/project-organization-communicat
Category 12	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/risk-management
Category 12	2. https://www.construction-institute.org/resources/knowledgebase/best-practices/project-risk-assessment
Category 13	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/materials-management
Category 14	1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/commissioning-and-startup
Category 14	2. https://www.construction-institute.org/resources/knowledgebase/best-practices/planning-for-startup

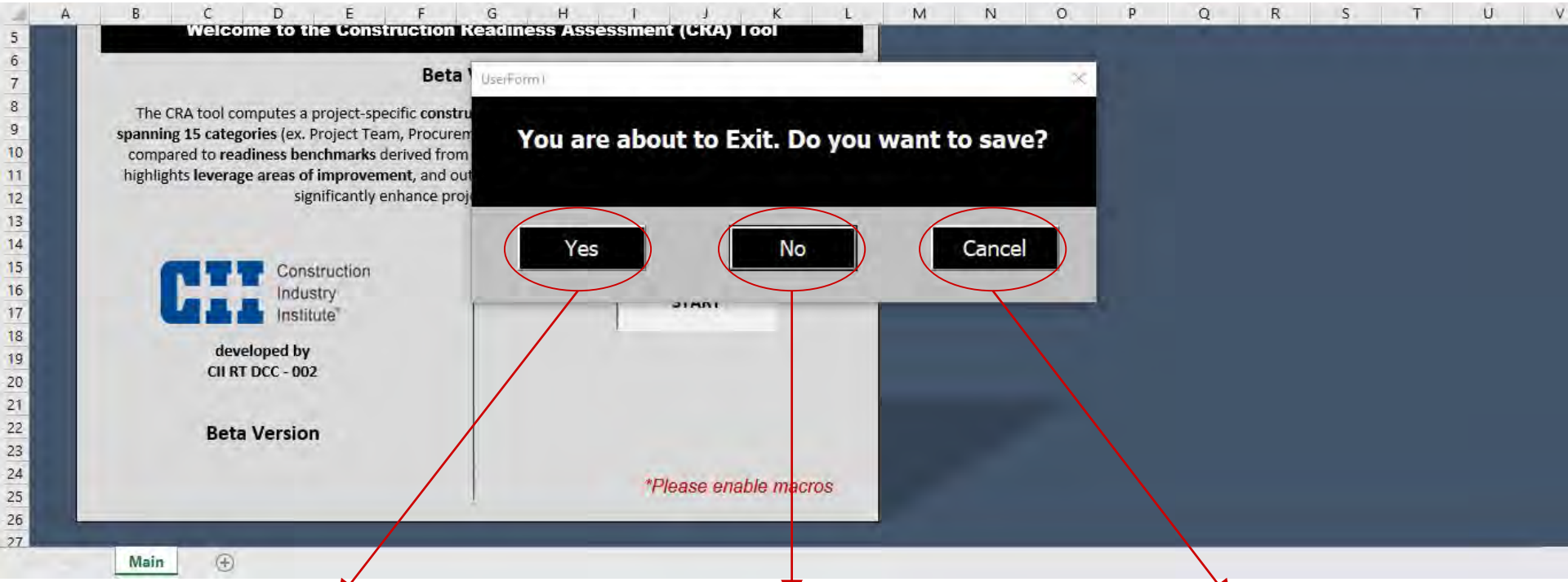
Finish

Upon Completion Click Finish

Exiting To Main Page



Exit Available Options

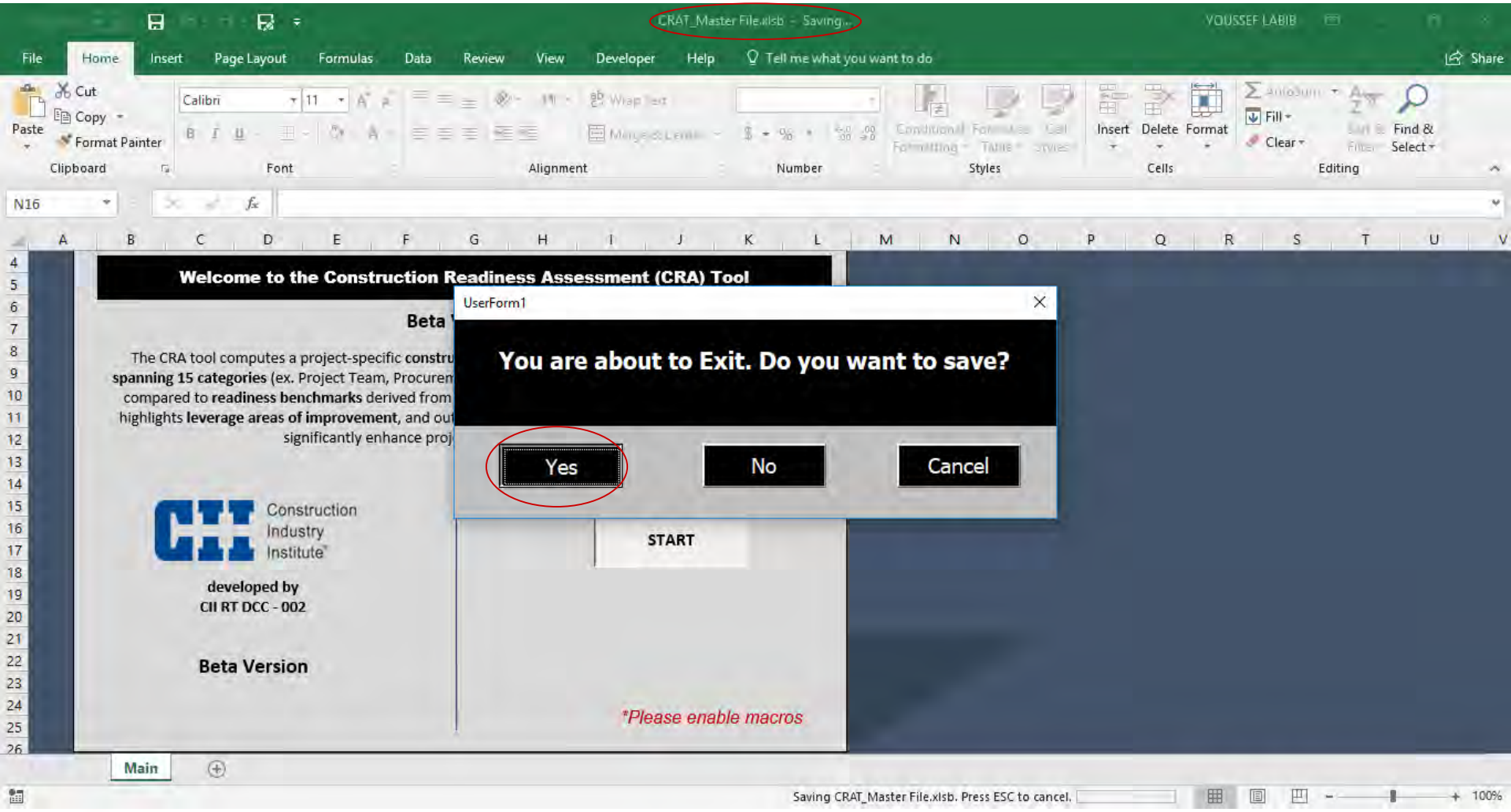


Would save and go to Main Page

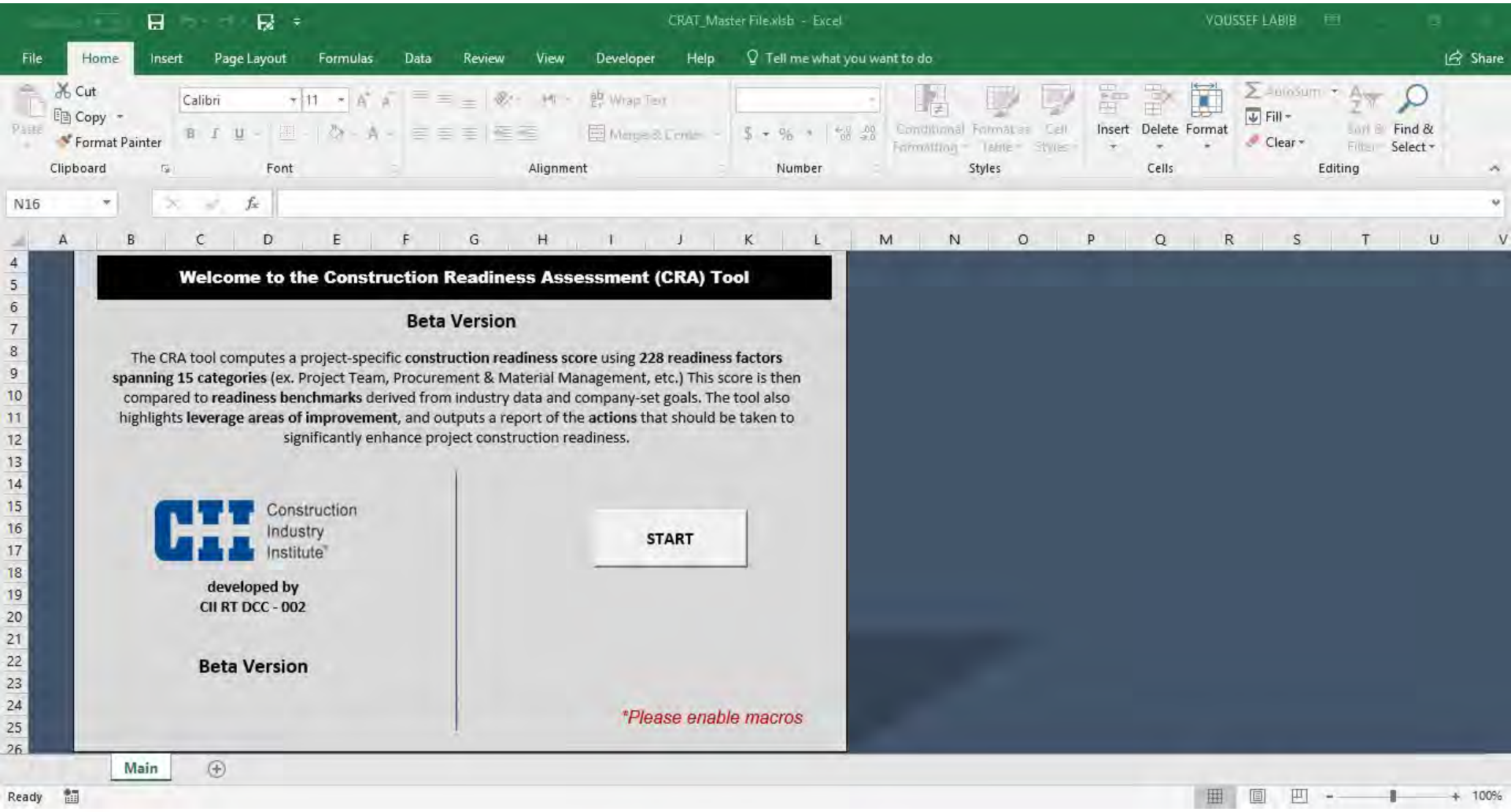
Would not save and go to Main Page

Would go back without saving

Notice The File Is Being Saved



Back to Main Page

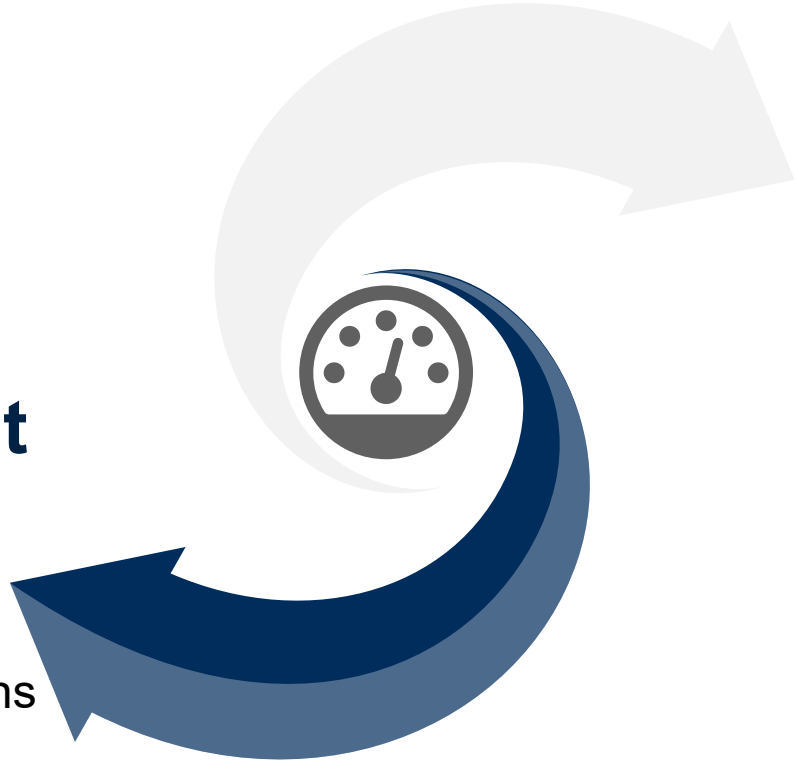


Tool Flow – Master File Completed

Tool Structure

Company-Level Options

- Project Attributes
- Factors Definitions
- Target Values
- Company Practices
- Additional Factors

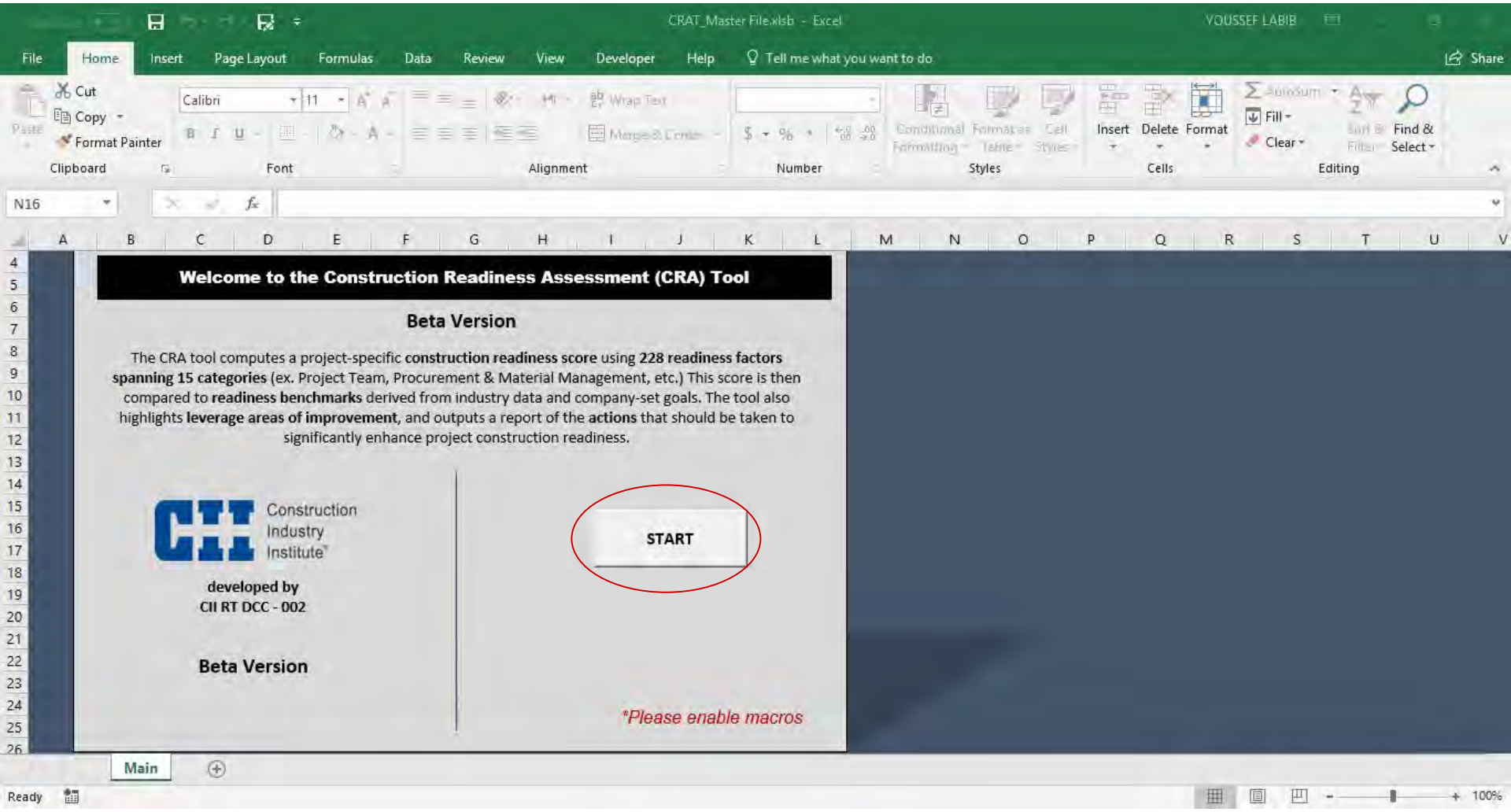


Project Assessment

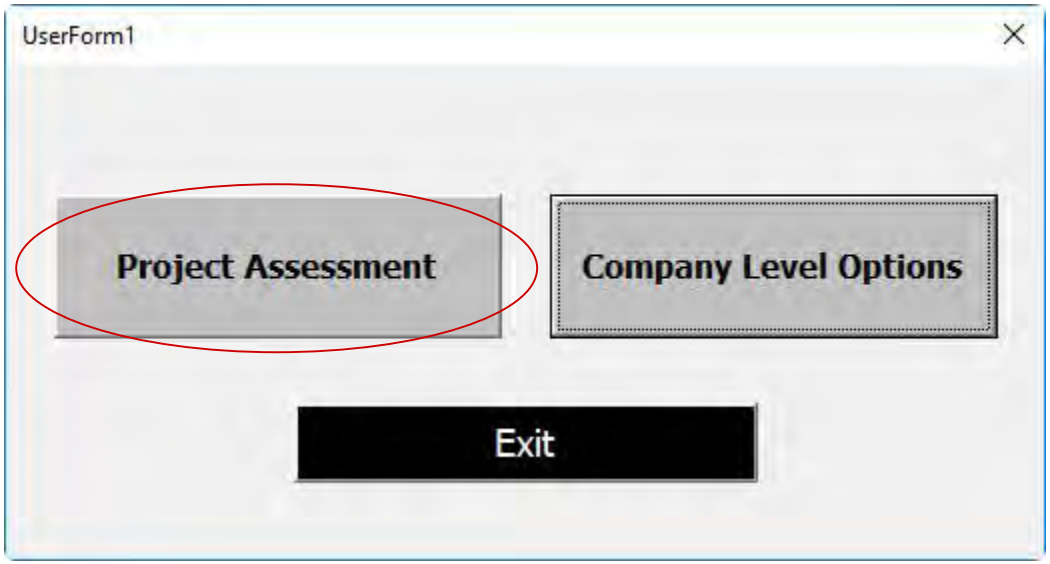
- 228 Factors
- Score Gauge
- Spider Chart
- Corrective Actions
- Best Practices

Tool Flow – Project Files From Master File

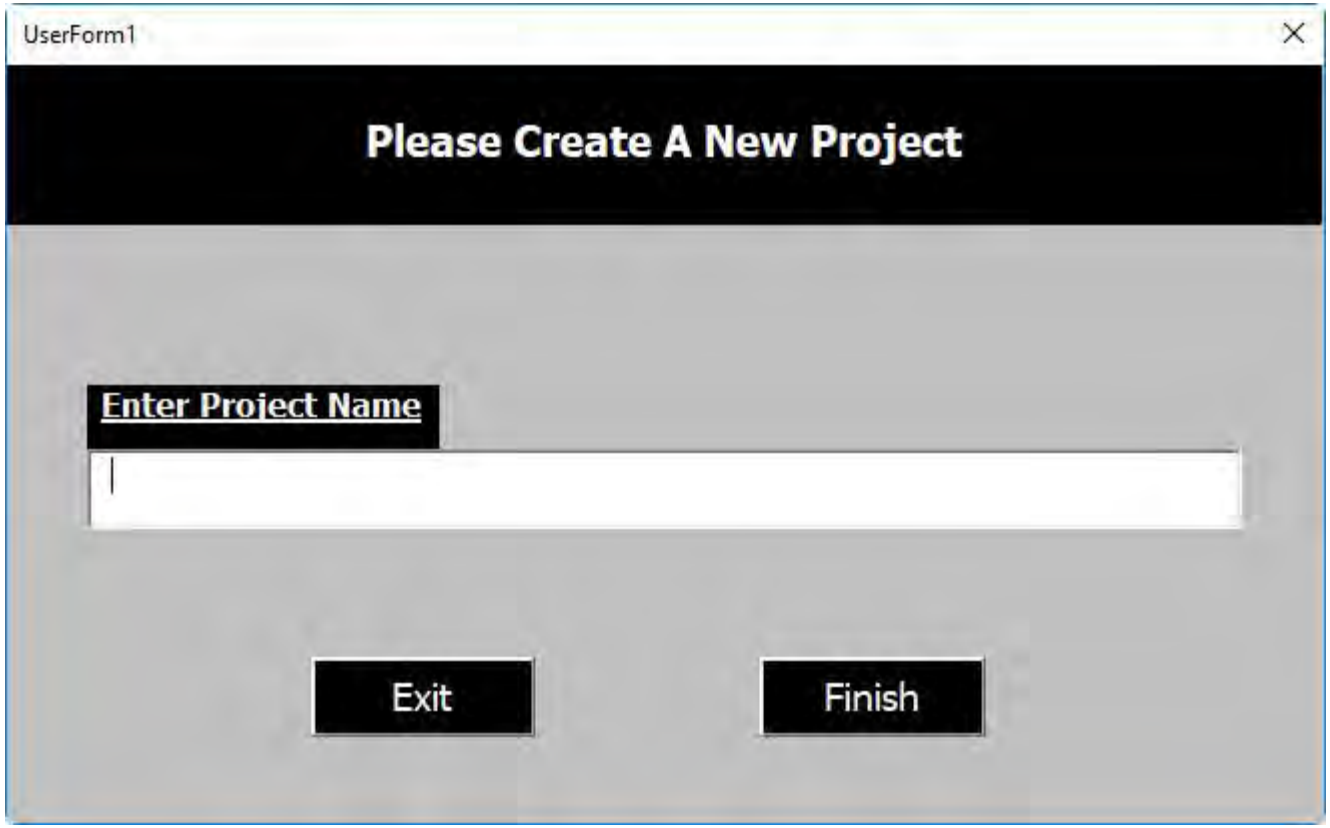
Hit The Start Button



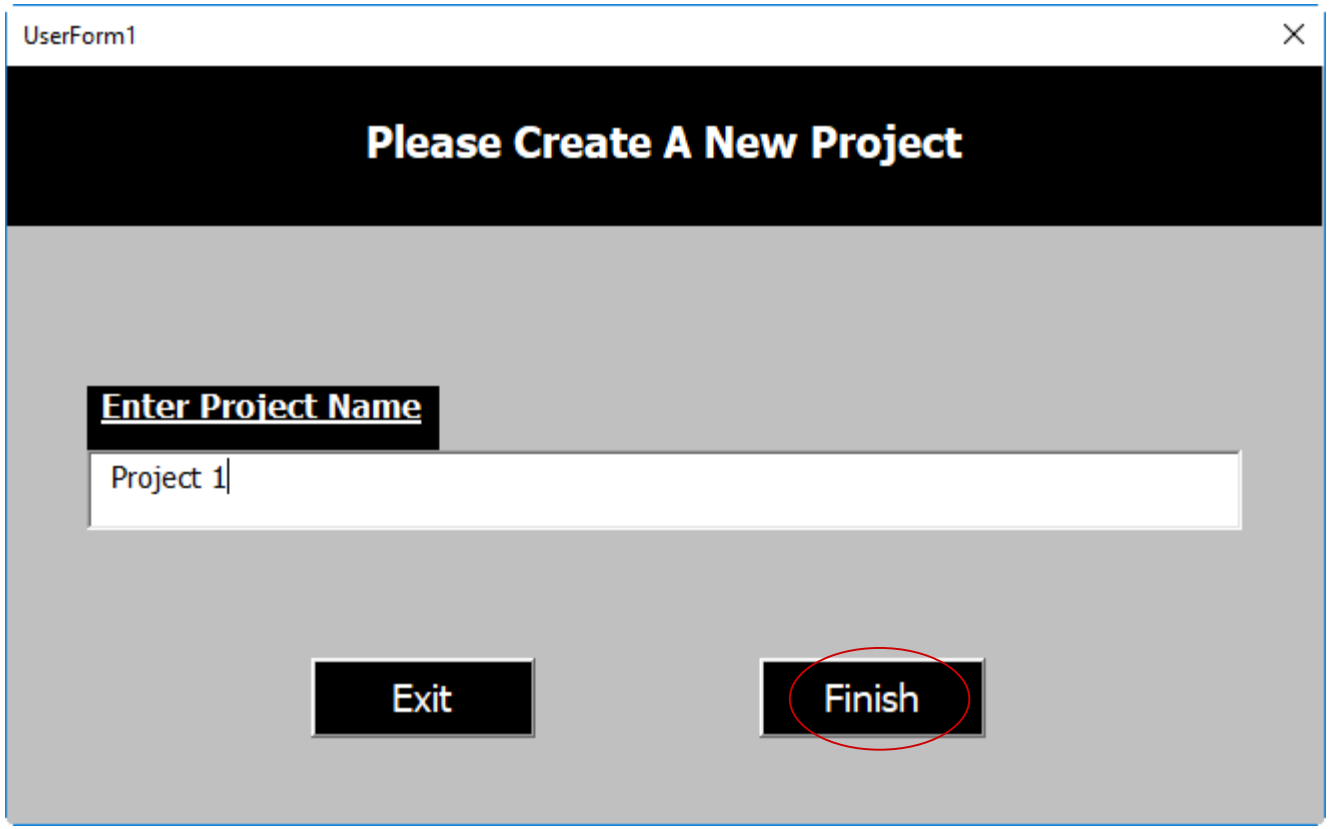
Select Project Assessment Section



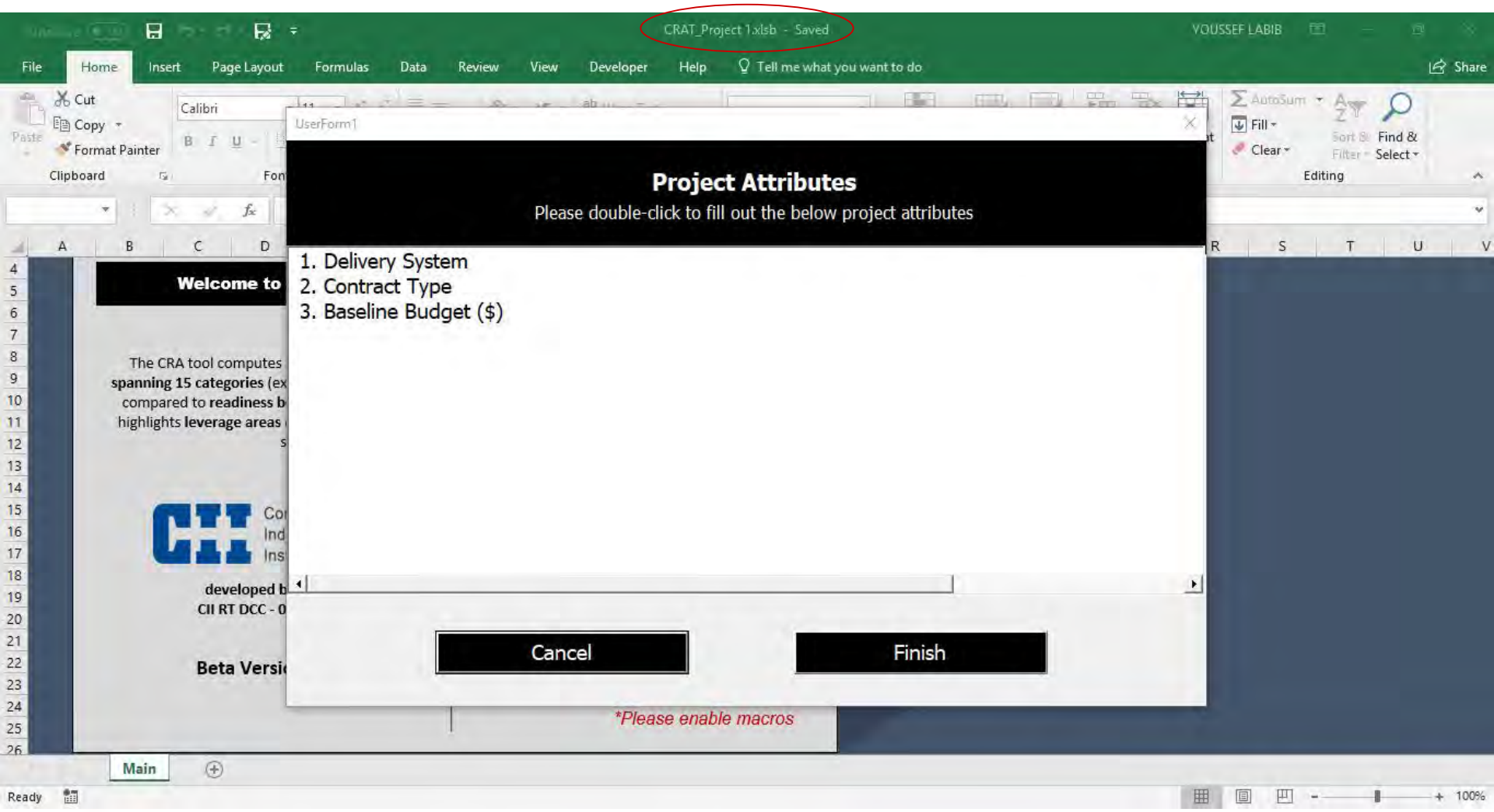
Enter Project Name



Enter Project Name



Notice The File Name Has Changed



Notice a New Project File Has Been Created

CRAT_Master File.xlsb Authors: CII RT DCC-002 Tool - Beta	Date modified: 3/22/2018 11:33 PM Size: 1.30 MB
CRAT_Project 1.xlsb Authors: CII RT DCC-002 Tool - Beta	Date modified: 3/23/2018 3:19 PM Size: 1.32 MB

Tool Flow – Distribute Project Files

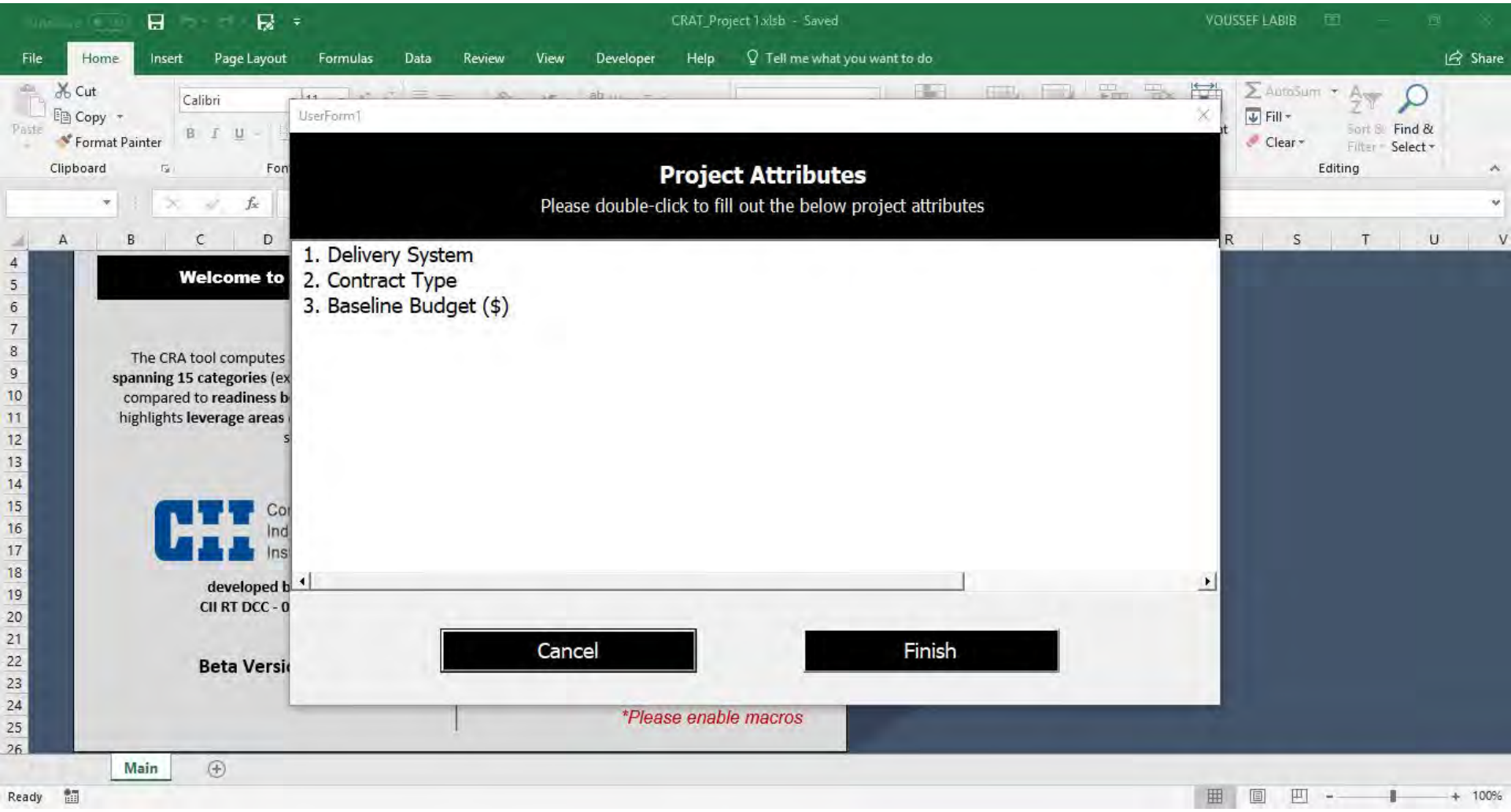
Tool Flow – Assess Project Readiness

Project Assessment Process

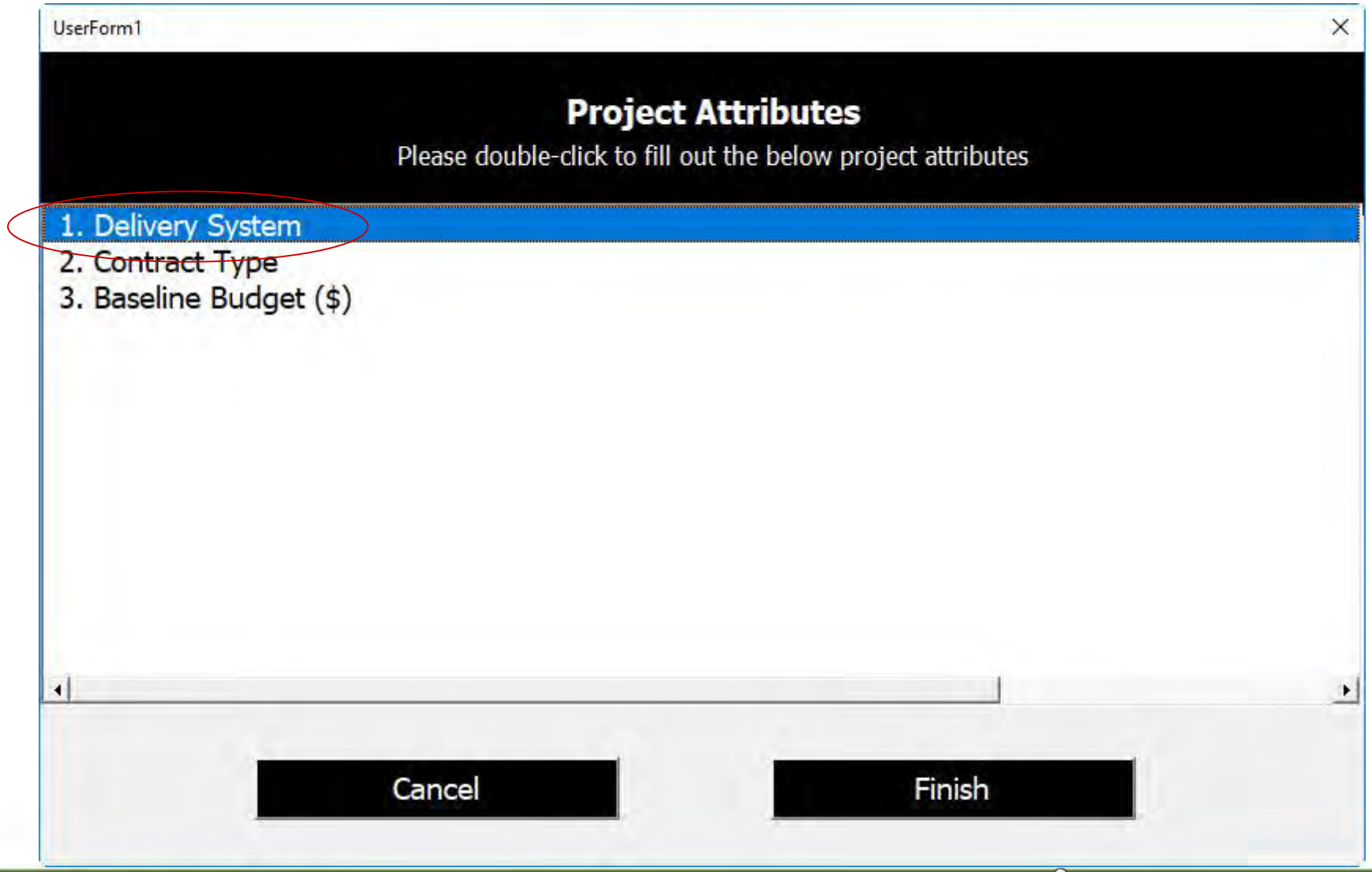
- Answer 228 Factors

- Perform Actions
- Align With Best Practices
- Assign Corrective Actions

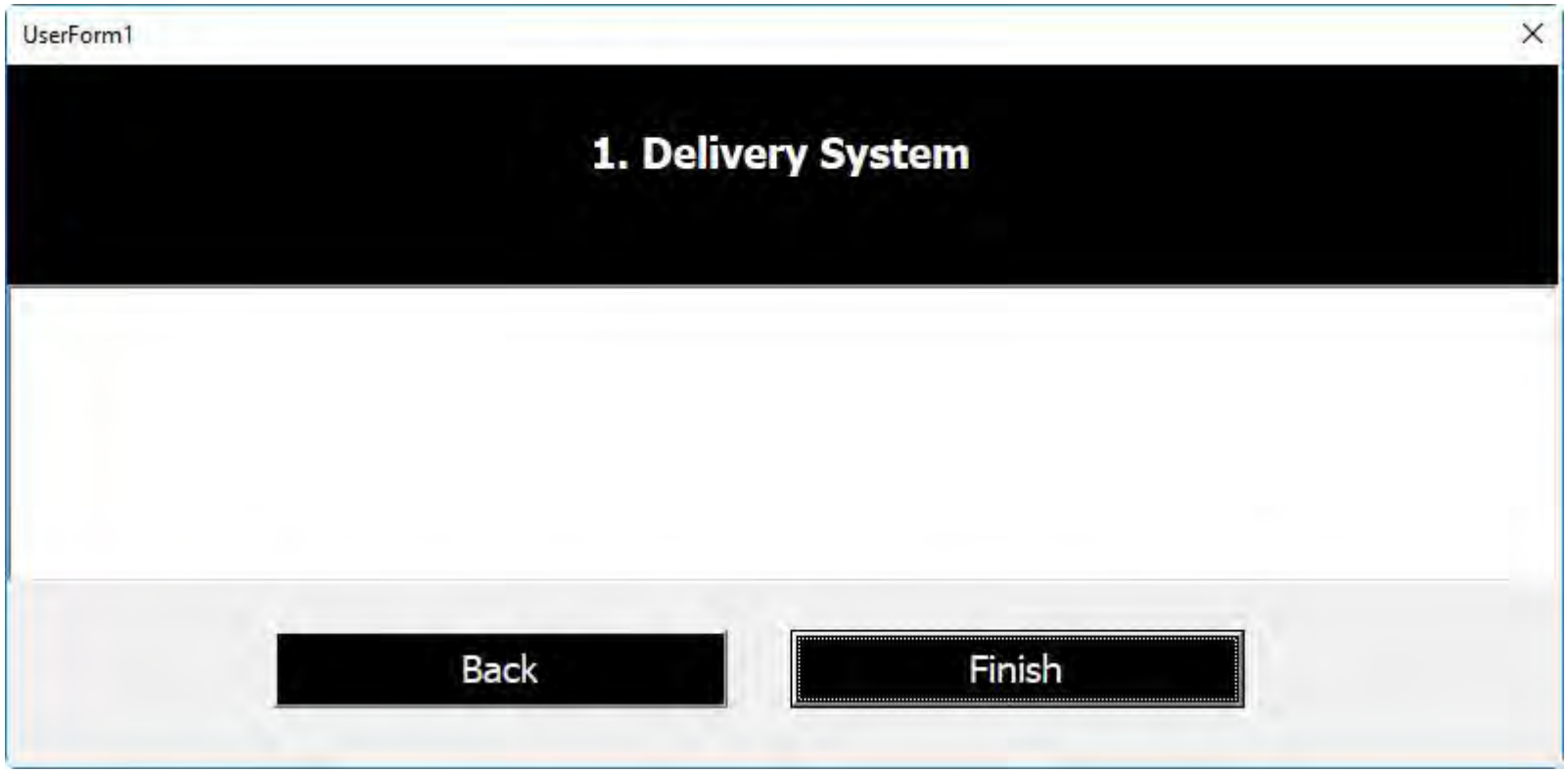
Continue With Project Assessment



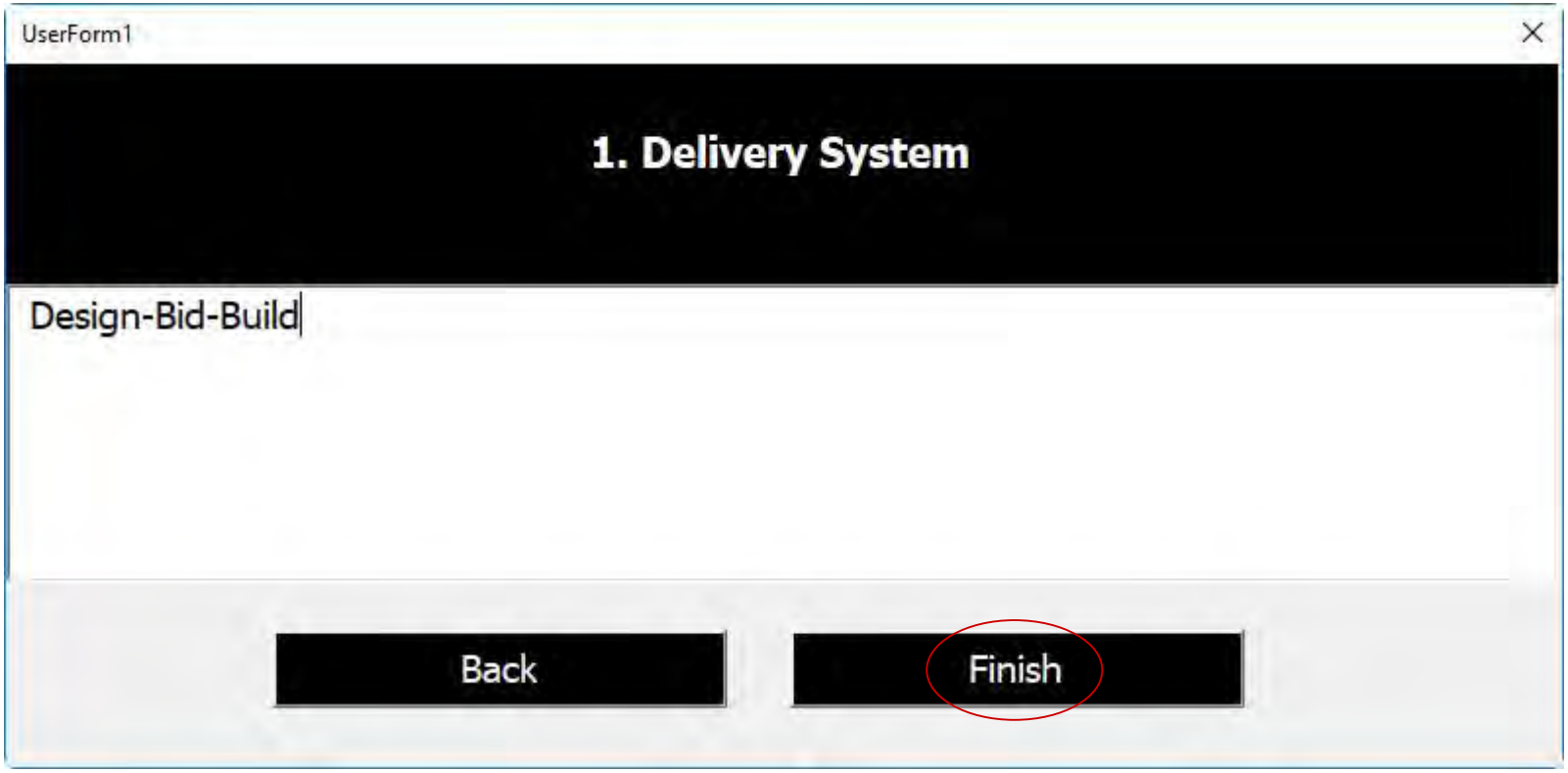
Double-Click On Each Attribute



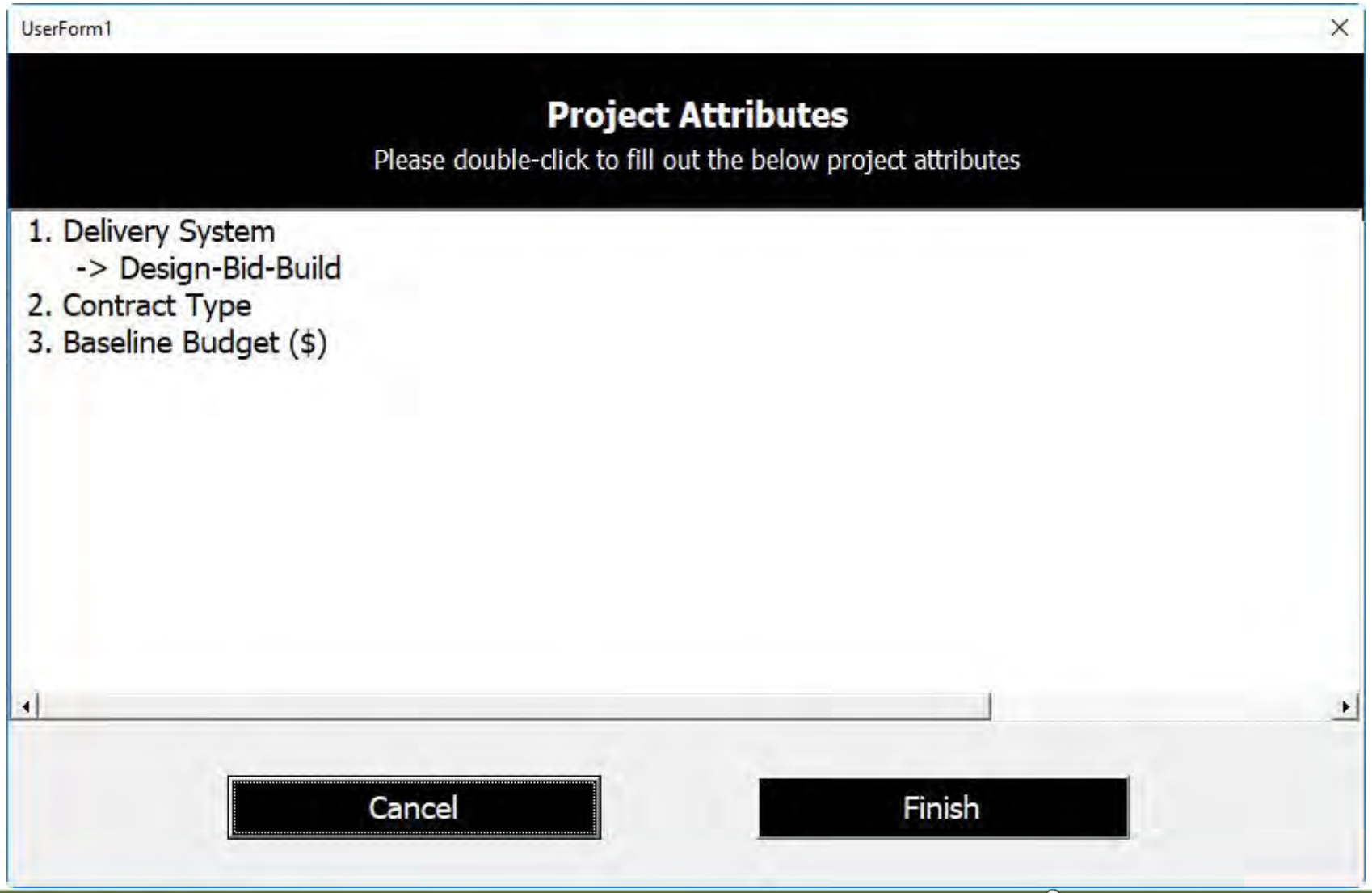
Attributes Can Be Include Text or Numbers



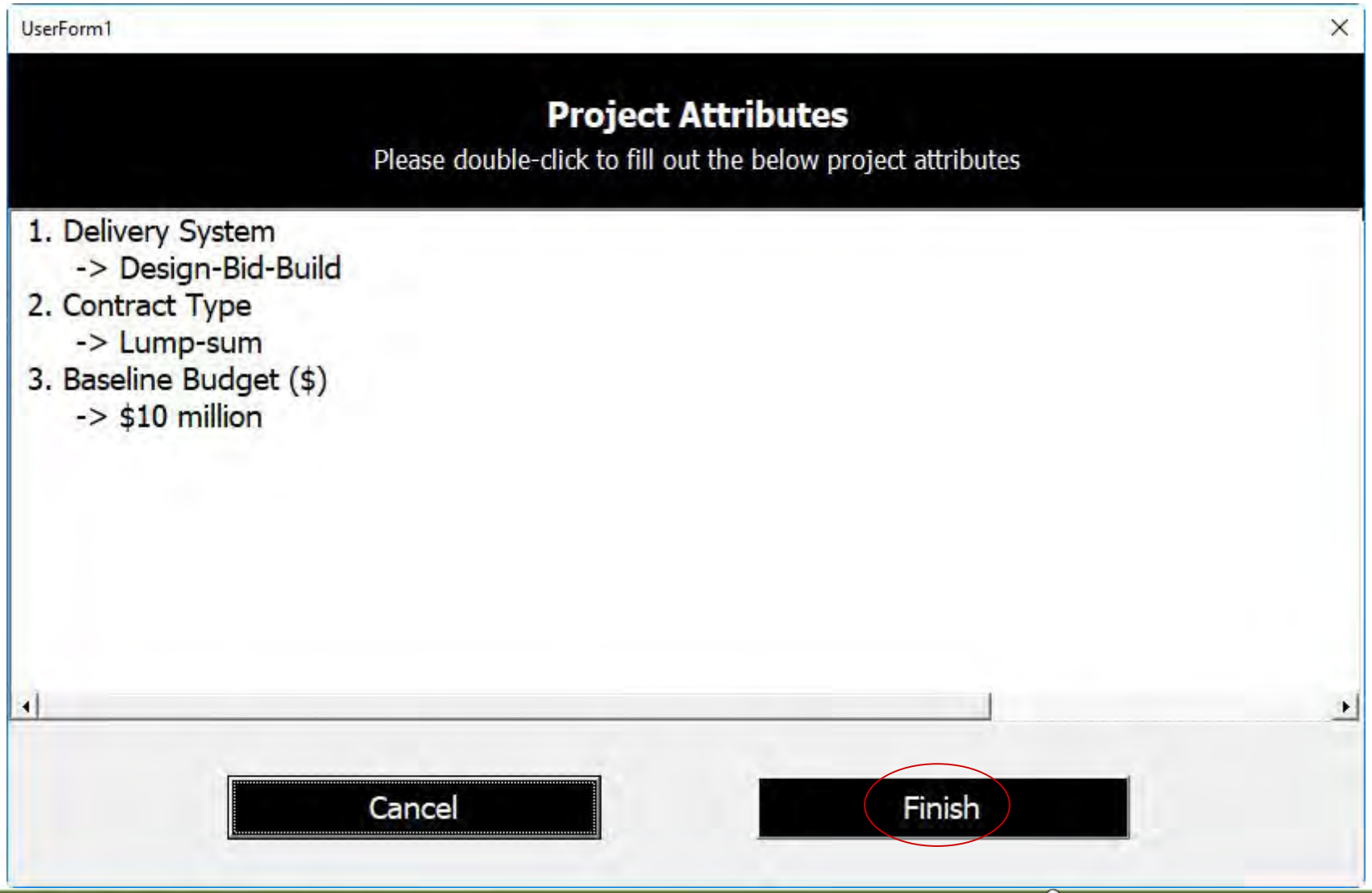
Insert Respective Project Attribute



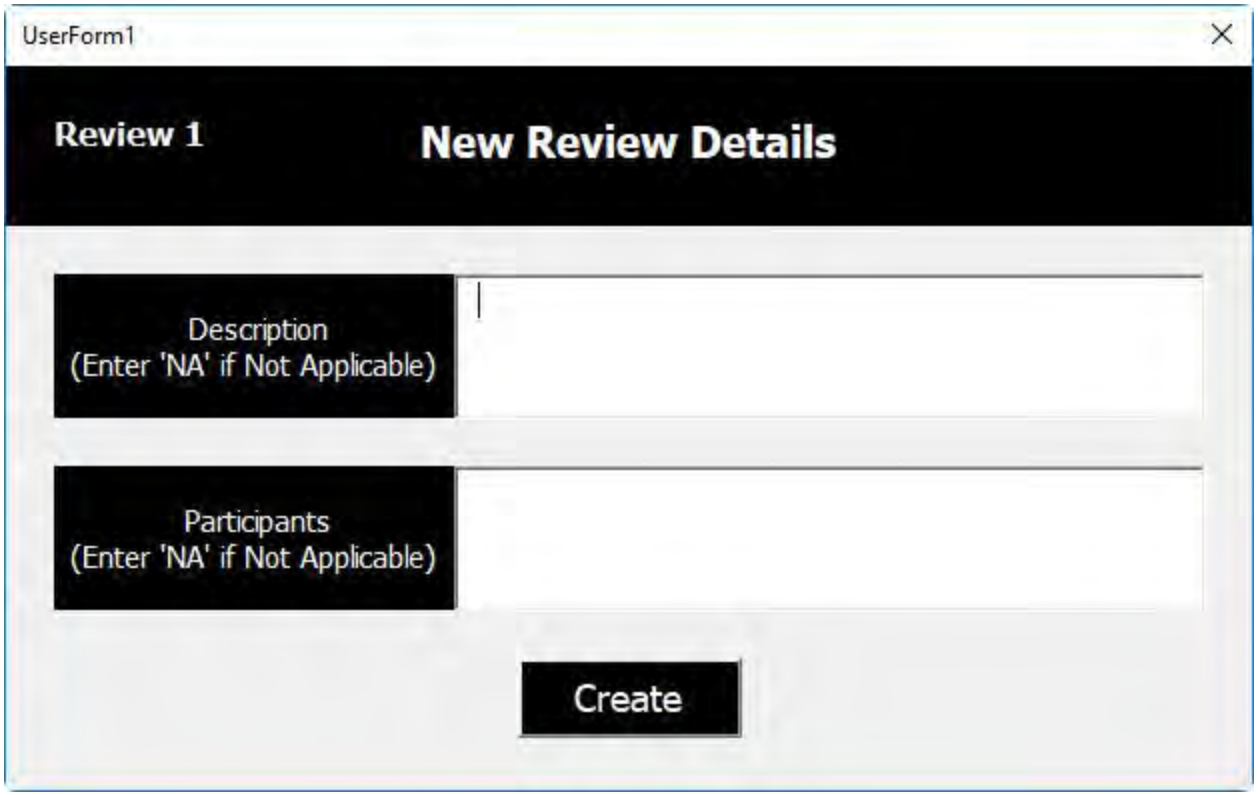
Responses Are Added Below Each Attribute



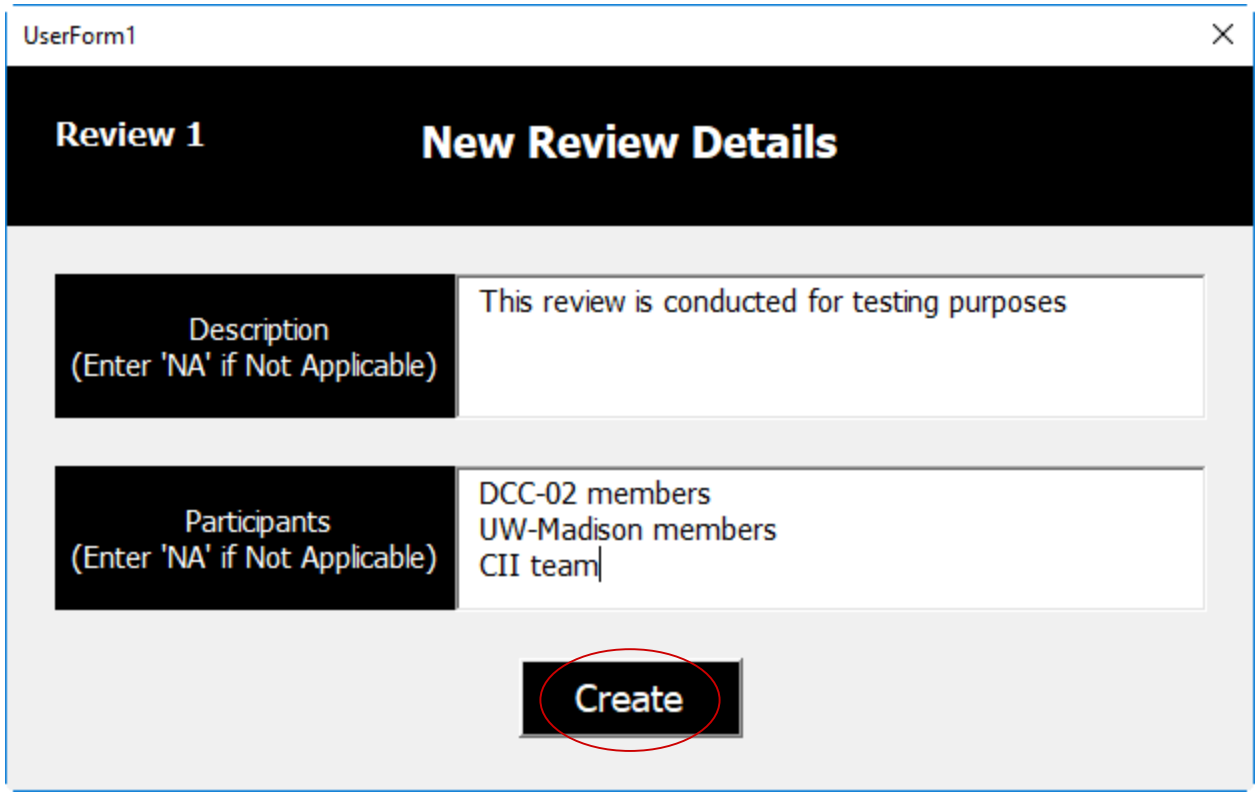
Add Rest Of Attributes → Click Finish



Below Sections Are Used For Documentation



Add Review Description & List Of Participants



Project Dashboard

Dashboard

Review 1

Construction Readiness Assessment Tool

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   c- Relevant CII best practices

Procedure

To begin, please choose one of the following categories and follow the instructions provided. Upon completing one of the 15 categories displayed below,

15 Clickable Boxes For Each Category

Dashboard

Procedure

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01 Project Team Factors 24 Factors	02 Engineering Factors 17 Factors	03 Planning Factors 27 Factors	04 Health/Safety/ Security/Environment (HSSE) Factors 20 Factors
05 Execution Factors 21 Factors	06 Tools and Equipment Factors 13 Factors	07 Quality Management Factors 12 Factors	08 Change Management Factors 15 Factors
09 Contract Management Factors	10 Human Resources Management Factors	11 Stakeholder Management Factors	12 Risk Assessment and Management Factors

For Example: Category 11

Dashboard

05 Execution Factors 21 Factors	06 Tools and Equipment Factors 13 Factors	07 Quality Management Factors 12 Factors	08 Change Management Factors 15 Factors
09 Contract Management Factors 15 Factors	10 Human Resources Management Factors 17 Factors	11 Stakeholder Management Factors 5 Factors	12 Risk Assessment and Management Factors 5 Factors
13 Procurement and Material Management Factors 14 factors	14 Commissioning Factors 14 Factors	15 Project Control Factors 9 Factors	16 Additional Factors

Select Review | Spider Chart | Analysis Results | Print | Sign Out

Related Factors Are Listed

Stakeholder Management Factors

Review 1

Stakeholder Management Factors

Hover over the blue question mark for more information.

		Yes	No	NA
1. Are stakeholders clearly defined?	?	☐	☐	☐
2. Is there a plan in place to involve stakeholders?	?	☐	☐	☐
3. Is the plan for communicaiton with stakeholders (frequency, content, etc) defined?	?	☐	☐	☐
4. Is there a public relations and outreach program in place?	?	☐	☐	☐
5. Is there a specified spokesperson for the project?	?	☐	☐	☐

Target Score

Target Scores Can Be Modified From Here As Well

Stakeholder Management Factors

2. Is there a plan in place to involve stakeholders?	?	☐		☐		☐
3. Is the plan for communicaiton with stakeholders (frequency, content, etc) defined?	?	☐		☐		☐
4. Is there a public relations and outreach program in place?	?	☐		☐		☐
5. Is there a specified spokesperson for the project?	?	☐		☐		☐

Target Score

Enter your target score for this category as a percentage 98 %

Back to Dashboard | Finish Section

Notice Difference Between Defined & Undefined '?' Icons

Stakeholder Management Factors

Review 1

Stakeholder Management Factors

Hover over the blue question mark for more information.

		Yes	No	NA
1. Are stakeholders clearly defined?	?	☐	☐	☐
2. Is there a plan in place to involve stakeholders?	?	☐	☐	☐
3. Is the plan for communicaiton with stakeholders (frequency, content, etc) defined?	?	☐	☐	☐
4. Is there a public relations and outreach program in place?	?	☐	☐	☐
5. Is there a specified spokesperson for the project?	?	☐	☐	☐

Click here to add definition

Click here to view definition

Target Score

Click On Undefined '?' Icon To Add Definition / Criteria

Stakeholder Management Factors

Review 1

Stakeholder Management Factors

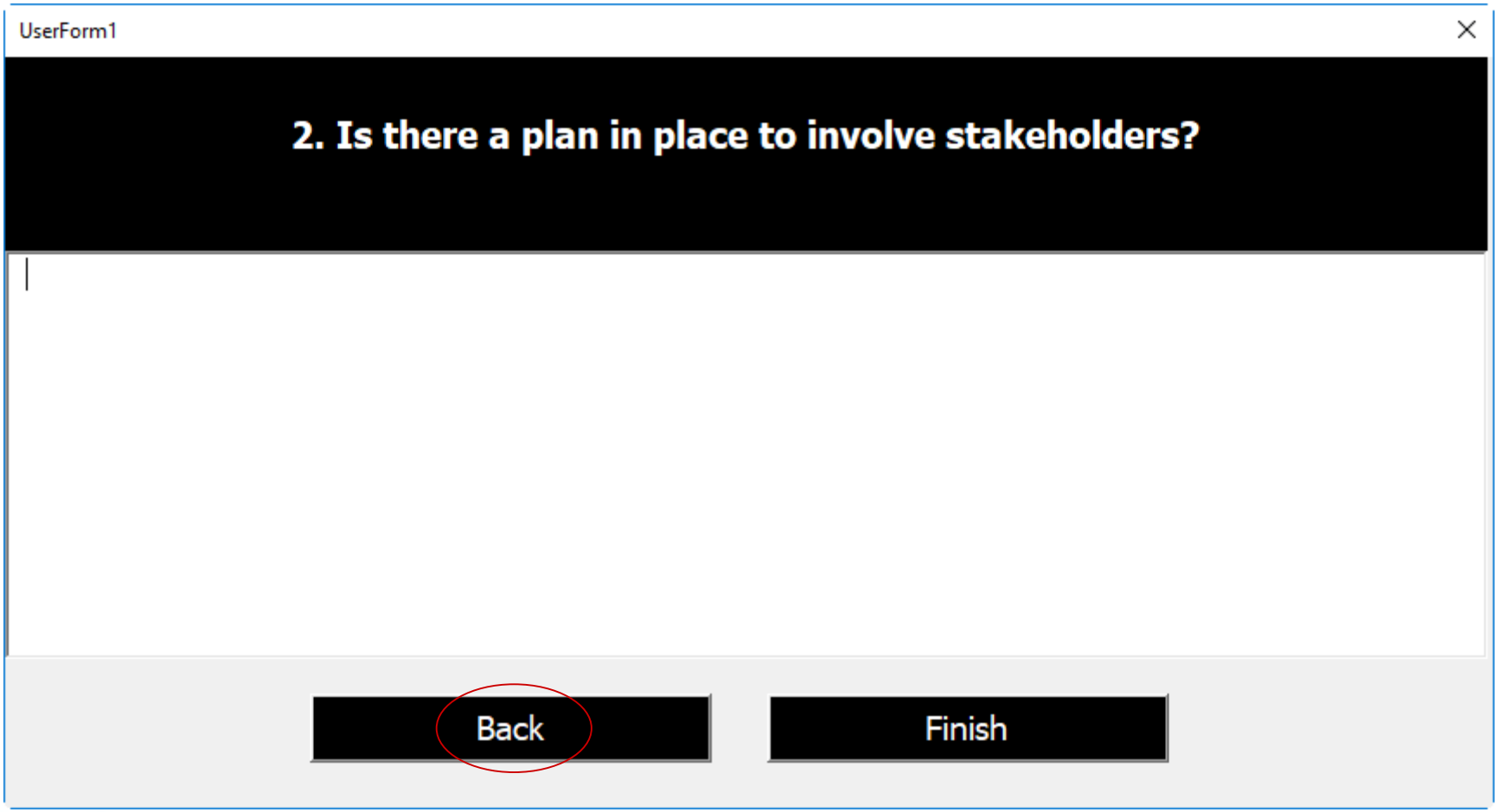
Hover over the blue question mark for more information.

		Yes	No	NA
1. Are stakeholders clearly defined?	?	☐	☐	☐
2. Is there a plan in place to involve stakeholders?	?	☐	☐	☐
3. Is the plan for communicaiton with stakeholders (frequency, content, etc) defined?	?	☐	☐	☐
4. Is there a public relations and outreach program in place?	?	☐	☐	☐
5. Is there a specified spokesperson for the project?	?	☐	☐	☐

Click here to add definition

Target Score

Add Factors Definitions / Criteria, If Needed



Click On Defined '?' Icon To View Definition / Criteria

Stakeholder Management Factors

Review 1

Stakeholder Management Factors

Hover over the blue question mark for more information.

		Yes	No	NA
1. Are stakeholders clearly defined?	?	☐	☐	☐
2. Is there a plan in place to involve stakeholders?	?	☐	☐	☐
3. Is the plan for communicaiton with stakeholders (frequency, content, etc) defined?	?	☐	☐	☐
4. Is there a public relations and outreach program in place?	?	☐	☐	☐
5. Is there a specified spokesperson for the project?	?	☐	☐	☐

Click here to view definition

Target Score

Factor Definition / Criteria Guides The Respondent

UserForm1

3. Is the plan for communication with stakeholders (frequency, content, etc.) defined?

Company's policy require communicaiton through XYZ platform

Back | Finish

Answer The Factors Accordingly

Stakeholder Management Factors

Review 1

Stakeholder Management Factors

Hover over the blue question mark for more information.

		Yes	No	NA
1. Are stakeholders clearly defined?	?	☑	☐	☐
2. Is there a plan in place to involve stakeholders?	?	☐	☑	☐
3. Is the plan for communicaiton with stakeholders (frequency, content, etc) defined?	?	☑	☐	☐
4. Is there a public relations and outreach program in place?	?	☐	☐	☑
5. Is there a specified spokesperson for the project?	?	☐	☐	☑

Target Score

Upon Completion → Click Finish Section

Stakeholder Management Factors

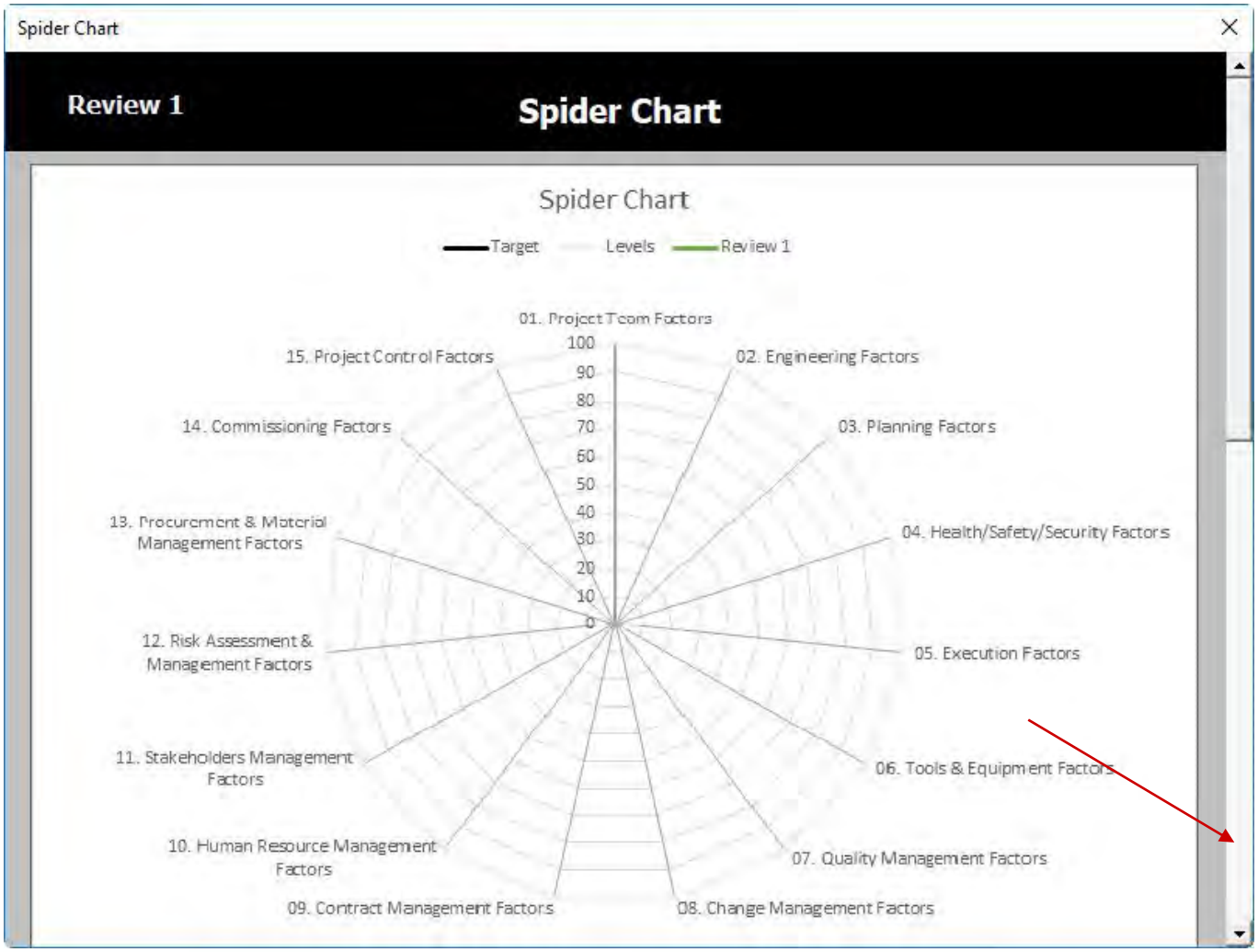
2. Is there a plan in place to involve stakeholders?	?	☐		☑		☐
3. Is the plan for communicaiton with stakeholders (frequency, content, etc) defined?	?	☐		☑		☐
4. Is there a public relations and outreach program in place?	?	☐		☐		☑
5. Is there a specified spokesperson for the project?	?	☑		☐		☐

Target Score

Enter your target score for this category as a percentage 98 %

Back to Dashboard | Finish Section

Empty Spider Chart Since Only 1 Category Is Filled



Categories Scores' Sorted in Descending Order

Spider Chart

The list below presents all the categories in descending order with respect to the difference between the target value and the actual category score. That way, the category with the highest room for improvement is on the top.

Difference = Category Score - Target
Difference < 0 Below Target
Difference = 0 Meets Target
Difference > 0 AboveTarget

Category Score	Target	Difference	Category
34.5	98	-63.5	11. Stakeholders Management Factors
0	0	0	01. Project Team Factors
0	0	0	02. Engineering Factors
0	0	0	03. Planning Factors
0	0	0	04. Health/Safety/Security Factors
0	0	0	05. Execution Factors
0	0	0	06. Tools & Equipment Factors
0	0	0	07. Quality Management Factors
0	0	0	08. Change Management Factors
0	0	0	09. Contract Management Factors
0	0	0	10. Human Resource Management Factors
0	0	0	12. Risk Assessment & Management Factors
0	0	0	13. Procurement & Material Management Factors
0	0	0	14. Commissioning Factors
0	0	0	15. Project Control Factors

Back to Dashboard

Black Color Indicates Category is Completed

Dashboard

01 Project Team Factors 24 Factors	02 Engineering Factors 17 Factors	03 Planning Factors 27 Factors	04 Health/Safety/ Security/Environment (HSSE) Factors 20 Factors
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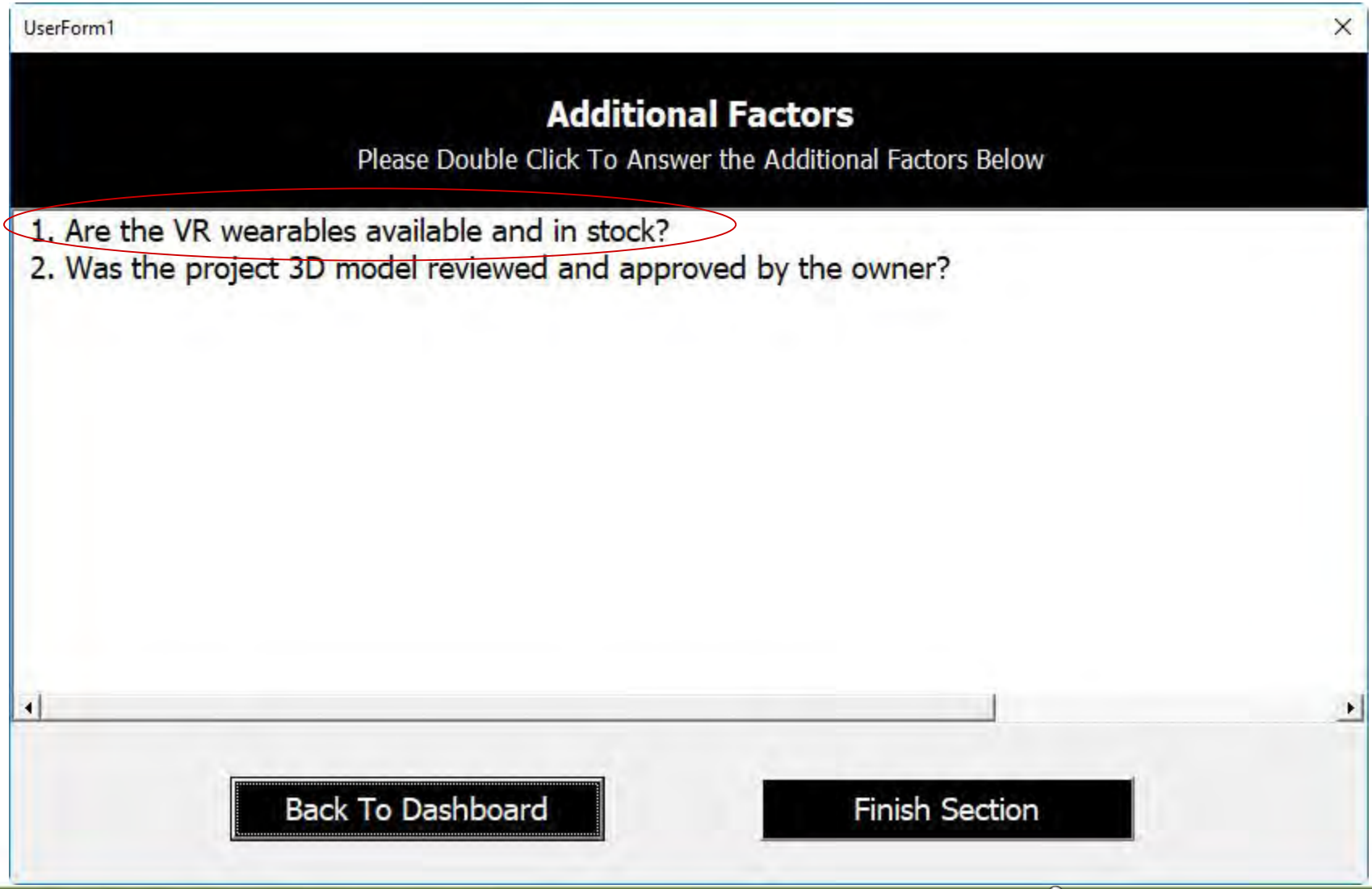
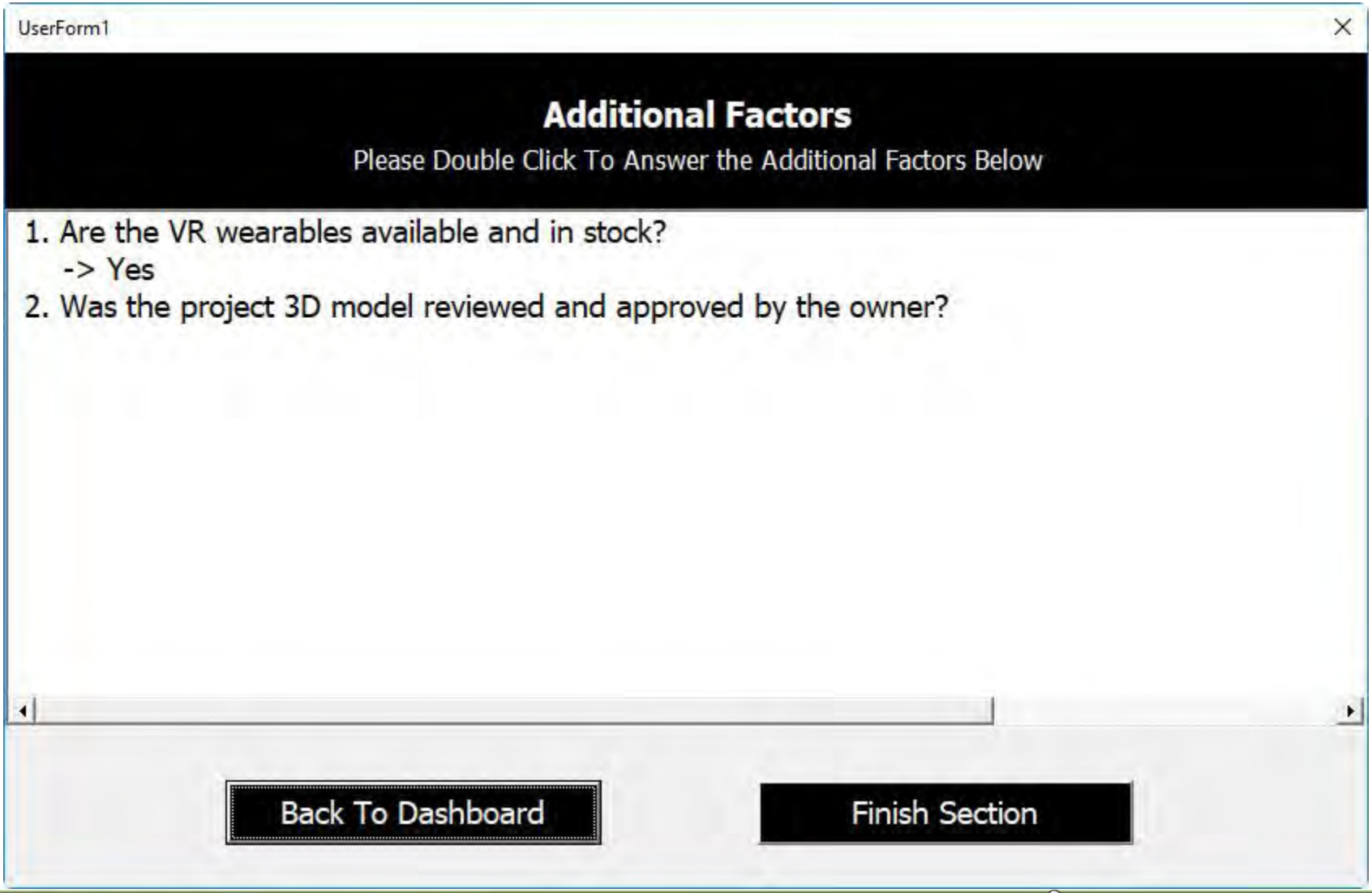
13 Procurement and Material Management	14 Commissioning Factors	15 Project Control Factors	16 Additional Factors

Double-Click On Each Factor



Provide Factor Response

Response Appears Below Each Factor



Provide Rest of Responses

UserForm1

Additional Factors

Please Double Click To Answer the Additional Factors Below

1. Are the VR wearables available and in stock?
   -> Yes
2. Was the project 3D model reviewed and approved by the owner?
   -> No

Back To Dashboard

Finish Section

Two Categories Are Completed

Dashboard

05 Execution Factors 21 Factors	06 Tools and Equipment Factors 13 Factors	07 Quality Management Factors 12 Factors	08 Change Management Factors 15 Factors
09 Contract Management Factors 15 Factors	10 Human Resources Management Factors 17 Factors	11 Stakeholder Management Factors 5 Factors	12 Risk Assessment and Management Factors 5 Factors
13 Procurement and Material Management Factors 14 factors	14 Commissioning Factors 14 Factors	15 Project Control Factors 9 Factors	16 Additional Factors

Select Review | Spider Chart | Analysis Results | Print | Sign Out

Provide Responses for Rest of Categories

Dashboard

01 Project Team Factors 24 Factors	02 Engineering Factors 17 Factors	03 Planning Factors 27 Factors	04 Health/Safety/ Security/Environment (HSSE) Factors 20 Factors
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OR

Use the following method to quickly fill-out all readiness factors

Project Dashboard

Dashboard

Review 1

Construction Readiness Assessment Tool

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Hi Project 1, welcome to your Dashboard!

Tool Output

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   a- Project-level corrective actions
   b- Company-level practices
   c- Relevant CII best practices

Procedure

To begin, please choose one of the following categories and follow the instructions provided. Upon completing one of the 15 categories displayed below,

Empty Review With No Answers Provided

Dashboard

Procedure

To begin, please choose one of the following categories and follow the instructions provided. Upon completing one of the 15 categories displayed below, it will be marked as completed (Black). As you complete the 15 categories, you can review the progression of the Spider Chart by clicking the Spider Chart button at the bottom of the page. After completing all of the 15 categories, press the Analysis Report button at the bottom of the page to view the comprehensive analysis results.

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Click the Settings Button

Dashboard

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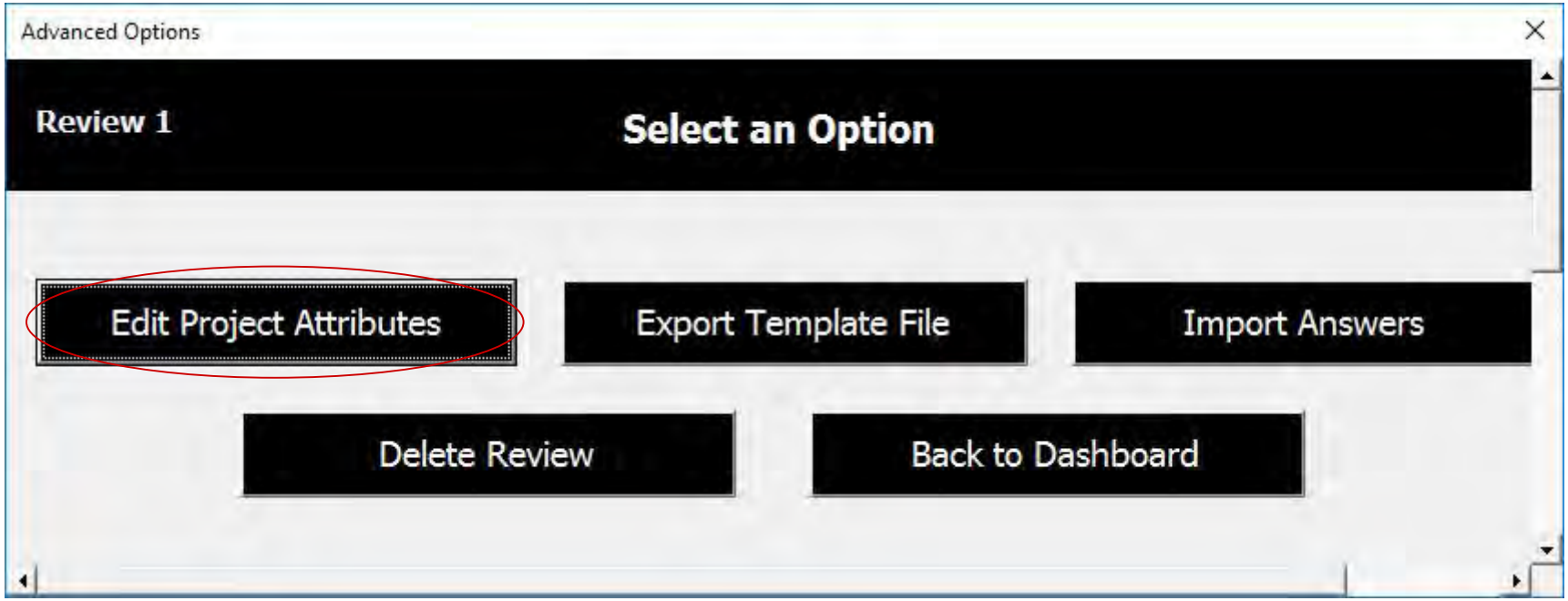
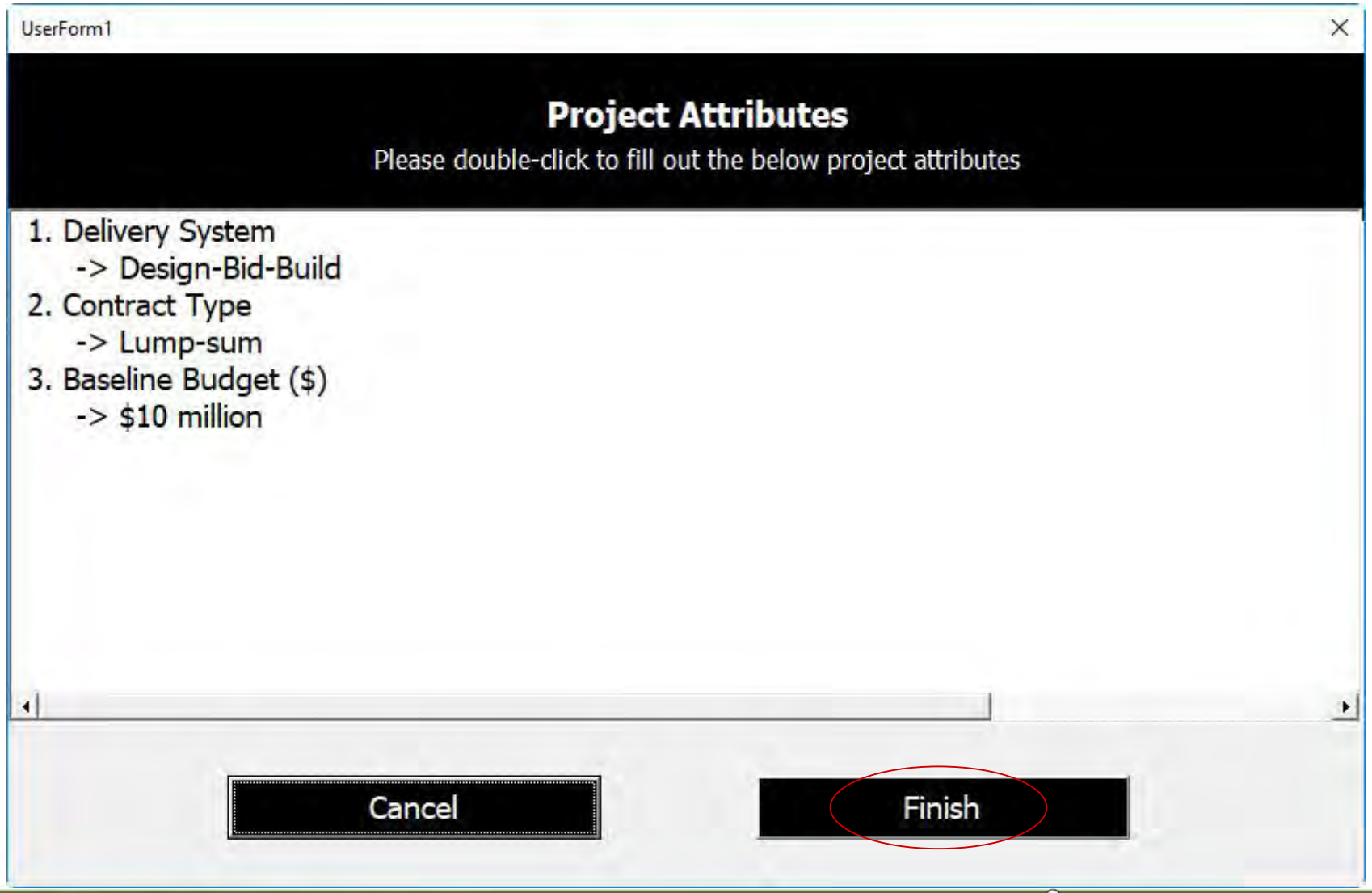
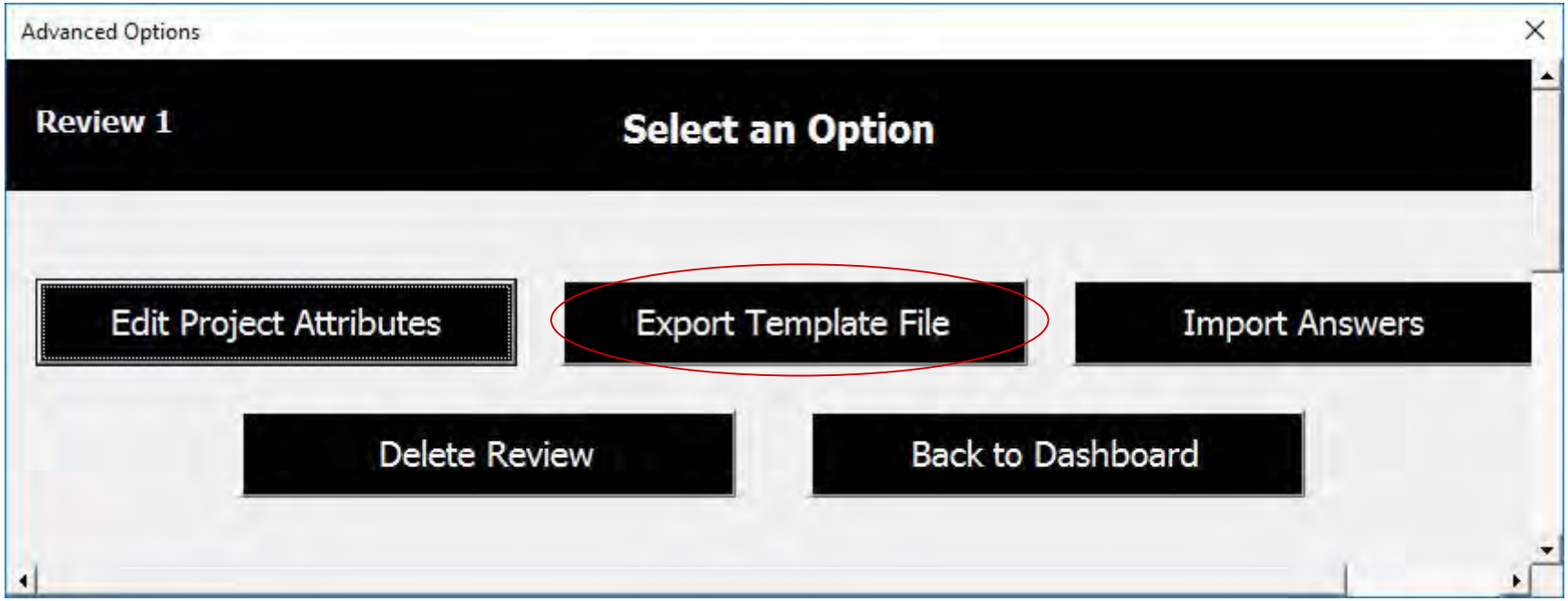
Select First Button



Modify Previous Entries



Select To Export The Template File



New Sheet In The Tool File Is Created

CRAT_Project 1.xlsb - Saved

Item	Answer
001. Project Team Factors	
01. Have the project goals been defined?	
02. Have the project drivers (cost/schedule) been agreed on by the team?	
03. Have the goals and objectives been documented?	
04. Has the team communicated project goals among themselves?	
05. Has the (Responsible, Accountable, Consulted and Informed) RACI matrix been developed for the project?	
06. Has an organizational chart been developed to assign roles and functions?	
07. Has the organizational chart been distributed and communicated to all pertinent parties?	
08. Are all key project team leadership positions filled?	
09. Have proven leaders been assigned to the project?	
10. Is a support system in place to allocate resources?	
11. Is the frequency of project team meetings (daily, weekly, monthly, etc.) defined?	
12. Are the required intervals of reports of the project team (daily, weekly, monthly, etc.) defined?	
13. Was the project team formed in a timely manner?	
14. Do the project team members have all required skills?	
15. Do all project team members have the capacity (availability, experience, etc.) to take on the project?	
16. Have the project team members received training regarding project-specific procedures?	
17. Is there a system for managing cultural diversity (no social/political impediments among team members)?	

Main | Review1_Template

Provide Respective Factors Responses

CRAT_Project 1.xlsb - Excel

Item	Answer
001. Project Team Factors	
01. Have the project goals been defined?	Yes
02. Have the project drivers (cost/schedule) been agreed on by the team?	No
03. Have the goals and objectives been documented?	No
04. Has the team communicated project goals among themselves?	Yes
05. Has the (Responsible, Accountable, Consulted and Informed) RACI matrix been developed for the project?	Yes
06. Has an organizational chart been developed to assign roles and functions?	Yes
07. Has the organizational chart been distributed and communicated to all pertinent parties?	NA
08. Are all key project team leadership positions filled?	Yes
09. Have proven leaders been assigned to the project?	No
10. Is a support system in place to allocate resources?	NA
11. Is the frequency of project team meetings (daily, weekly, monthly, etc.) defined?	No
12. Are the required intervals of reports of the project team (daily, weekly, monthly, etc.) defined?	Yes
13. Was the project team formed in a timely manner?	Yes
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15. Do all project team members have the capacity (availability, experience, etc.) to take on the project?	No
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17. Is there a system for managing cultural diversity (no social/political impediments among team members)?	Yes

All Factors Have To Be Answered As (Yes/No/NA)

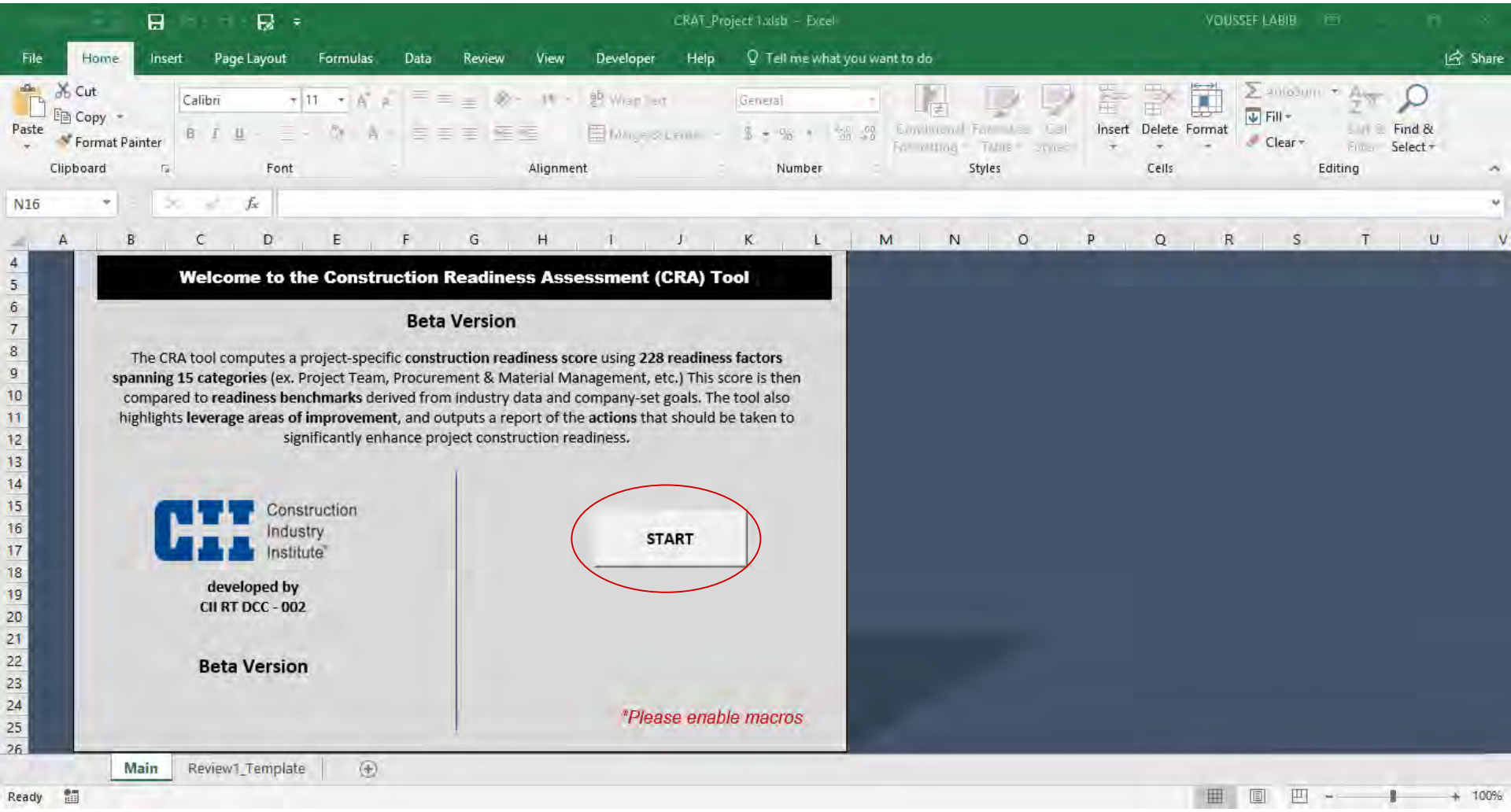
CRAT_Project x.xlsb - Excel

C11 | Yes

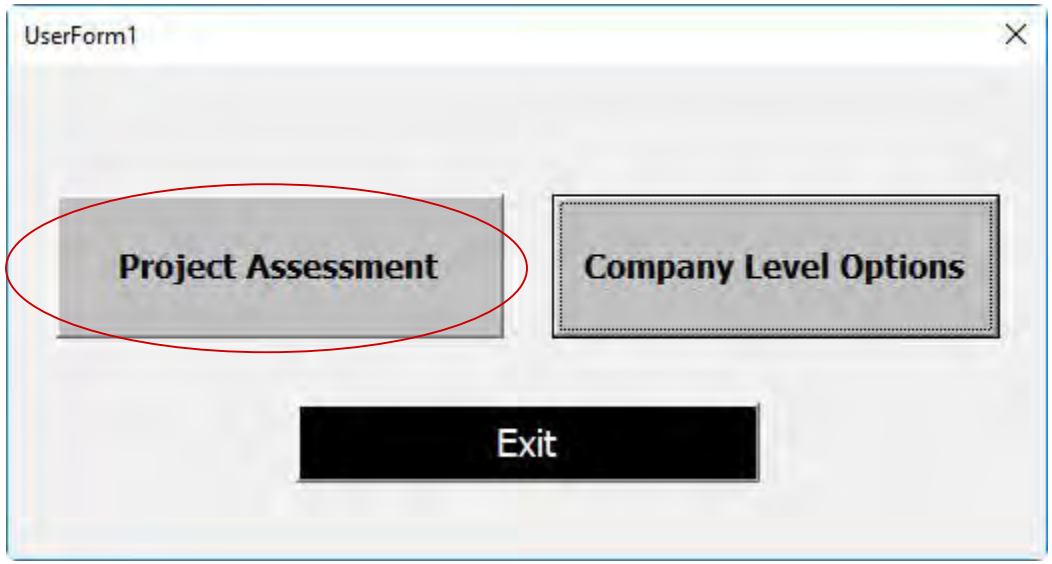
	A	B	C
230		06. Has a dedicated commissioning leader been identified & communicated?	Yes
231		07. Is there a defined HSSE transition plan from construction to operations?	Yes
232		08. Is there a comprehensive commissioning manual (including all procedures and preservation requirements)?	Yes
233		09. Are the provisions for QA/QC turnover documentation understood by the project team?	Yes
234		10. Is there a mechanical completion checklist in place?	Yes
235		11. Is there a punchlist process in place?	Yes
236		12. Is the as-built documentation procedure understood by the project team?	Yes
237		13. Is the strategy to manage equipment closure communicated and understood?	No
238		14. Are pre-start-up safety review requirements communicated and understood?	No
239		**015. Project Control Factors**	
240		01. Is there a progress tracking plan and systems in place?	Yes
241		02. Are the resources to support project tracking deployed?	No
242		03. Is there a process in place for responding to delay?	No
243		04. Is there a process in place to collect, compile and report costs?	Yes
244		05. Is there a process in place to monitor and control productivity?	No
245		06. Is there an adequate protocol for updating the schedule?	No
246		07. Is there a defined document control system in place?	Yes
247		08. Is there a control budget (at the work package level) in place?	No
248		09. Is there a cost contingency management plan in place?	No
249		**016. Additional Factors**	
250		01. Are the VR wearables available and in stock?	Yes
251		02. Was the project 3D model reviewed and approved by the owner?	No

Main | Review1_Template

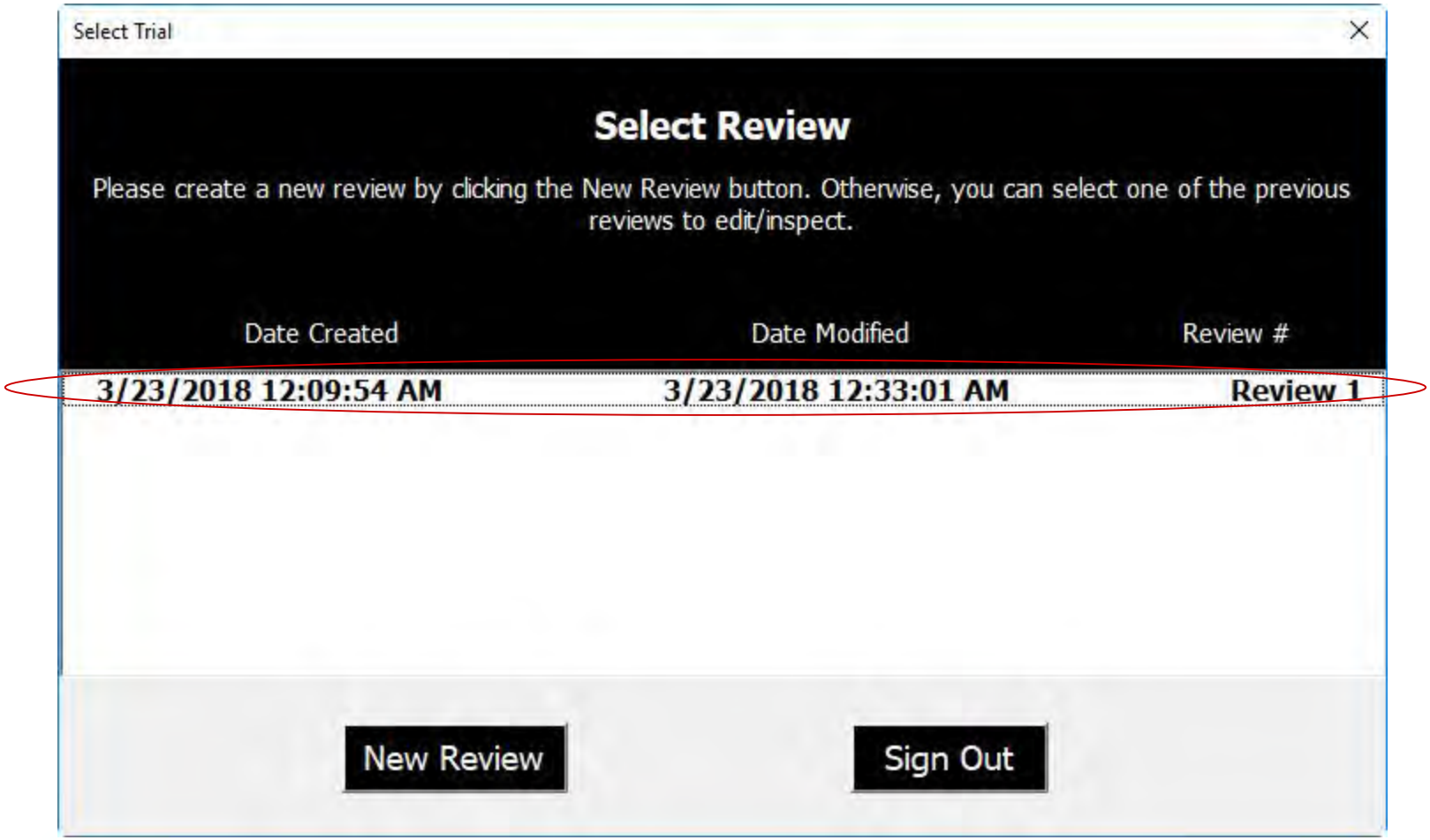
Navigate To Main Page



Select Project Assessment Section



Currently, Only 1 Review Is Created



Click the Settings-Like Button

Dashboard

Review 1

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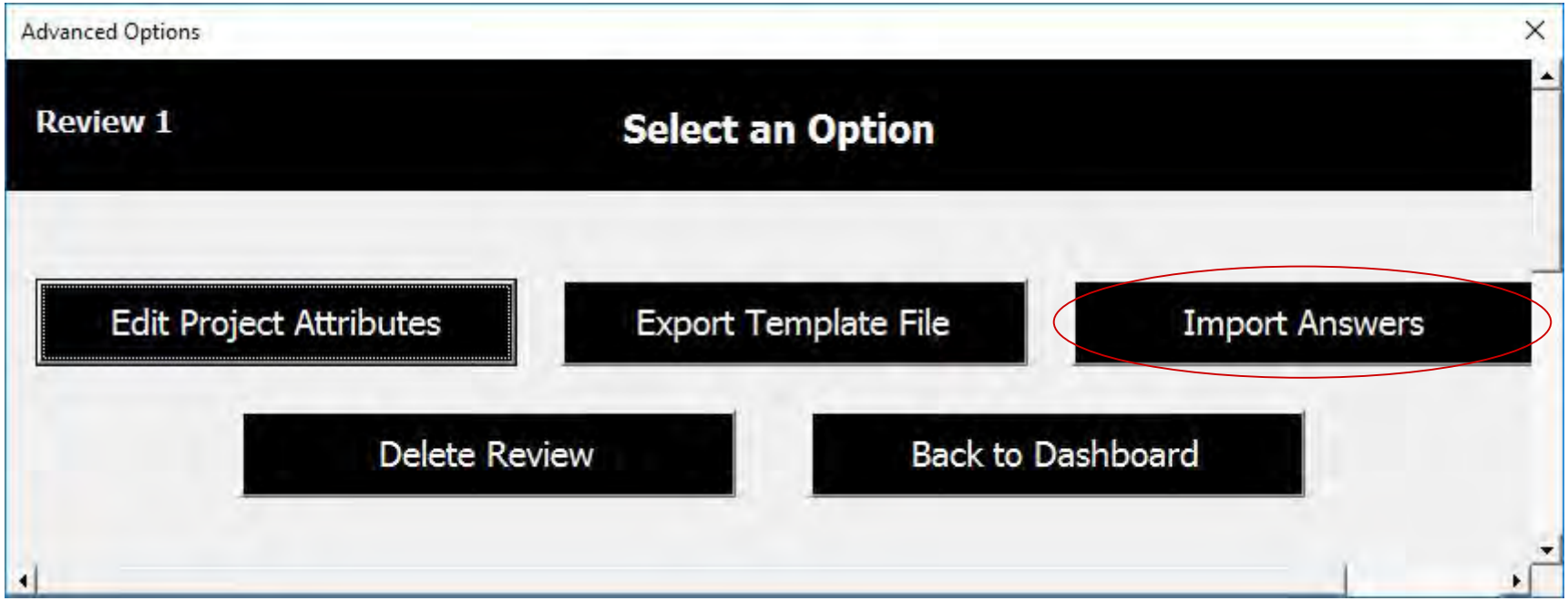
   c- Relevant CII best practices

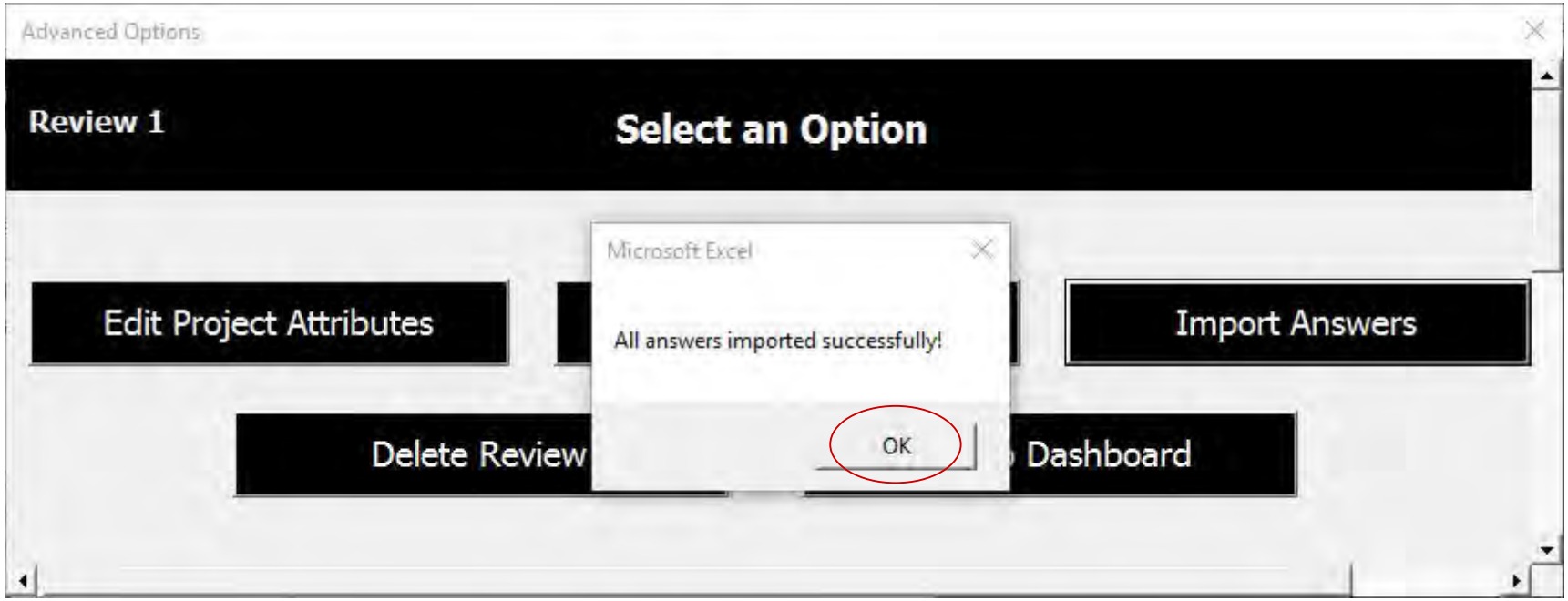
Procedure

To begin, please choose one of the following categories and follow the instructions provided. Upon completing one of the 15 categories displayed below,

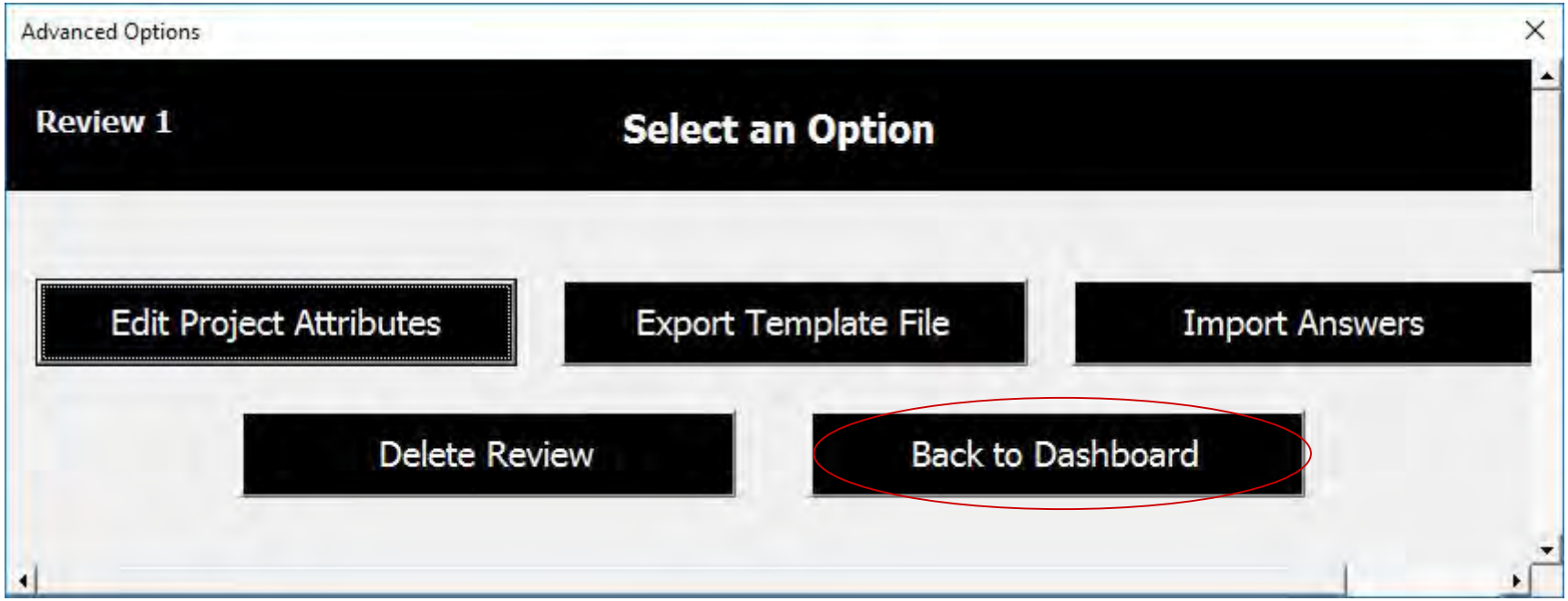
Click On Import Answers



A Notification Message Appears



Navigate Back To Dashboard



Scroll Down

Dashboard

Review 1

Construction Readiness Assessment Tool

Welcome to the Construction Readiness Assessment (CRA) tool developed by CII RT DCC - 002
(Beta Version)

Hi Project 1, welcome to your Dashboard!

Tool Output

To help you improve your project construction readiness, this tool outputs the following:

1) An overall Gauge showing the overall project readiness score and compares it to a benchmark that is pre-determined from industry data
2) A Spider Chart to show the project score in each of the construction readiness 15 categories, and compare these scores to company-set goals
3) Enhancement tools to improve construction readiness, specifically:
   a- Project-level corrective actions
   b- Company-level practices
   c- Relevant CII best practices

Procedure

To begin, please choose one of the following categories and follow the instructions provided. Upon completing one of the 15 categories displayed below,

All Categories Have Been Answered

Dashboard

01 Project Team Factors 24 Factors	02 Engineering Factors 17 Factors	03 Planning Factors 27 Factors	04 Health/Safety/ Security/Environment (HSSE) Factors 20 Factors
05 Execution Factors 21 Factors	06 Tools and Equipment Factors 13 Factors	07 Quality Management Factors 12 Factors	08 Change Management Factors 15 Factors
09 Contract Management Factors 15 Factors	10 Human Resources Management Factors 17 Factors	11 Stakeholder Management Factors 5 Factors	12 Risk Assessment and Management Factors 5 Factors
13 Procurement and Material Management Factors	14 Commissioning Factors	15 Project Control Factors	16 Additional Factors

Use Analysis Results Button

Dashboard

05 Execution Factors
21 Factors

06 Tools and Equipment Factors
13 Factors

07 Quality Management Factors
12 Factors

08 Change Management Factors
15 Factors

09 Contract Management Factors
15 Factors

10 Human Resources Management Factors
17 Factors

11 Stakeholder Management Factors
5 Factors

12 Risk Assessment and Management Factors
5 Factors

13 Procurement and Material Management Factors
14 factors

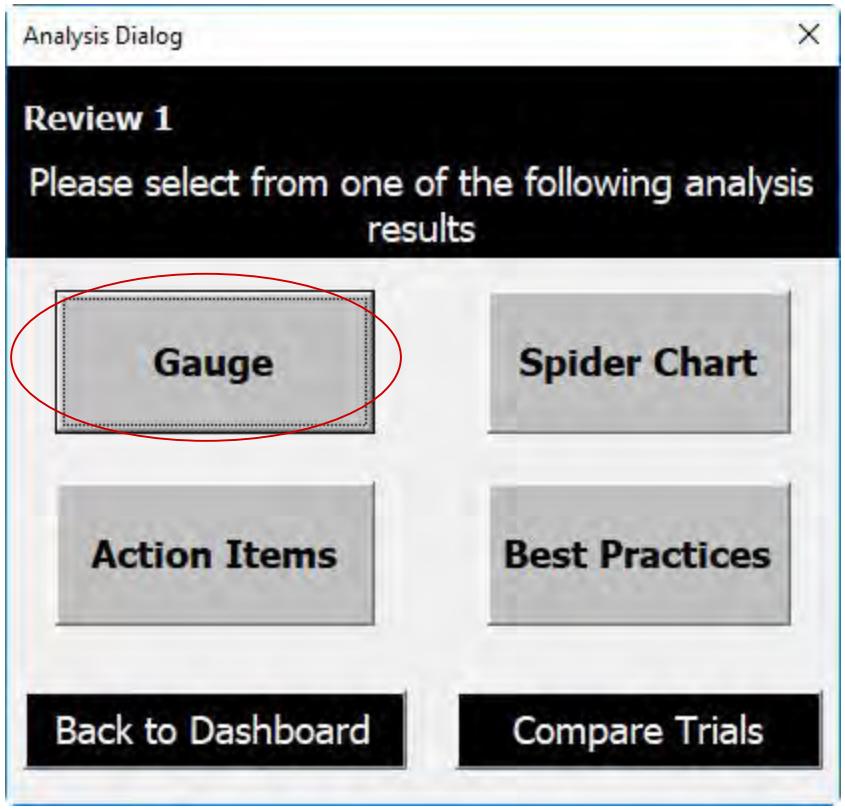
14 Commissioning Factors
14 Factors

15 Project Control Factors
9 Factors

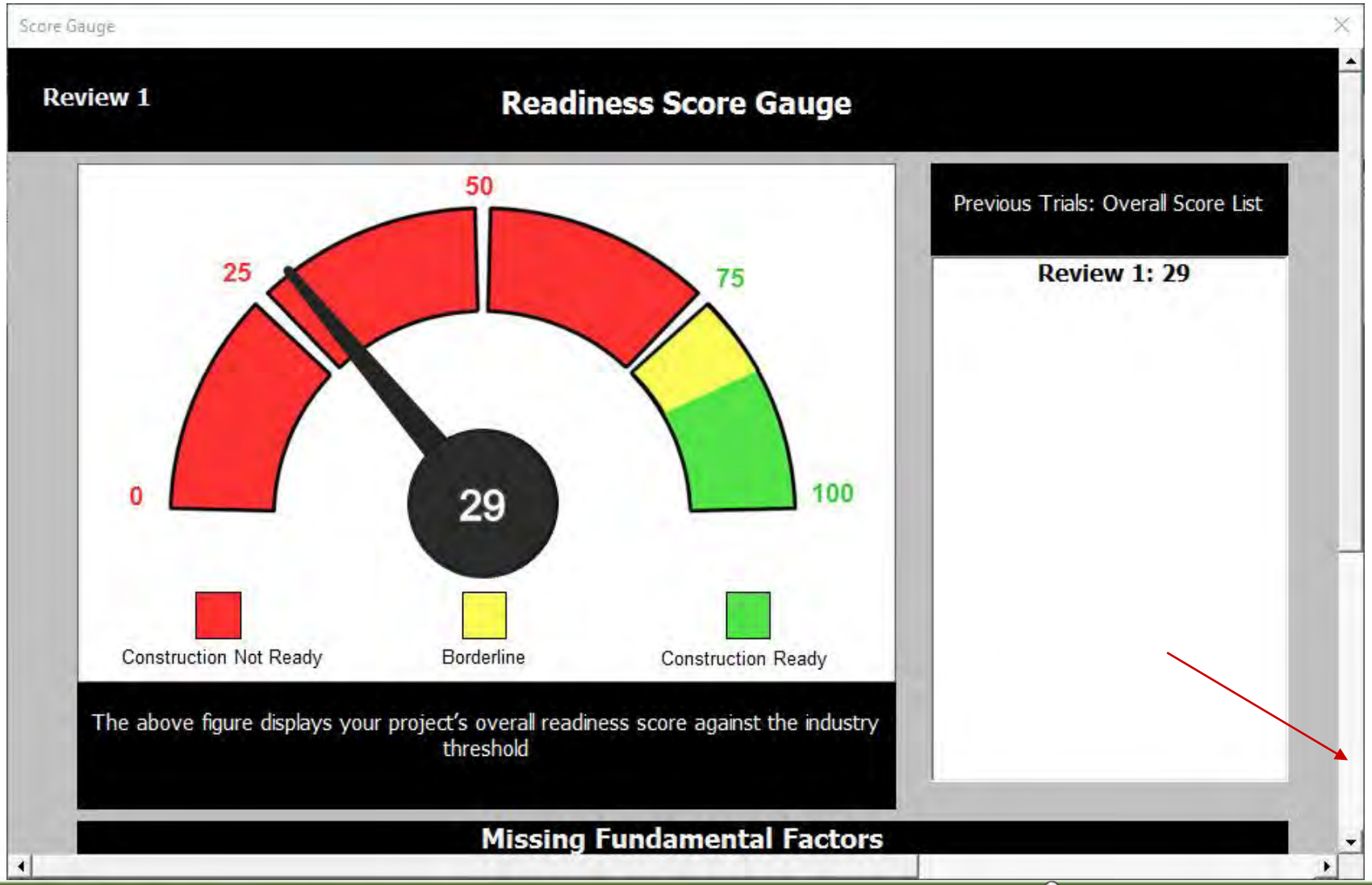
16 Additional Factors

Select Review | Spider Chart | Analysis Results | Print | Sign Out

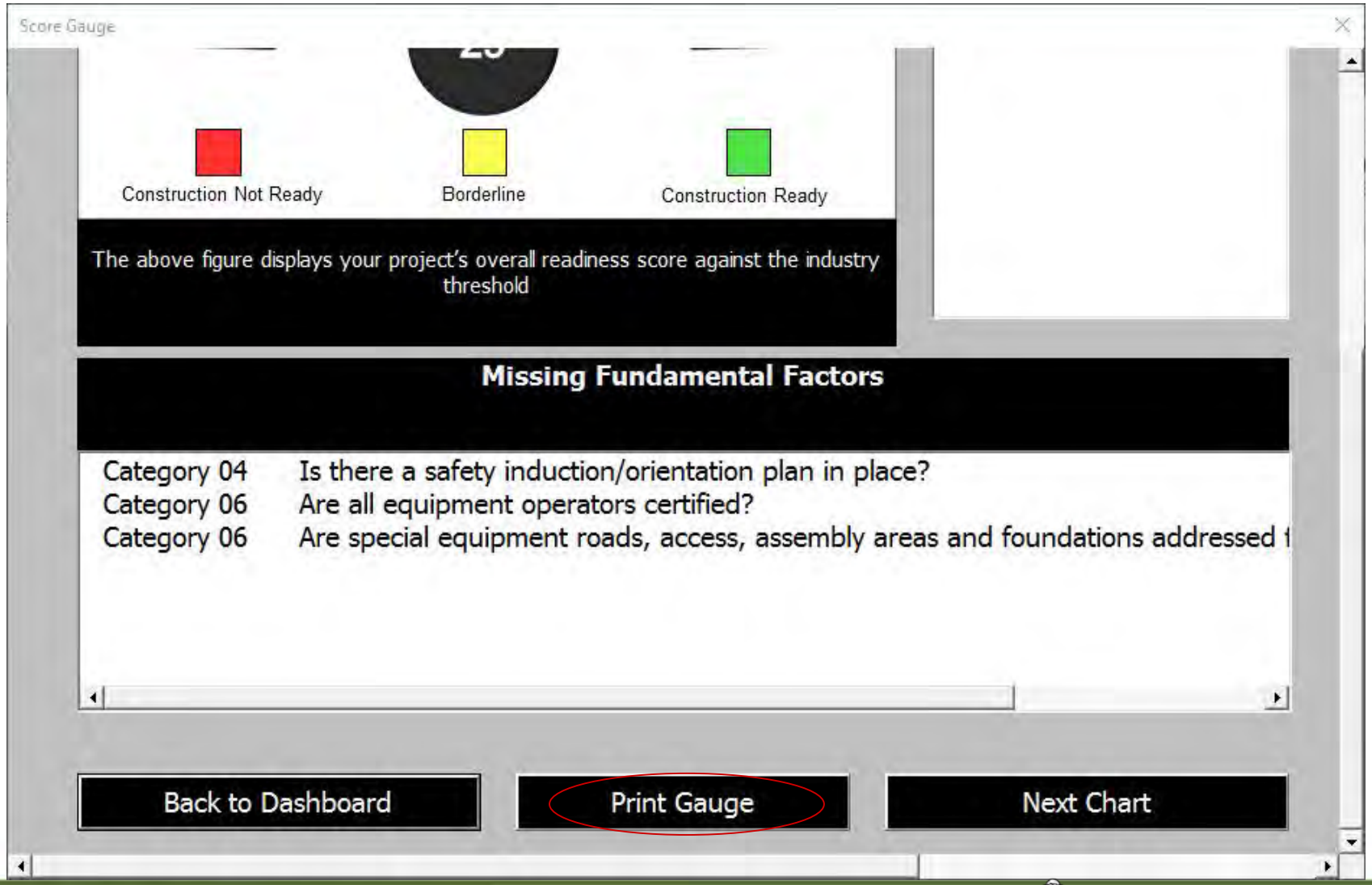
Four Different Analysis Outputs → Click On Gauge



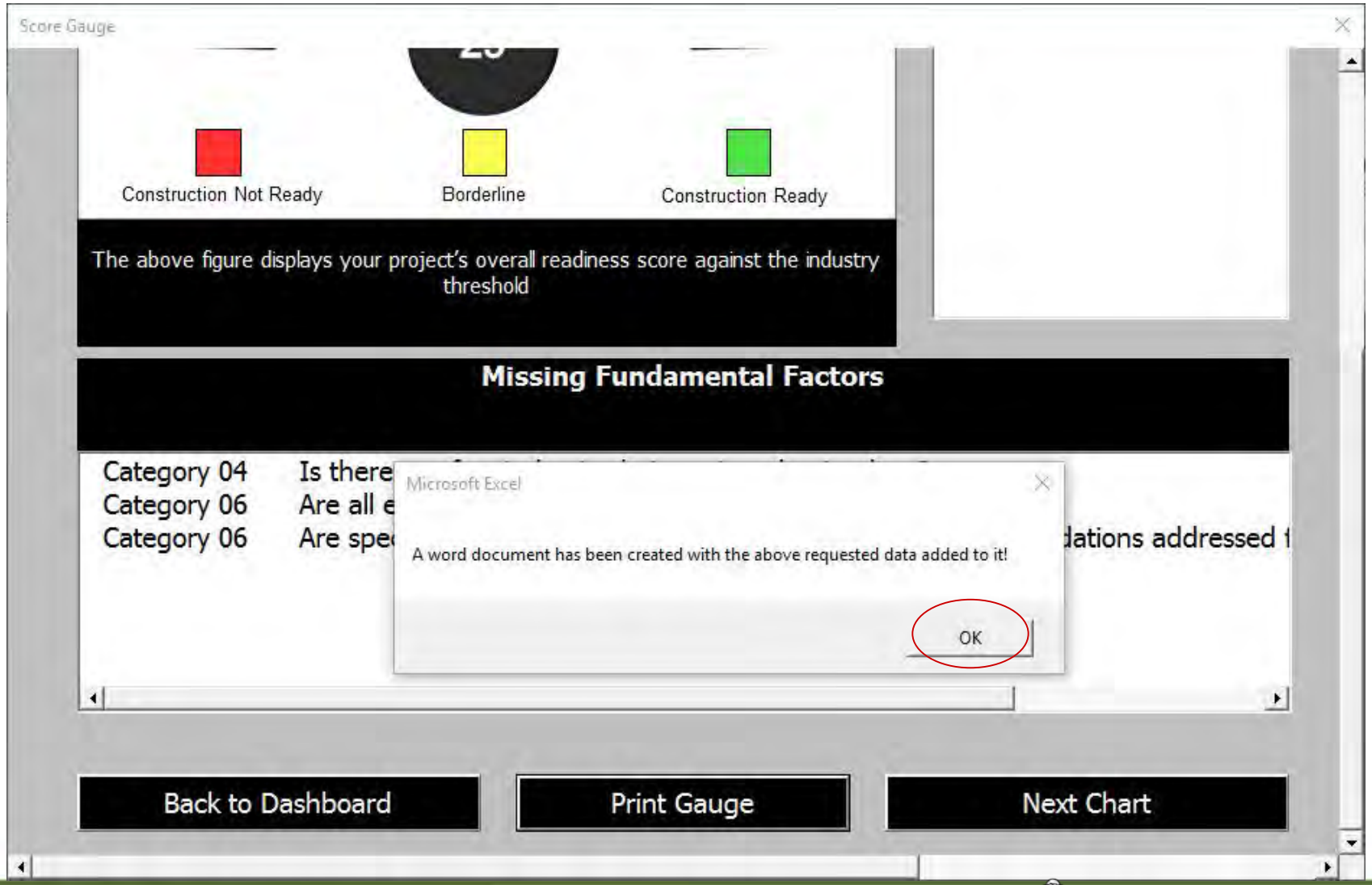
Presents Overall Construction Readiness Score



Print Gauge To a Separate Word Document



Navigate To Spider Chart



Navigate To Spider Chart

Score Gauge

Construction Not Ready | Borderline | Construction Ready

The above figure displays your project's overall readiness score against the industry threshold

Missing Fundamental Factors

Category 04	Is there a safety induction/orientation plan in place?
Category 06	Are all equipment operators certified?
Category 06	Are special equipment roads, access, assembly areas and foundations addressed f

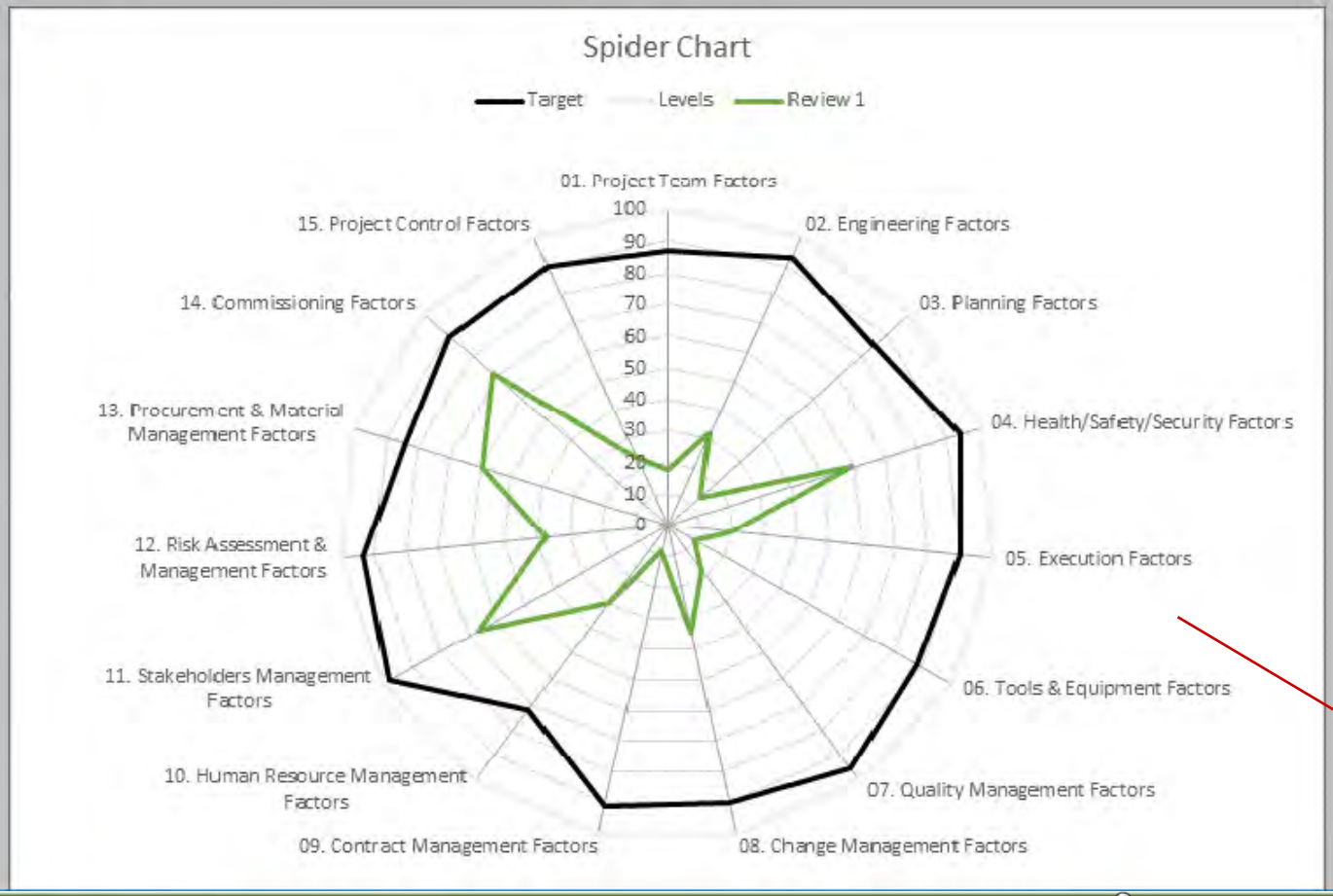
Back to Dashboard | Print Gauge | Next Chart

Presents Target Scores vs Actual Scores Per Category

Spider Chart

Review 1

Spider Chart



Scores Details Are Reported Below

Spider Chart

Category Score	Target	Difference	Category
8.48	91	-82.52	09. Contract Management Factors
17.63	100	-82.37	01. Project Team Factors
9.72	88	-78.28	06. Tools & Equipment Factors
17.98	95	-77.02	07. Quality Management Factors
19.31	90	-70.69	05. Execution Factors
23.2	90	-66.8	15. Project Control Factors
31.62	93	-61.38	02. Engineering Factors
37.2	93	-55.8	12. Risk Assessment & Management Factors
34.51	90	-55.49	08. Change Management Factors
13.55	60	-46.45	03. Planning Factors
30.56	72	-41.44	10. Human Resource Management Factors
59.57	94	-34.43	04. Health/Safety/Security Factors
66.44	98	-31.56	11. Stakeholders Management Factors
59.34	84	-24.66	13. Procurement & Material Management Factors
71.74	89	-17.26	14. Commissioning Factors

Previous Chart | Back to Dashboard | Print Spider Chart | Next Section

Each Score Is Reported Below

Spider Chart

Category Score	Target	Difference	Category
8.48	91	-82.52	09. Contract Management Factors
17.63	100	-82.37	01. Project Team Factors
9.72	88	-78.28	06. Tools & Equipment Factors
17.98	95	-77.02	07. Quality Management Factors
19.31	90	-70.69	05. Execution Factors
23.2	90	-66.8	15. Project Control Factors
31.62	93	-61.38	02. Engineering Factors
37.2	93	-55.8	12. Risk Assessment & Management Factors
34.51	90	-55.49	08. Change Management Factors
13.55	60	[illegible]	[illegible]
30.56	72	[illegible]	[illegible]nent Factors
59.57	94	[illegible]	[illegible]tors
66.44	98	[illegible]	[illegible] Factors
59.34	84	[illegible]	[illegible]anagement Factors
71.74	89	[illegible]	[illegible]

Microsoft Excel

A word document has been created with the above requested data added to it!

OK

Previous Chart | Back to Dashboard | Print Spider Chart | Next Section

Detailed Scores Are Reported Below

Spider Chart

Category Score	Target	Difference	Category
8.48	91	-82.52	09. Contract Management Factors
17.63	100	-82.37	01. Project Team Factors
9.72	88	-78.28	06. Tools & Equipment Factors
17.98	95	-77.02	07. Quality Management Factors
19.31	90	-70.69	05. Execution Factors
23.2	90	-66.8	15. Project Control Factors
31.62	93	-61.38	02. Engineering Factors
37.2	93	-55.8	12. Risk Assessment & Management Factors
34.51	90	-55.49	08. Change Management Factors
13.55	60	-46.45	03. Planning Factors
30.56	72	-41.44	10. Human Resource Management Factors
59.57	94	-34.43	04. Health/Safety/Security Factors
66.44	98	-31.56	11. Stakeholders Management Factors
59.34	84	-24.66	13. Procurement & Material Management Factors
71.74	89	-17.26	14. Commissioning Factors

Previous Chart | Back to Dashboard | Print Spider Chart | Next Section

Double-Click On Any Of The Missing Factors

Actions

Review 1 — **Missing Fundamental Factors**

Category 04	Is there a safety induction/orientation plan in place?
Category 06	Are all equipment operators certified?
Category 06	Are special equipment roads, access, assembly areas and foundations addressed for start of construction?

Missing Key Factors

The factors below are arranged in descending order of weights (the highest weight is at the top). Please double-click a factor to add corrective action(s).This process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

Please click the Sort button to toggle between sorting by category and sorting by overall importance. **Sort**

Category 02	Have (issued-for-construction) IFC drawings been issued to the point that supports construction activity?
Category 02	Is the schedule for design deliverables compatible with the sequence of construction?
Category 02	Have all engineering deliverables in construction packages been defined?
Category 02	Is the process for reporting RFIs impacting schedule and cost clear?
Category 03	Are planned activities durations in line with project conditions?
Category 05	Are the relevant contracts signed to support construction schedule?
Category 15	Is there a process in place to monitor and control productivity?

Allows You To Add Specific Action Items Per Factor

Add Action Item

Please complete the action item for the following factor. Note that you can select the status of the action (Open / Closed)

Review 1

Open

04. Health/Safety/Security Factors
Is there a safety induction/orientation plan in place?

1. Action to be taken:

2. Responsible person:

3. Date to be completed by:

4. Additional notes:

Back | Delete Action | Finish

Specify Task, Responsibility & Deadline

Add Action Item

Please complete the action item for the following factor. Note that you can select the status of the action (Open / Closed)

Review 1

Open

04. Health/Safety/Security Factors
Is there a safety induction/orientation plan in place?

1. Action to be taken:	Complete missing sections of the plan
2. Responsible person:	Steve & Peter
3. Date to be completed by:	April 7th, 2018
4. Additional notes:	NA

Back | Delete Action | Finish

Action Item(s) Appear Below Each Factor

Actions

Review 1 — **Missing Fundamental Factors**

Category 04 Is there a safety induction/orientation plan in place?
Action Item 1:
-> Open
-> Complete missing sections of the plan
-> Steve & Peter
-> April 7th, 2018
-> NA
Category 06 Are all equipment operators certified?
Category 06 Are special equipment roads, access, assembly areas and foundations addressed for start of construction?

Missing Key Factors

The factors below are arranged in descending order of weights (the highest weight is at the top). Please double-click a factor to add corrective action(s).This process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

Please click the Sort button to toggle between sorting by category and sorting by overall importance. **Sort**

Category 02 Have (issued-for-construction) IFC drawings been issued to the point that supports construction activity?
Category 02 Is the schedule for design deliverables compatible with the sequence of construction?
Category 02 Have all engineering deliverables in construction packages been defined?
Category 02 Is the process for reporting RFIs impacting schedule and cost clear?
Category 03 Are planned activities durations in line with project conditions?
Category 05 Are the relevant contracts signed to support construction schedule?
Category 15 Is there a process in place to monitor and control productivity?

Add As Many Action Items As Necessary

Actions

Review 1 **Missing Fundamental Factors**

Category 04 Is there a safety induction/orientation plan in place?
Action Item 1:
-> Open
-> Complete missing sections of the plan
-> Steve & Peter
-> April 7th, 2018
-> NA
Action Item 2:
-> Open
-> Approve sections 1 & 2 from project director

Missing Key Factors

The factors below are arranged in descending order of weights (the highest weight is at the top). Please double-click a factor to add corrective action(s).This process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

Please click the Sort button to toggle between sorting by category and sorting by overall importance. **Sort**

Category 02	Have (issued-for-construction) IFC drawings been issued to the point that supports construction activity?
Category 02	Is the schedule for design deliverables compatible with the sequence of construction?
Category 02	Have all engineering deliverables in construction packages been defined?
Category 02	Is the process for reporting RFIs impacting schedule and cost clear?
Category 03	Are planned activities durations in line with project conditions?
Category 05	Are the relevant contracts signed to support construction schedule?
Category 15	Is there a process in place to monitor and control productivity?

Upon Fulfillment, Action Items Can Be Closed

Add Action Item

Please complete the action item for the following factor. Note that you can select the status of the action (Open / Closed)

Review 1

Open
Open
Closed

04. Health/Safety/Security Factors
Is there a safety induction/orientation plan in place?

1. Action to be taken:	Complete missing sections of the plan
2. Responsible person:	Steve & Peter
3. Date to be completed by:	April 7th, 2018
4. Additional notes:	NA

Back | Delete Action | Finish

New Status Is Updated

Actions

Review 1 — **Missing Fundamental Factors**

Category 04 Is there a safety induction/orientation plan in place?
Action Item 1:
-> Closed
-> Complete missing sections of the plan
-> Steve & Peter
-> April 7th, 2018
-> NA
Action Item 2:
-> Closed
-> Approve sections 1 & 2 from project director

Missing Key Factors

The factors below are arranged in descending order of weights (the highest weight is at the top). Please double-click a factor to add corrective action(s).This process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

Please click the Sort button to toggle between sorting by category and sorting by overall importance. **Sort**

Category 02	Have (issued-for-construction) IFC drawings been issued to the point that supports construction activity?
Category 02	Is the schedule for design deliverables compatible with the sequence of construction?
Category 02	Have all engineering deliverables in construction packages been defined?
Category 02	Is the process for reporting RFIs impacting schedule and cost clear?
Category 03	Are planned activities durations in line with project conditions?
Category 05	Are the relevant contracts signed to support construction schedule?
Category 15	Is there a process in place to monitor and control productivity?

Also, Action Items Can Be Deleted

Add Action Item

Please complete the action item for the following factor. Note that you can select the status of the action (Open / Closed)

Review 1

Closed

04. Health/Safety/Security Factors
Is there a safety induction/orientation plan in place?

1. Action to be taken:	Approve sections 1 & 2 from project director
2. Responsible person:	Safety manager
3. Date to be completed by:	April 7th, 2018
4. Additional notes:	NA

Back | Delete Action | Finish

Notice Deleted Action Item Has Disappeared

Actions

Review 1 **Missing Fundamental Factors**

Category 04 Is there a safety induction/orientation plan in place?
Action Item 1:
-> Closed
-> Complete missing sections of the plan
-> Steve & Peter
-> April 7th, 2018
-> NA
Category 06 Are all equipment operators certified?
Category 06 Are special equipment roads, access, assembly areas and foundations addressed for start of construction?

Missing Key Factors

The factors below are arranged in descending order of weights (the highest weight is at the top). Please double-click a factor to add corrective action(s).This process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

Please click the Sort button to toggle between sorting by category and sorting by overall importance. **Sort**

Category 02 Have (issued-for-construction) IFC drawings been issued to the point that supports construction activity?
Category 02 Is the schedule for design deliverables compatible with the sequence of construction?
Category 02 Have all engineering deliverables in construction packages been defined?
Category 02 Is the process for reporting RFIs impacting schedule and cost clear?
Category 03 Are planned activities durations in line with project conditions?
Category 05 Are the relevant contracts signed to support construction schedule?
Category 15 Is there a process in place to monitor and control productivity?

You Can Sort Key Factors By Weight or By Category

Actions Items

Missing Key Factors

The factors below are arranged in descending order of weights (the highest weight is at the top). Please double-click a factor to add corrective action(s).This process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

Please click the Sort button to toggle between sorting by category and sorting by overall importance. **Sort**

Category 02	Have (issued-for-construction) IFC drawings been issued to the point that supports construction activity?
Category 02	Is the schedule for design deliverables compatible with the sequence of construction?
Category 02	Have all engineering deliverables in construction packages been defined?
Category 02	Is the process for reporting RFIs impacting schedule and cost clear?
Category 03	Are planned activities durations in line with project conditions?
Category 05	Are the relevant contracts signed to support construction schedule?
Category 15	Is there a process in place to monitor and control productivity?
Category 13	Is there clear procurement process and supporting systems in place for storage?
Category 01	Does the project team include representative(s) from the procurement team?
Category 03	Have all the hold points/handoffs been identified?
Category 01	Have the project drivers (cost/schedule) been agreed on by the team?
Category 01	Do all project team members have the capacity (availability, experience, etc.) to take on the project?
Category 02	Have engineering responsibilities been clearly defined?
Category 03	Have all the hold points/handoffs been integrated in the schedule?
Category 09	Has the project team reviewed all the terms and conditions of the contracts to ensure common understanding?
Category 01	Does the project team include representative(s) from the fabrication team?
Category 15	Is there a process in place for responding to delay?
Category 03	Is there an adequate space available for each worker to minimize stacking of trades?
Category 02	Have discipline design interfaces been well coordinated?
Category 12	Is there clear risk identification and evaluation process?

Previous Section | Back to Dashboard | Print Action Items | Next Section

Print Action Items Into An Excel Sheet

Actions Items

Missing Key Factors

The factors below are arranged in descending order of weights (the highest weight is at the top). Please double-click a factor to add corrective action(s).This process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

Please click the Sort button to toggle between sorting by category and sorting by overall importance. **Sort**

Category 01	Does the project team include representative(s) from the procurement team?
Category 01	Have the project drivers (cost/schedule) been agreed on by the team?
Category 01	Do all project team members have the capacity (availability, experience, etc.) to take on the project?
Category 01	Does the project team include representative(s) from the fabrication team?
Category 01	Does the project team include representative(s) from the engineering team?
Category 01	Does the project team include representative(s) from the owner team?
Category 01	Is the frequency of project team meetings (daily, weekly, monthly, etc.) defined?
Category 01	Have the goals and objectives been documented?
Category 01	Does the project team include representative(s) from the construction team?
Category 01	Have the project team members received training regarding project-specific procedures?
Category 01	Have proven leaders been assigned to the project?
Category 02	Have (issued-for-construction) IFC drawings been issued to the point that supports construction activity?
Category 02	Is the schedule for design deliverables compatible with the sequence of construction?
Category 02	Have all engineering deliverables in construction packages been defined?
Category 02	Is the process for reporting RFIs impacting schedule and cost clear?
Category 02	Have engineering responsibilities been clearly defined?
Category 02	Have discipline design interfaces been well coordinated?
Category 02	Have all engineering milestones been developed?
Category 02	Is there a defined process for responding to RFIs in a timely manner?
Category 02	Is the submittal process defined?

Previous Section | Back to Dashboard | Print Action Items | Next Section

Add Rest of Action Items To Each Factor

Actions Items

Missing Key Factors

The factors below are arranged in descending order of weights (the highest weight is at the top). Please double-click a factor to add corrective action(s).This process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

Please click the Sort button to toggle between sorting by category and sorting by overall importance. **Sort**

Category 01	Does the project team include representative(s) from the procurement team?
Category 01	Have the project drivers (cost/schedule) been agreed on by the team?
Category 01	Do all project team members have the capacity (availability, experience, etc.) to take on the project?
Category 01	Does the project team include representative(s) from the fabrication team?
Category 01	Does the project team
Category 01	Does the project team
Category 01	Is the frequency of pro
Category 01	Have the goals and obj
Category 01	Does the project team
Category 01	Have the project team
Category 01	Have proven leaders b
Category 02	Have (issued-for-const ction activity?
Category 02	Is the schedule for design deliverables compatible with the sequence of construction?
Category 02	Have all engineering deliverables in construction packages been defined?
Category 02	Is the process for reporting RFIs impacting schedule and cost clear?
Category 02	Have engineering responsibilities been clearly defined?
Category 02	Have discipline design interfaces been well coordinated?
Category 02	Have all engineering milestones been developed?
Category 02	Is there a defined process for responding to RFIs in a timely manner?
Category 02	Is the submittal process defined?

Microsoft Excel

An excel file has been opened, and the contents of the above list have been saved to it!

OK

Previous Section | Back to Dashboard | Print Action Items | Next Section

Navigate To Next Section

Actions Items

Missing Key Factors

The factors below are arranged in descending order of weights (the highest weight is at the top). Please double-click a factor to add corrective action(s).This process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

Please click the Sort button to toggle between sorting by category and sorting by overall importance. **Sort**

Category 01	Does the project team include representative(s) from the procurement team?
Category 01	Have the project drivers (cost/schedule) been agreed on by the team?
Category 01	Do all project team members have the capacity (availability, experience, etc.) to take on the project?
Category 01	Does the project team include representative(s) from the fabrication team?
Category 01	Does the project team include representative(s) from the engineering team?
Category 01	Does the project team include representative(s) from the owner team?
Category 01	Is the frequency of project team meetings (daily, weekly, monthly, etc.) defined?
Category 01	Have the goals and objectives been documented?
Category 01	Does the project team include representative(s) from the construction team?
Category 01	Have the project team members received training regarding project-specific procedures?
Category 01	Have proven leaders been assigned to the project?
Category 02	Have (issued-for-construction) IFC drawings been issued to the point that supports construction activity?
Category 02	Is the schedule for design deliverables compatible with the sequence of construction?
Category 02	Have all engineering deliverables in construction packages been defined?
Category 02	Is the process for reporting RFIs impacting schedule and cost clear?
Category 02	Have engineering responsibilities been clearly defined?
Category 02	Have discipline design interfaces been well coordinated?
Category 02	Have all engineering milestones been developed?
Category 02	Is there a defined process for responding to RFIs in a timely manner?
Category 02	Is the submittal process defined?

Previous Section | Back to Dashboard | Print Action Items | Next Section

By Default, Categories Are Sorted By Weight

Review 1

Best Practices

Sort

This section displays company-level practices and CII best practices related to underperformed categories that did not meet the set target values.
Please click the Sort button to toggle between sorting by category number and sorting with respect to the difference between the target value and the actual category score. Note: URL links are clickable.

09. Contract Management Factors
    - Company Practices
        1. Refer to our policy Chapter 9: Contract Management
    - Industry Practices
        1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/procurement-contracts
        2. https://www.construction-institute.org/resources/knowledgebase/best-practices/disputes-prevention-resolution

06. Tools & Equipment Factors
    - Company Practices
        1. Refer to our policy Chapter 6: Tool s& Equipment
    - Industry Practices
        1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/construction-technology

07. Quality Management Factors
    - Company Practices
        1. Refer to our policy Chapter 7: Quality
    - Industry Practices
        1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/quality-management
        2. https://www.construction-institute.org/resources/knowledgebase/best-practices/quality-management

03. Planning Factors
    - Company Practices
        1. Refer to our policy Chapter 3: Planning

Previous Section | Back to Dashboard | Print Best Practices

Categories Can Be Sorted By Number As Well

UserForm1

Review 1

Best Practices

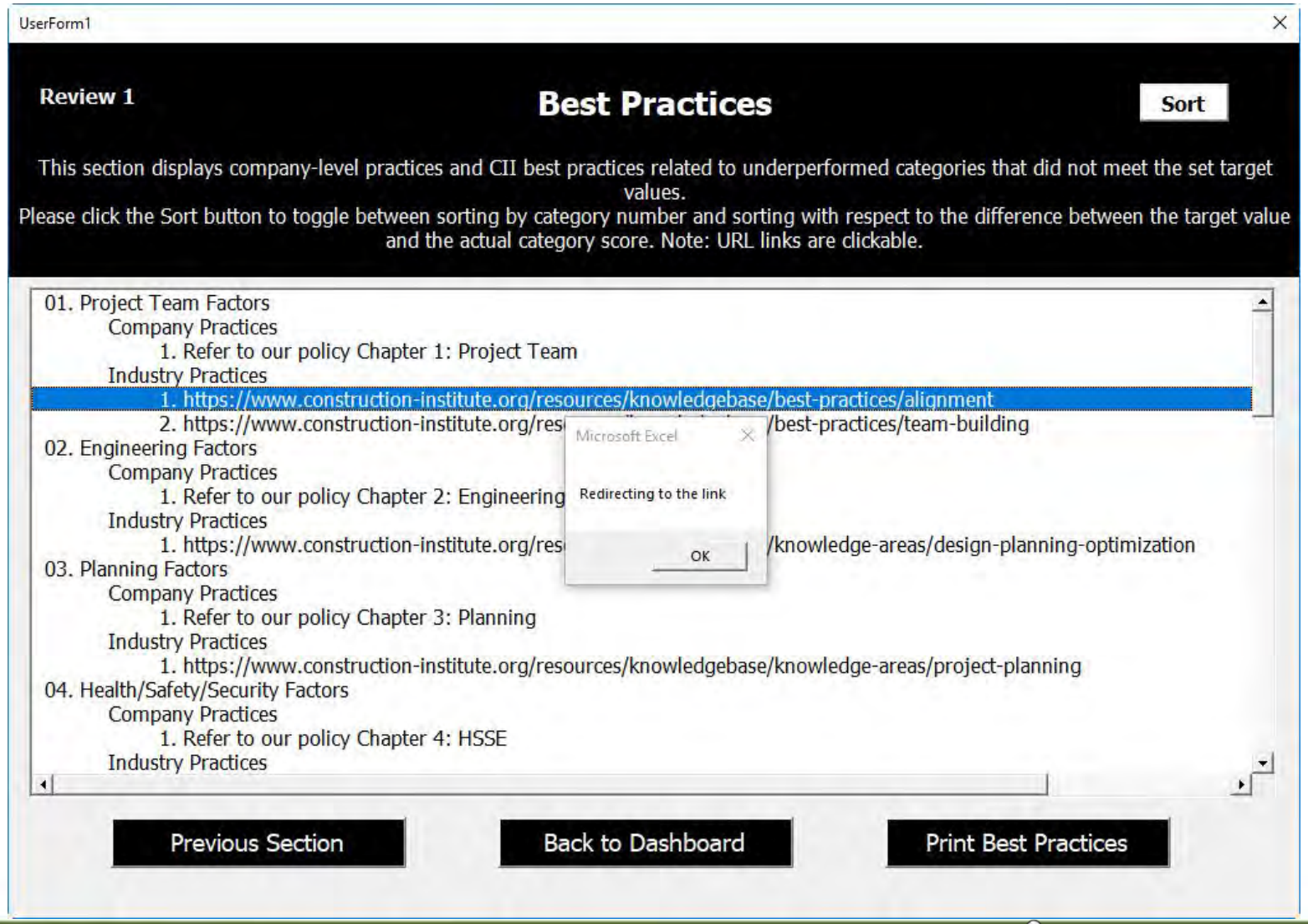
Sort

This section displays company-level practices and CII best practices related to underperformed categories that did not meet the set target values.
Please click the Sort button to toggle between sorting by category number and sorting with respect to the difference between the target value and the actual category score. Note: URL links are clickable.

01. Project Team Factors
    - Company Practices
        1. Refer to our policy Chapter 1: Project Team
    - Industry Practices
        1. https://www.construction-institute.org/resources/knowledgebase/best-practices/alignment
        2. https://www.construction-institute.org/resources/knowledgebase/best-practices/team-building
02. Engineering Factors
    - Company Practices
        1. Refer to our policy Chapter 2: Engineering
    - Industry Practices
        1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/design-planning-optimization
03. Planning Factors
    - Company Practices
        1. Refer to our policy Chapter 3: Planning
    - Industry Practices
        1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/project-planning
04. Health/Safety/Security Factors
    - Company Practices
        1. Refer to our policy Chapter 4: HSSE
    - Industry Practices

Previous Section | Back to Dashboard | Print Best Practices

Links Are Clickable



Clicking a Link Takes You To The Webpage

CII - Alignment

Secure | https://www.construction-institute.org/resources/knowledgebase/best-practices/alignment

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Home › Resources › Knowledge Base › Best Practices › Alignment

Knowledge Base

Search the Knowledge Base

Alignment

Best Practice Definition

The condition where appropriate project participants are working within acceptable tolerances to

Portals

10-10 Metrics

Export Best Practices Into a Separate Word Document

UserForm1

Review 1

Best Practices

Sort

This section displays company-level practices and CII best practices related to underperformed categories that did not meet the set target values.
Please click the Sort button to toggle between sorting by category number and sorting with respect to the difference between the target value and the actual category score. Note: URL links are clickable.

01. Project Team Factors
    Company Practices
        1. Refer to our policy Chapter 1: Project Team
    Industry Practices
        1. https://www.construction-institute.org/resources/knowledgebase/best-practices/alignment
        2. https://www.construction-institute.org/resources/knowledgebase/best-practices/team-building
02. Engineering Factors
    Company Practices
        1. Refer to our policy Chapter 2: Engineering
    Industry Practices
        1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/design-planning-optimization
03. Planning Factors
    Company Practices
        1. Refer to our policy Chapter 3: Planning
    Industry Practices
        1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/project-planning
04. Health/Safety/Security Factors
    Company Practices
        1. Refer to our policy Chapter 4: HSSE
    Industry Practices

Previous Section | Back to Dashboard | Print Best Practices

Export Best Practices Into a Separate Word Document

UserForm1

Review 1

Best Practices

Sort

This section displays company-level practices and CII best practices related to underperformed categories that did not meet the set target values.
Please click the Sort button to toggle between sorting by category number and sorting with respect to the difference between the target value and the actual category score. Note: URL links are clickable.

01. Project Team Factors
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        1. Refer to our policy Chapter 1: Project Team
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Microsoft Excel

A word document has been opened, and the contents of the above list have been saved to it!

OK

Previous Section | Back to Dashboard | Print Best Practices

Navigate Back To Dashboard

UserForm1

Review 1

Best Practices

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        1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/project-planning
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    Company Practices
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    Industry Practices

Previous Section | Back to Dashboard | Print Best Practices

Scroll Down

Dashboard

Review 1

Construction Readiness Assessment Tool

Welcome to the Construction Readiness Assessment (CRA) tool developed by CII RT DCC - 002
(Beta Version)

Hi Project 1, welcome to your Dashboard!

Tool Output

To help you improve your project construction readiness, this tool outputs the following:

1) An overall Gauge showing the overall project readiness score and compares it to a benchmark that is pre-determined from industry data
2) A Spider Chart to show the project score in each of the construction readiness 15 categories, and compare these scores to company-set goals
3) Enhancement tools to improve construction readiness, specifically:
   a- Project-level corrective actions
   b- Company-level practices
   c- Relevant CII best practices

Procedure

To begin, please choose one of the following categories and follow the instructions provided. Upon completing one of the 15 categories displayed below,

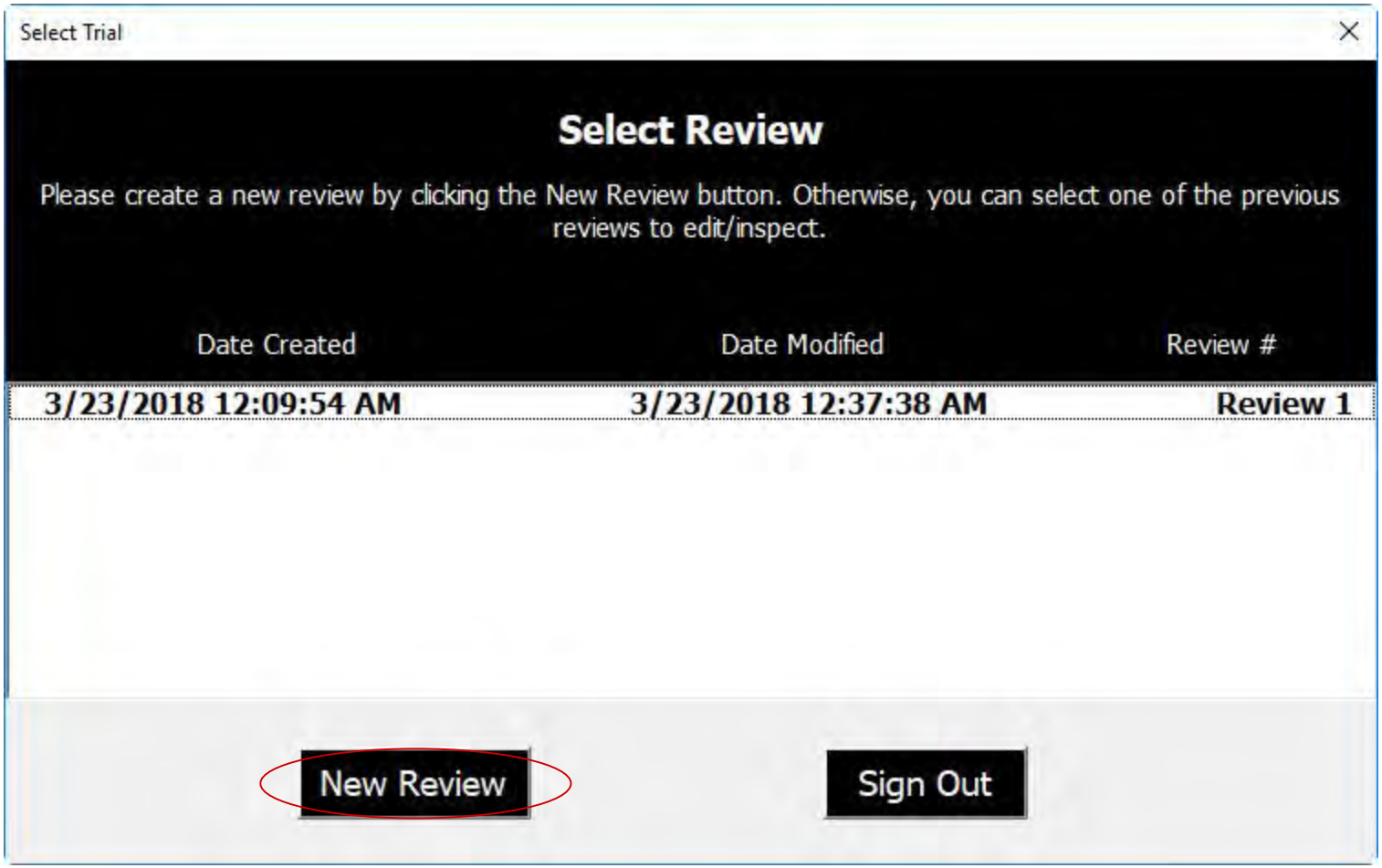
Click ‘Select Review’ Button

Dashboard

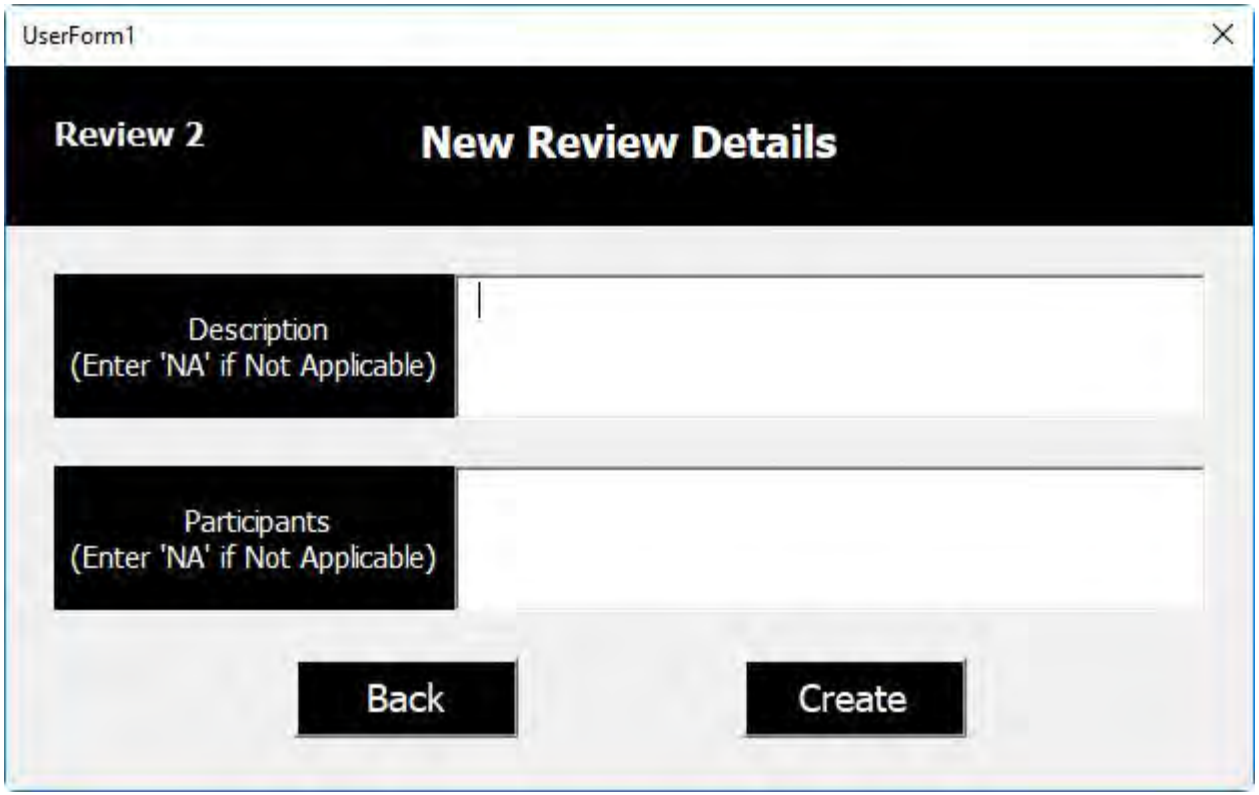
05 Execution Factors 21 Factors	06 Tools and Equipment Factors 13 Factors	07 Quality Management Factors 12 Factors	08 Change Management Factors 15 Factors
09 Contract Management Factors 15 Factors	10 Human Resources Management Factors 17 Factors	11 Stakeholder Management Factors 5 Factors	12 Risk Assessment and Management Factors 5 Factors
13 Procurement and Material Management Factors 14 factors	14 Commissioning Factors 14 Factors	15 Project Control Factors 9 Factors	16 Additional Factors

Select Review | Spider Chart | Analysis Results | Print | Sign Out

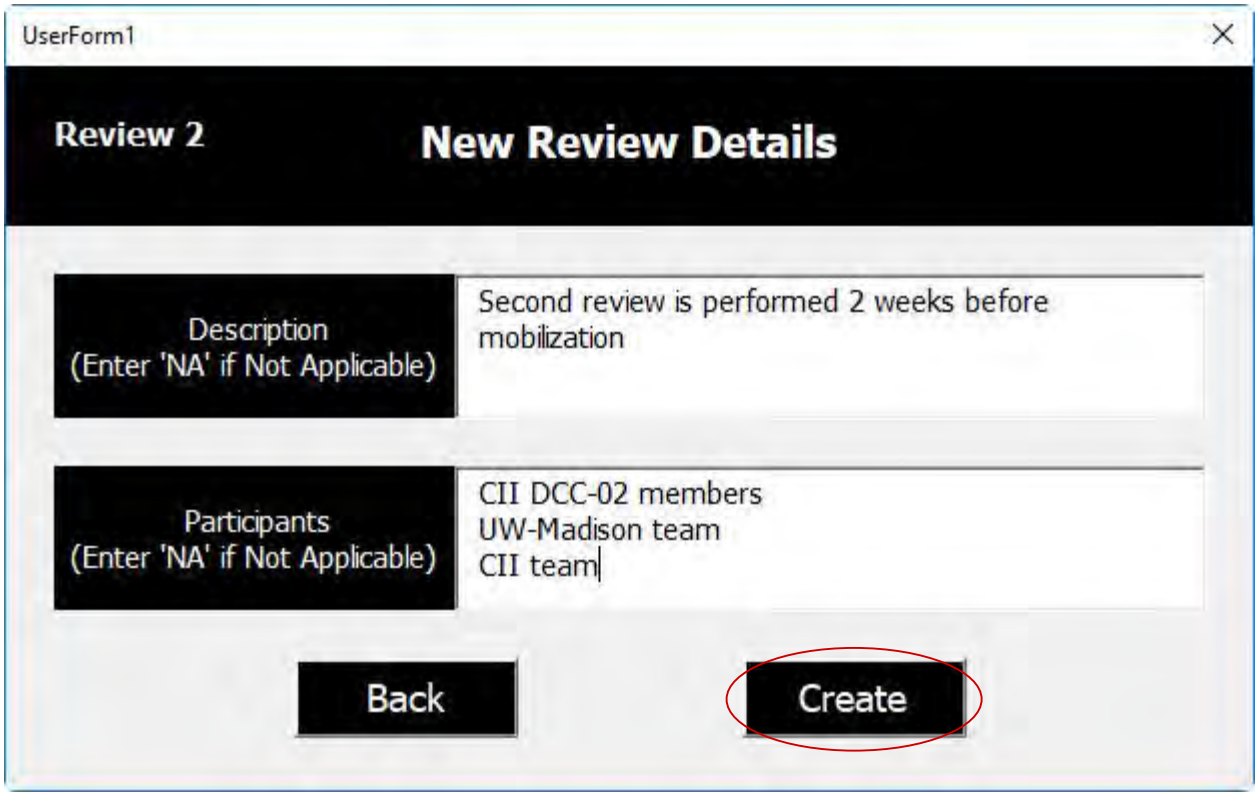
This Allows You To Create New Reviews



Specify Review 2 Description & Participants



Upon Completion → Click Create



Click the Settings-Like Button

Dashboard

Review 2

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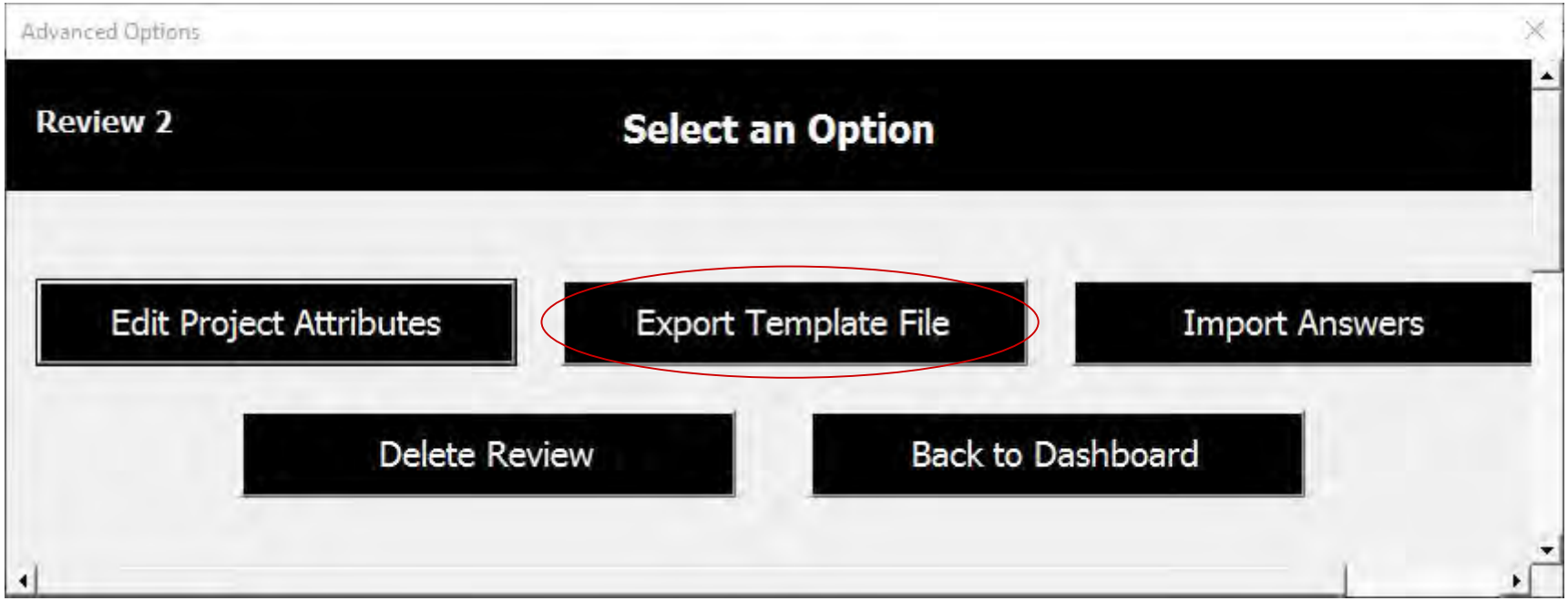
To begin, please choose one of the following categories and follow the instructions provided. Upon completing one of the 15 categories displayed below,

Again, Select To Export The Template File



New Sheet In The Tool Is Created

CRAT_Project 1.xlsb - Saved

Item	Answer
001. Project Team Factors	
01. Have the project goals been defined?	
02. Have the project drivers (cost/schedule) been agreed on by the team?	
03. Have the goals and objectives been documented?	
04. Has the team communicated project goals among themselves?	
05. Has the (Responsible, Accountable, Consulted and Informed) RACI matrix been developed for the project?	
06. Has an organizational chart been developed to assign roles and functions?	
07. Has the organizational chart been distributed and communicated to all pertinent parties?	
08. Are all key project team leadership positions filled?	
09. Have proven leaders been assigned to the project?	
10. Is a support system in place to allocate resources?	
11. Is the frequency of project team meetings (daily, weekly, monthly, etc.) defined?	
12. Are the required intervals of reports of the project team (daily, weekly, monthly, etc.) defined?	
13. Was the project team formed in a timely manner?	
14. Do the project team members have all required skills?	
15. Do all project team members have the capacity (availability, experience, etc.) to take on the project?	
16. Have the project team members received training regarding project-specific procedures?	
17. Is there a system for managing cultural diversity (no social/political impediments among team members)?	

Main | Review2_Template

Provide Factors Responses

CRAT_Project x.xlsb - Excel

C5 | Answer

Item	Answer
001. Project Team Factors	
01. Have the project goals been defined?	Yes
02. Have the project drivers (cost/schedule) been agreed on by the team?	Yes
03. Have the goals and objectives been documented?	Yes
04. Has the team communicated project goals among themselves?	Yes
05. Has the (Responsible, Accountable, Consulted and Informed) RACI matrix been developed for the project?	Yes
06. Has an organizational chart been developed to assign roles and functions?	Yes
07. Has the organizational chart been distributed and communicated to all pertinent parties?	No
08. Are all key project team leadership positions filled?	Yes
09. Have proven leaders been assigned to the project?	Yes
10. Is a support system in place to allocate resources?	Yes
11. Is the frequency of project team meetings (daily, weekly, monthly, etc.) defined?	No
12. Are the required intervals of reports of the project team (daily, weekly, monthly, etc.) defined?	Yes
13. Was the project team formed in a timely manner?	Yes
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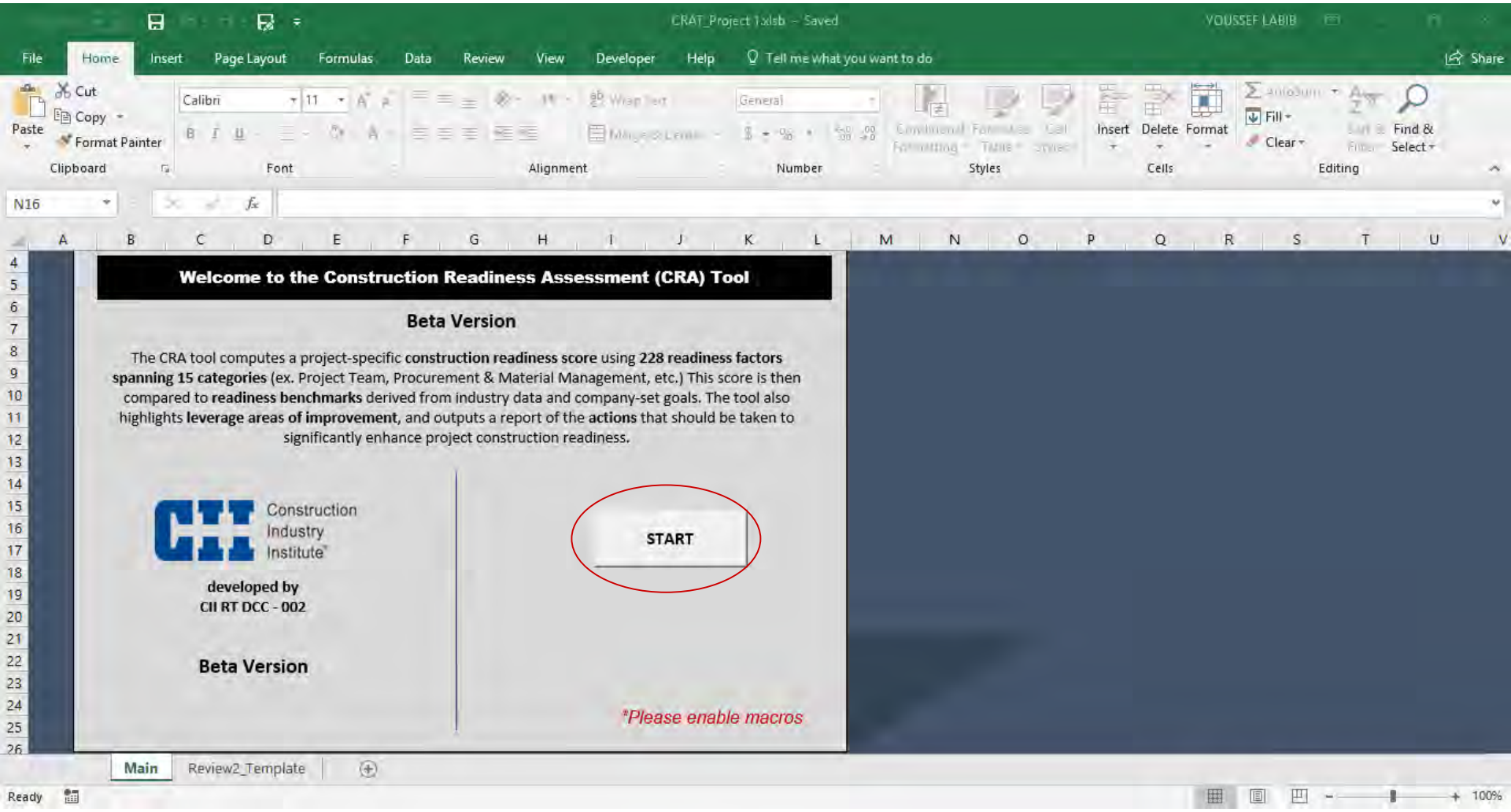
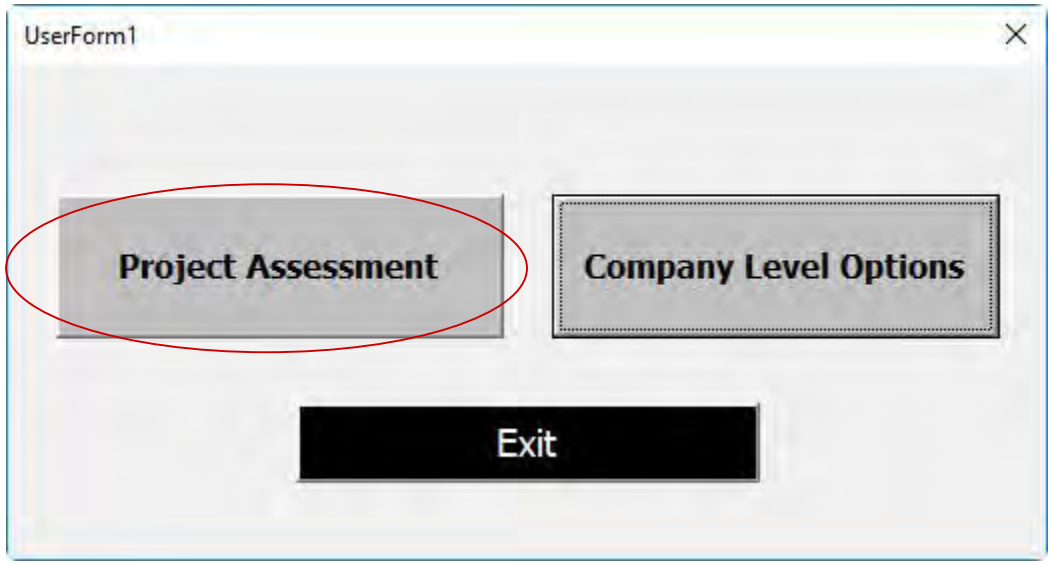
15. Do all project team members have the capacity (availability, experience, etc.) to take on the project?	Yes
16. Have the project team members received training regarding project-specific procedures?	Yes
17. Is there a system for managing cultural diversity (no social/political impediments among team members)?	Yes

Main | Review2_Template

Navigate To Main Page



Select Project Assessment Section



Select Review 2

Select Trial

Select Review

Please create a new review by clicking the New Review button. Otherwise, you can select one of the previous reviews to edit/inspect.

Date Created	Date Modified	Review #
3/23/2018 12:09:54 AM	3/23/2018 12:37:38 AM	Review 1
3/23/2018 12:47:17 AM	3/23/2018 12:47:17 AM	Review 2

New Review

Sign Out

Click the Settings Button

Dashboard

Review 2

Construction Readiness Assessment Tool

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Tool Output

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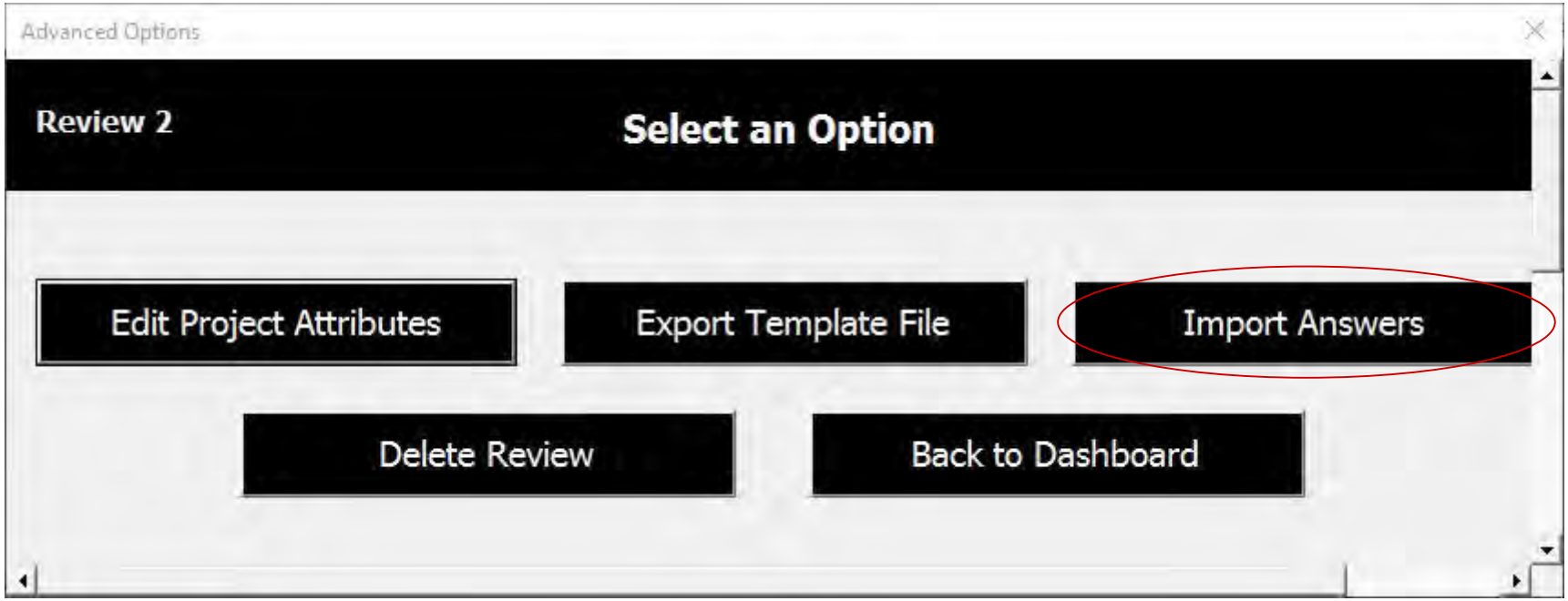
   a- Project-level corrective actions
   b- Company-level practices
   c- Relevant CII best practices

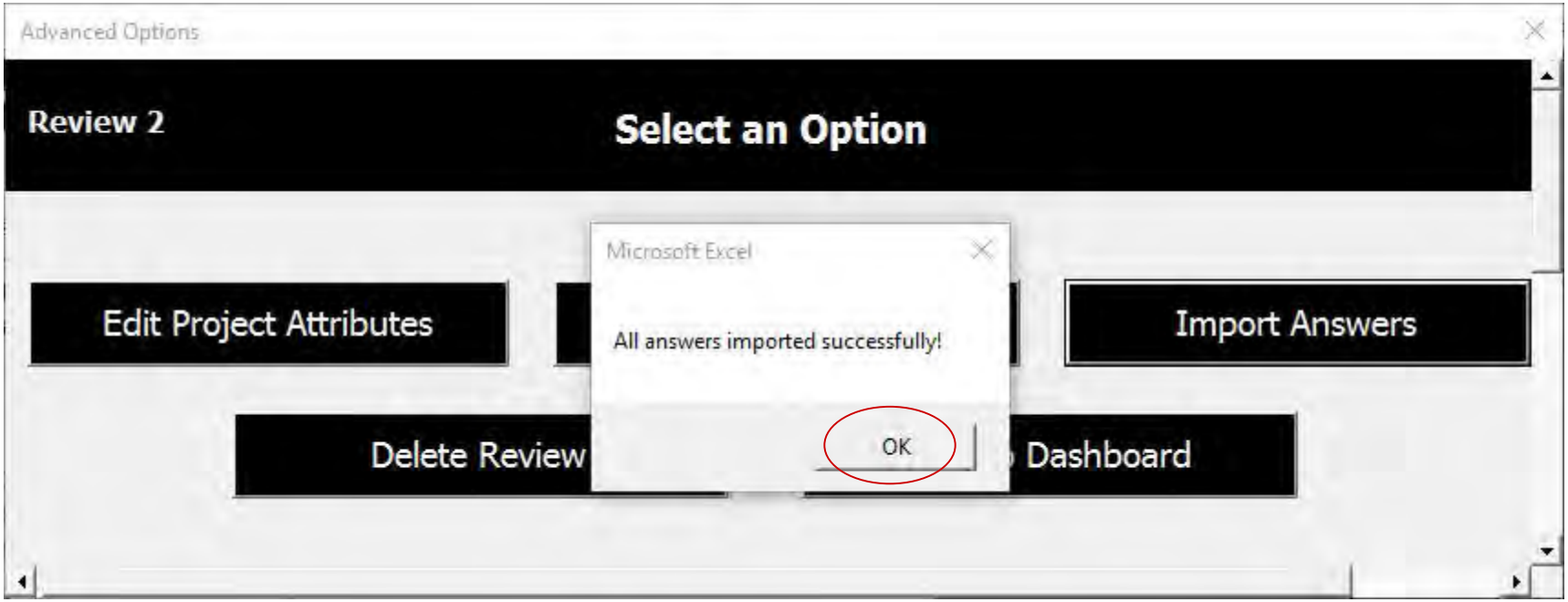
Procedure

To begin, please choose one of the following categories and follow the instructions provided. Upon completing one of the 15 categories displayed below,

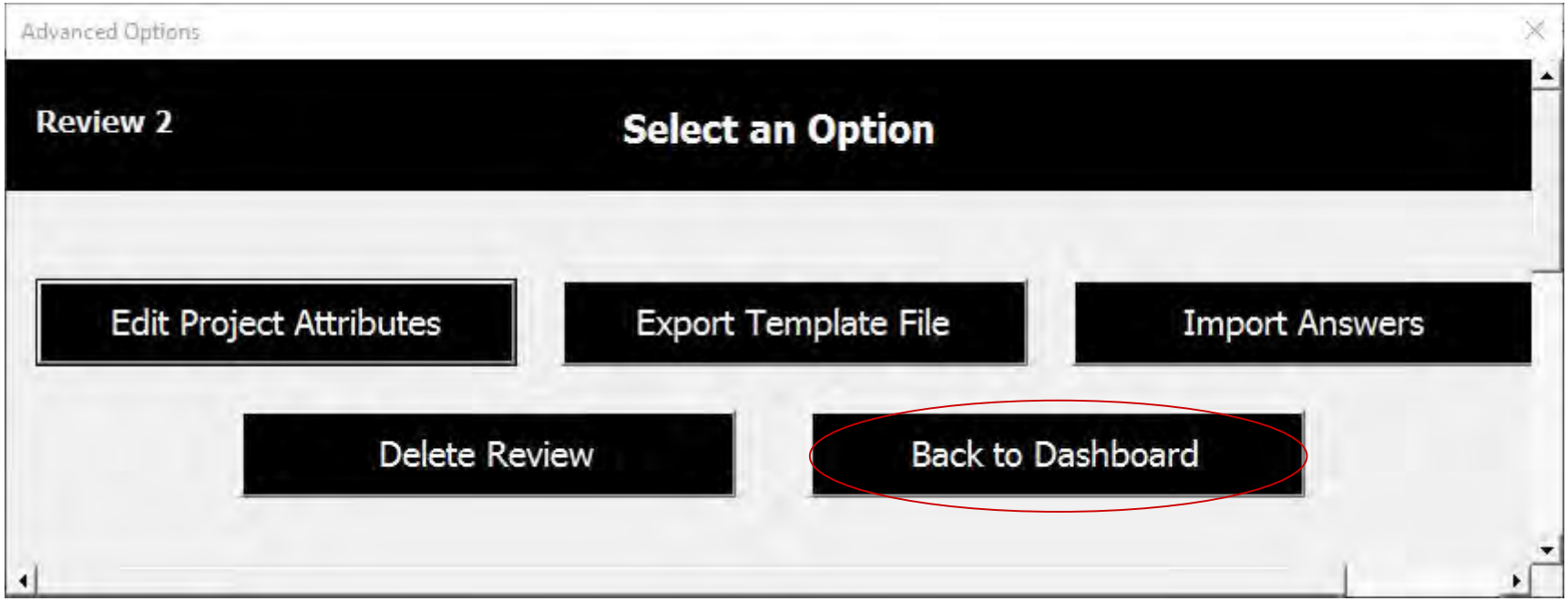
Click On Import Answers



A Notification Message Appears



Navigate Back To Dashboard



Scroll Down

Dashboard

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Procedure

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All Categories Have Been Answered

Dashboard

01 Project Team Factors 24 Factors	02 Engineering Factors 17 Factors	03 Planning Factors 27 Factors	04 Health/Safety/ Security/Environment (HSSE) Factors 20 Factors
05 Execution Factors 21 Factors	06 Tools and Equipment Factors 13 Factors	07 Quality Management Factors 12 Factors	08 Change Management Factors 15 Factors
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Use Analysis Results Button

Dashboard

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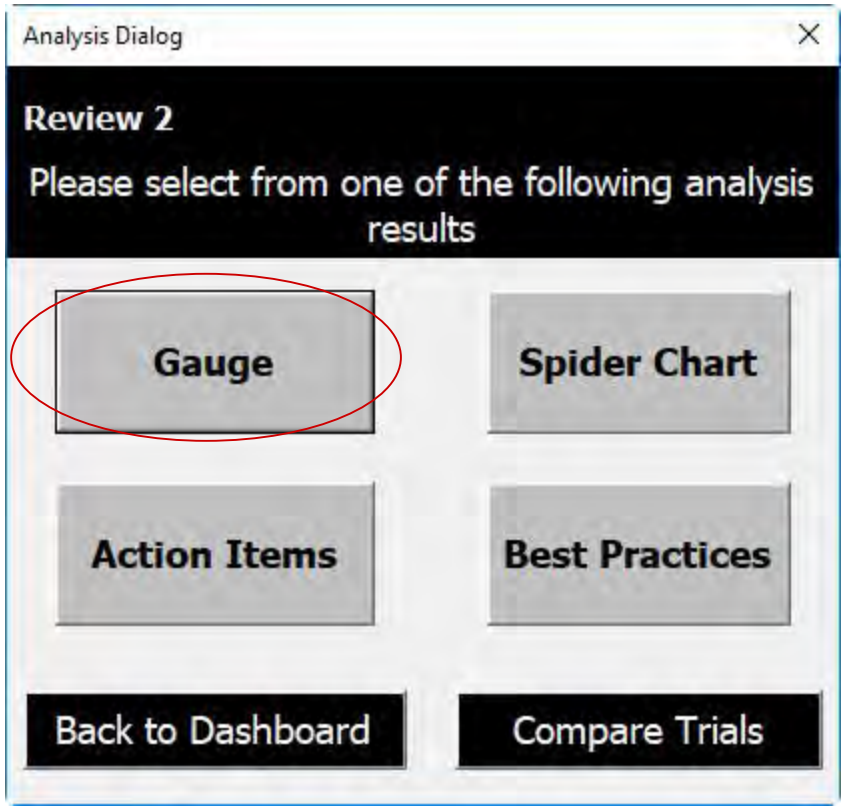
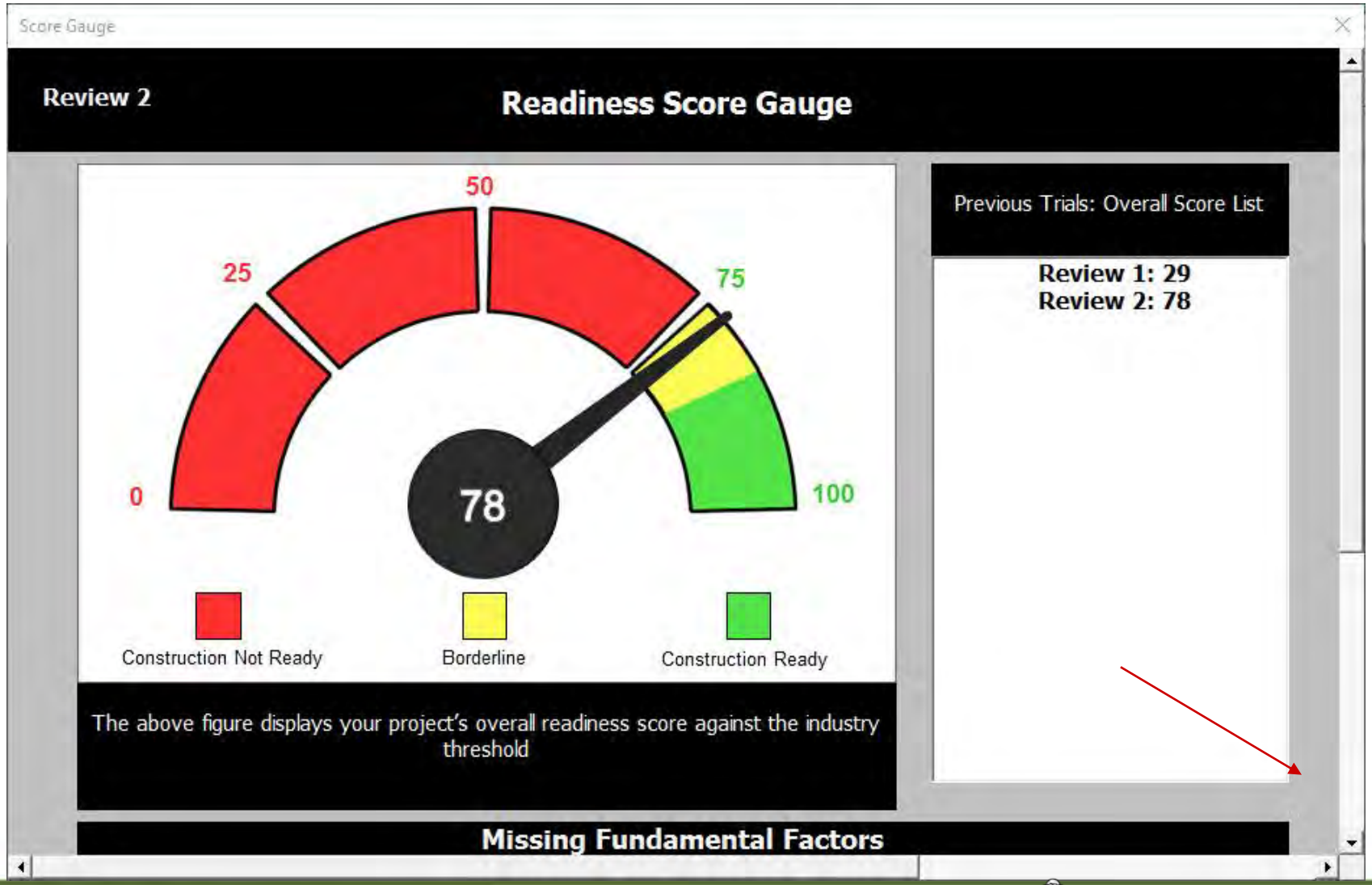
Select Review | Spider Chart | Analysis Results | Print | Sign Out

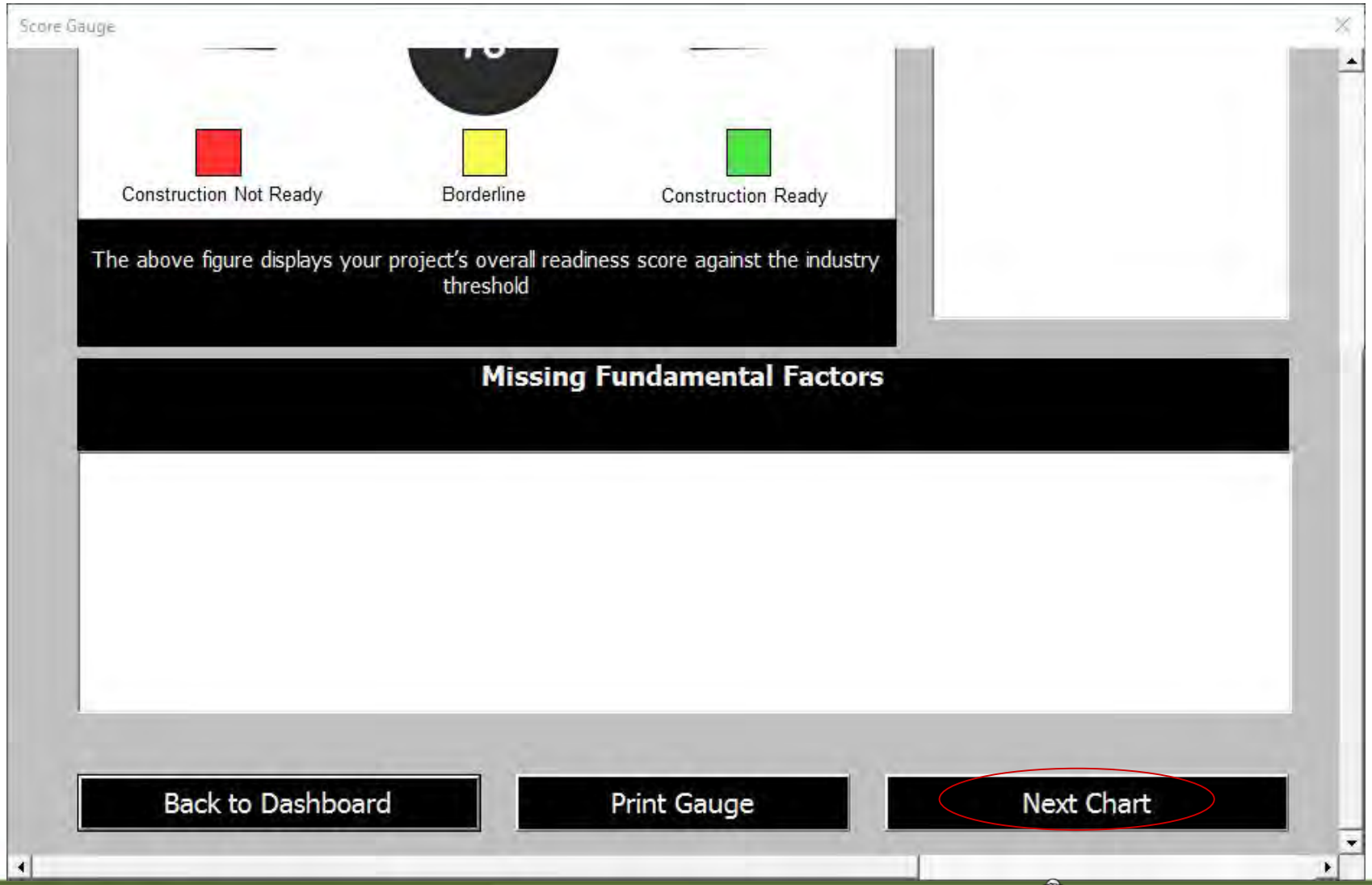
Four Different Analysis Outputs → Click On Gauge



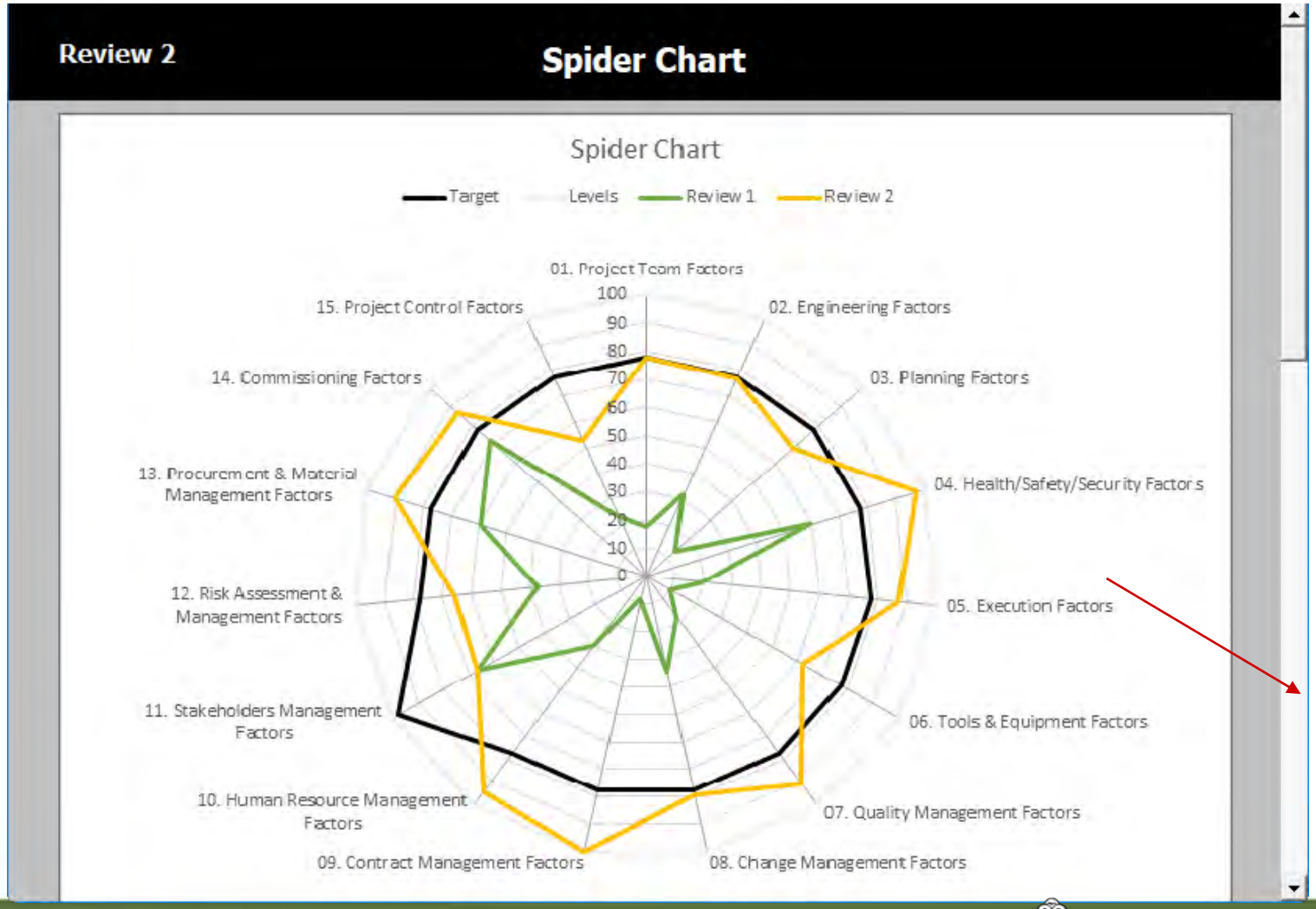
Review Scores Are Presented On The Right



In This Review, No Fundamental Factors Were Missed



Three Contour Lines For Target Values & Actual Scores of The Two Reviews



Scores Details Are Reported Below

Spider Chart

Category Score	Target	Difference	Category
52.57	90	-37.43	15. Project Control Factors
66.44	98	-31.56	11. Stakeholders Management Factors
65.43	93	-27.57	12. Risk Assessment & Management Factors
61.97	88	-26.03	06. Tools & Equipment Factors
77.76	100	-22.24	01. Project Team Factors
76.6	93	-16.4	02. Engineering Factors
79.42	90	-10.58	08. Change Management Factors
90.85	95	-4.15	07. Quality Management Factors
86.94	90	-3.06	05. Execution Factors
86.35	89	-2.65	14. Commissioning Factors
97.46	94	3.46	04. Health/Safety/Security Factors
90.35	84	6.35	13. Procurement & Material Management Factors
67.85	60	7.85	03. Planning Factors
100	91	9	09. Contract Management Factors
94.77	72	22.77	10. Human Resource Management Factors

Previous Chart | Back to Dashboard | Print Spider Chart | Next Section

Assign Corrective Actions As Appropriate

Actions

Review 2

Missing Fundamental Factors

Missing Key Factors

The factors below are arranged in descending order of weights (the highest weight is at the top). Please double-click a factor to add corrective action(s).This process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

Please click the Sort button to toggle between sorting by category and sorting by overall importance. **Sort**

Category 02	Is the schedule for design deliverables compatible with the sequence of construction?
Category 15	Is there a process in place to monitor and control productivity?
Category 03	Are the labor productivity rates for major items in line with recent experiences?
Category 02	Have engineering responsibilities been clearly defined?
Category 01	Does the project team include representative(s) from the fabrication team?
Category 03	Is the contractor able to support the requirements for the labor resource requirements of the project?
Category 03	Have density/congestion factors been incorporated in the schedule?

Navigate To Best Practices

Actions

process can be repeated until you have successfully added a list of Actions to all necessary factors. By following these instructions and re-running the assessment tools with updated values, you may increase your Construction Readiness score. If no questions display in the box, you are fully Construction Ready.

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Category 02	Have engineering responsibilities been clearly defined?
Category 01	Does the project team include representative(s) from the fabrication team?
Category 03	Is the contractor able to support the requirements for the labor resource requirements of the project?
Category 03	Have density/congestion factors been incorporated in the schedule?
Category 12	Has the project team assessed the risks impacting the construction phase of the project?
Category 01	Is the frequency of project team meetings (daily, weekly, monthly, etc.) defined?
Category 05	Is there a plan for materials movement within the site?
Category 02	Have commissioning and startup requirements been incorporated in the design?
Category 14	Is the strategy to manage equipment closure communicated and understood?
Category 11	Is there a plan in place to involve stakeholders?
Category 03	Is the master schedule set up to support transition to turnover by systems?
Category 08	Is there a process for documenting rework activities?
Category 14	Are pre-start-up safety review requirements communicated and understood?
Category 15	Is there a process in place to collect, compile and report costs?
Category 08	Are the change management roles and responsibilities clearly defined (included in the RACI matrix)?
Category 03	Is there a plan in place for resource leveling (especially manpower)?
Category 06	Is there a Tool and equipment management plan in place for Maintenance?

Previous Section | Back to Dashboard | Print Action Items | Next Section

Best Practices To Enhance Project Readiness

UserForm1

Review 2

Best Practices

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01. Project Team Factors
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    - Industry Practices
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        2. https://www.construction-institute.org/resources/knowledgebase/best-practices/team-building
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        1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/design-planning-optimization
05. Execution Factors
    - Company Practices
        1. Refer to our policy Chapter 5: Execution
    - Industry Practices
        1. https://www.construction-institute.org/resources/knowledgebase/knowledge-areas/construction-execution
06. Tools & Equipment Factors
    - Company Practices
        1. Refer to our policy Chapter 6: Tool s& Equipment
    - Industry Practices

Previous Section | Back to Dashboard | Print Best Practices

Scroll Down

Dashboard

Review 2

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Use Analysis Results Button

Dashboard

05 Execution Factors 21 Factors	06 Tools and Equipment Factors 13 Factors	07 Quality Management Factors 12 Factors	08 Change Management Factors 15 Factors
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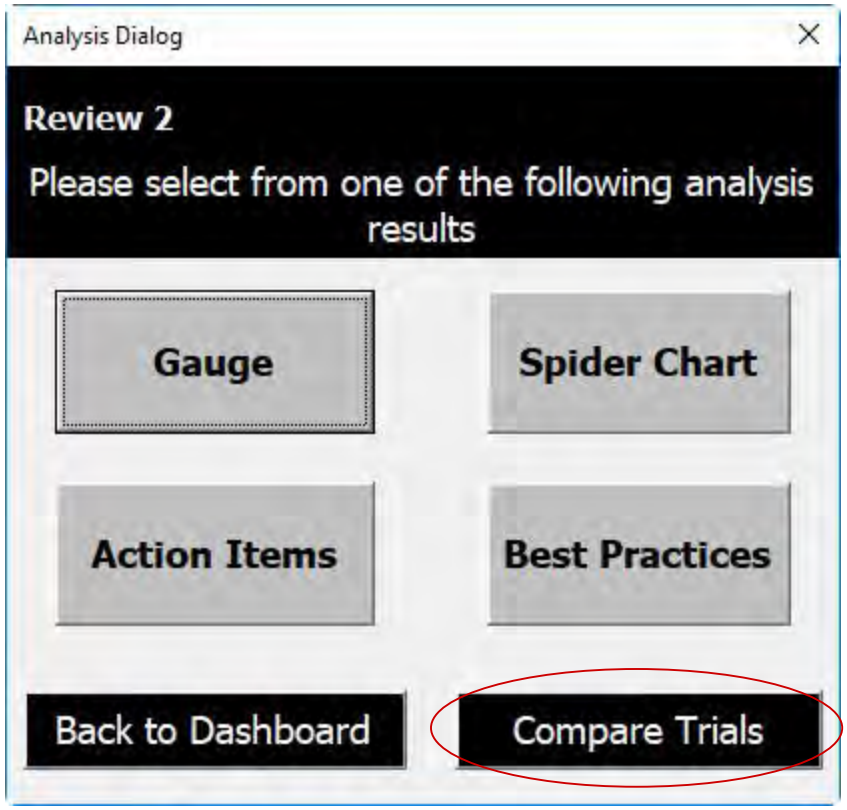
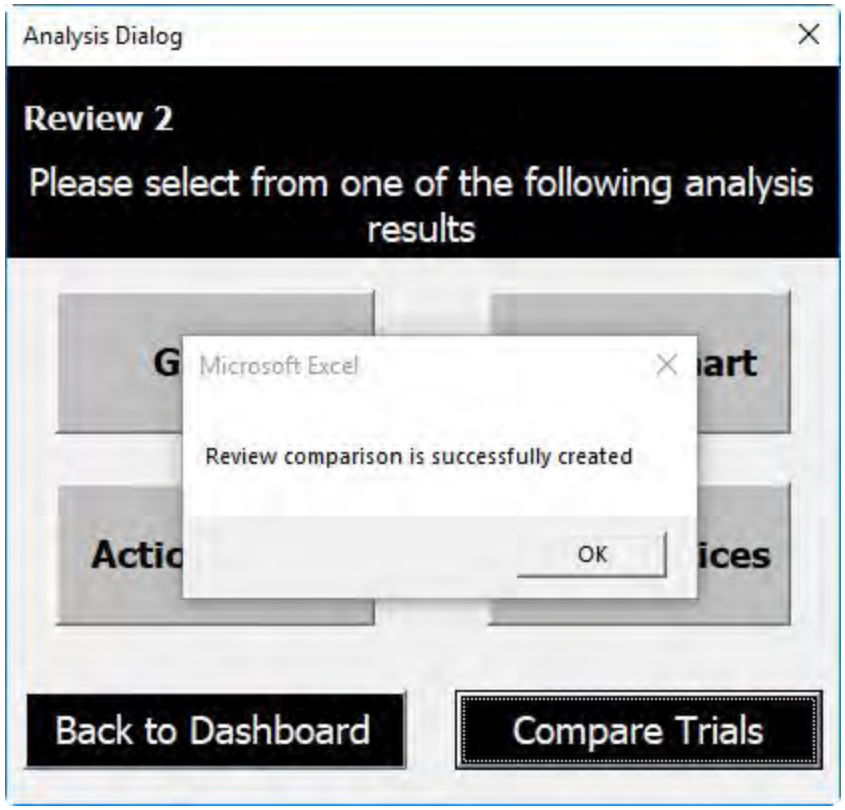
Select Review | Spider Chart | Analysis Results | Print | Sign Out

Click On 'Compare Trials' Button



An External Spreadsheet Is Generated



Compares Various Review Scores & Responses

Code	Item	Review 1	Review 2
C00	**Construction Readiness**	Not Ready	Borderline
C00	**Construction Readiness Score**	29.00%	78.00%
C01	**001. Project Team Factors**	17.63%	77.76%
C01	01. Have the project goals been defined?	Yes	Yes
C01	02. Have the project drivers (cost/schedule) been agreed on by the team?	No	Yes
C01	03. Have the goals and objectives been documented?	No	Yes
C01	04. Has the team communicated project goals among themselves?	Yes	Yes
C01	05. Has the (Responsible, Accountable, Consulted and Informed) RACI matrix been developed for the project?	Yes	Yes
C01	06. Has an organizational chart been developed to assign roles and functions?	Yes	Yes
C01	07. Has the organizational chart been distributed and communicated to all pertinent parties?	NA	No
C01	08. Are all key project team leadership positions filled?	Yes	Yes
C01	09. Have proven leaders been assigned to the project?	No	Yes
C01	10. Is a support system in place to allocate resources?	NA	Yes
C01	11. Is the frequency of project team meetings (daily, weekly, monthly, etc.) defined?	No	No
C01	12. Are the required intervals of reports of the project team (daily, weekly, monthly, etc.) defined?	Yes	Yes

Reports Overall Score & Categories Scores

Book1 - Excel

B201 | 17. Are there promotion procedures in place to on-board new hires?

	A	B	C	D
232	C14	03. Is there a defined system for the transition from area-based to system-based?	No	Yes
233	C14	04. Is the commissioning and startup plan integrated with the EPC schedule?	Yes	Yes
234	C14	05. Is there an engagement timeline of the commissioning group?	No	Yes
235	C14	06. Has a dedicated commissioning leader been identified & communicated?	Yes	Yes
236	C14	07. Is there a defined HSSE transition plan from construction to operations?	Yes	Yes
237	C14	08. Is there a comprehensive commissioning manual (including all procedures and preservation requirements)?	Yes	Yes
238	C14	09. Are the provisions for QA/QC turnover documentation understood by the project team?	Yes	Yes
239	C14	10. Is there a mechanical completion checklist in place?	Yes	Yes
240	C14	11. Is there a punchlist process in place?	Yes	Yes
241	C14	12. Is the as-built documentation procedure understood by the project team?	Yes	Yes
242	C14	13. Is the strategy to manage equipment closure communicated and understood?	No	No
243	C14	14. Are pre-start-up safety review requirements communicated and understood?	No	No
244	C15	**015. Project Control Factors**	23.20%	52.57%
245	C15	01. Is there a progress tracking plan and systems in place?	Yes	Yes
246	C15	02. Are the resources to support project tracking deployed?	No	Yes
247	C15	03. Is there a process in place for responding to delay?	No	Yes
248	C15	04. Is there a process in place to collect, compile and report costs?	Yes	No
249	C15	05. Is there a process in place to monitor and control productivity?	No	No
250	C15	06. Is there an adequate protocol for updating the schedule?	No	No
251	C15	07. Is there a defined document control system in place?	Yes	No
252	C15	08. Is there a control budget (at the work package level) in place?	No	Yes
253	C15	09. Is there a cost contingency management plan in place?	No	Yes
254				

Back To Dashboard → Click The Print Button

Dashboard

05 Execution Factors 21 Factors	06 Tools and Equipment Factors 13 Factors	07 Quality Management Factors 12 Factors	08 Change Management Factors 15 Factors
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Select Review | Spider Chart | Analysis Results | Print | Sign Out

Select Sections To Be Included In The Report

Print

Review 2

Please select from the Print options below and press Print

	Yes	No
1. Print Responses	☐	☐
2. Print Action Items	☐	☐
3. Print Gauge	☐	☐
4. Print Spider Chart	☐	☐
5. Print Best Practices (Project Specific)	☐	☐

Back to Dashboard Print

Click Print To Generate The Comprehensive Report

Print

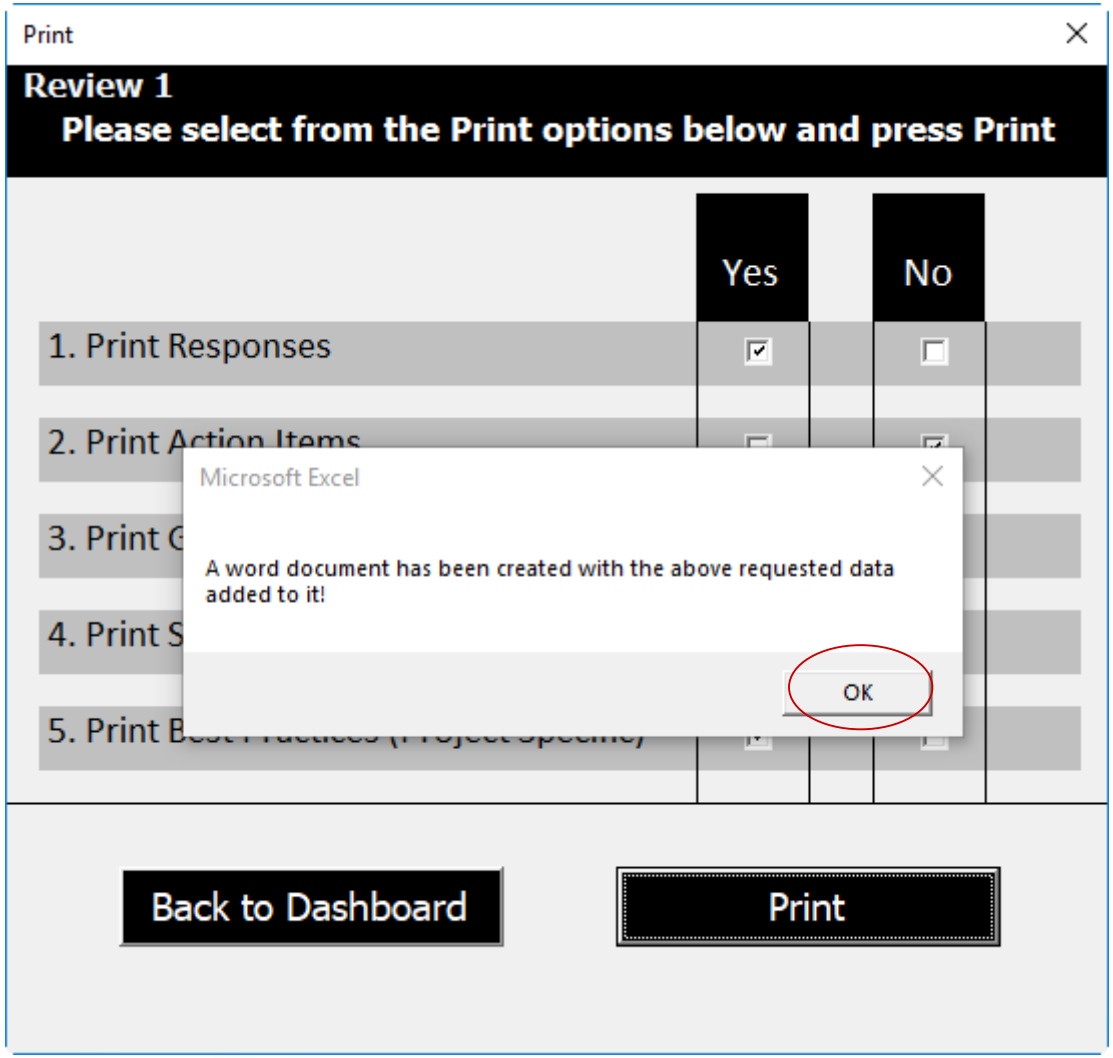
Review 2

Please select from the Print options below and press Print

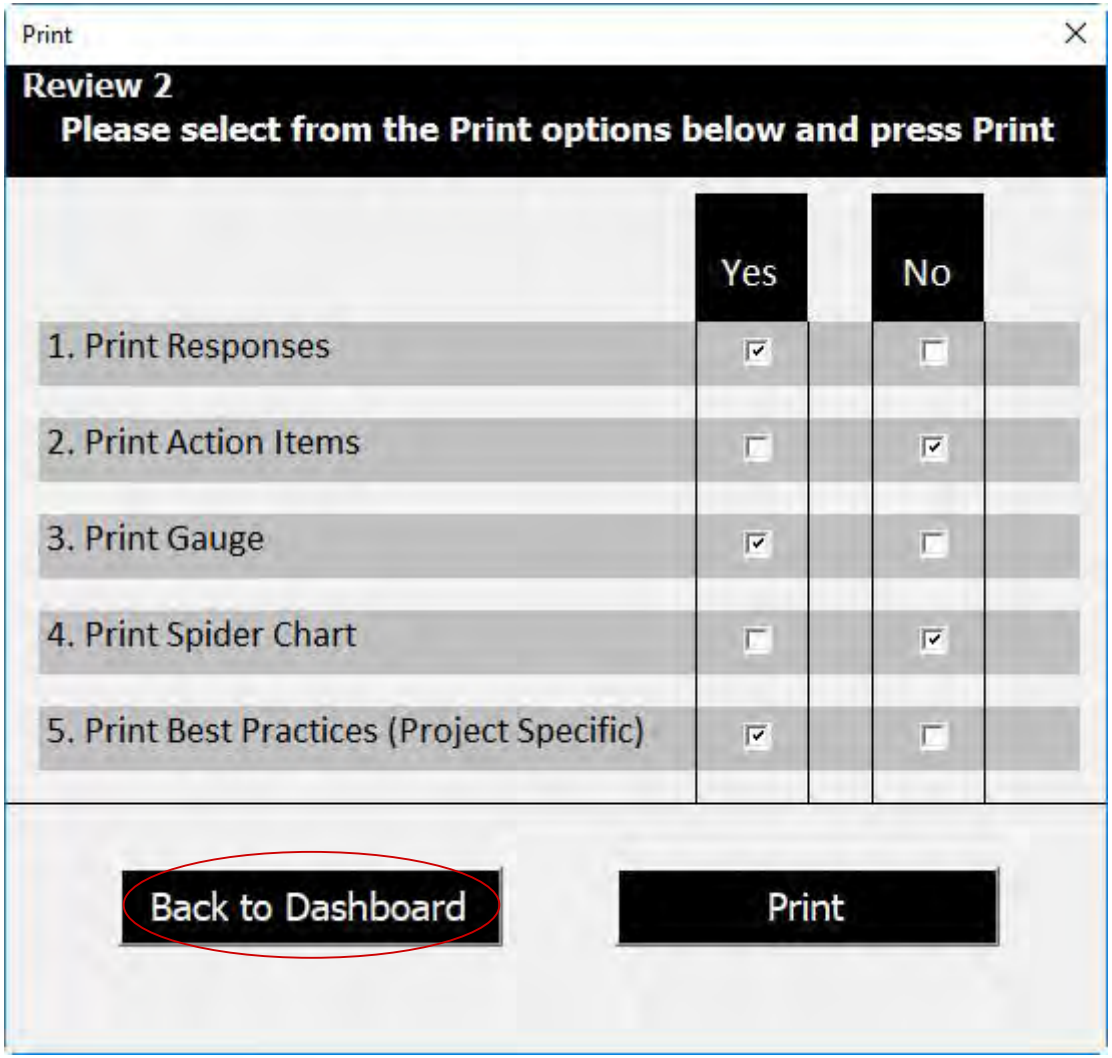
	Yes	No
1. Print Responses	☑	☐
2. Print Action Items	☐	☑
3. Print Gauge	☑	☐
4. Print Spider Chart	☐	☑
5. Print Best Practices (Project Specific)	☑	☐

Back to Dashboard Print

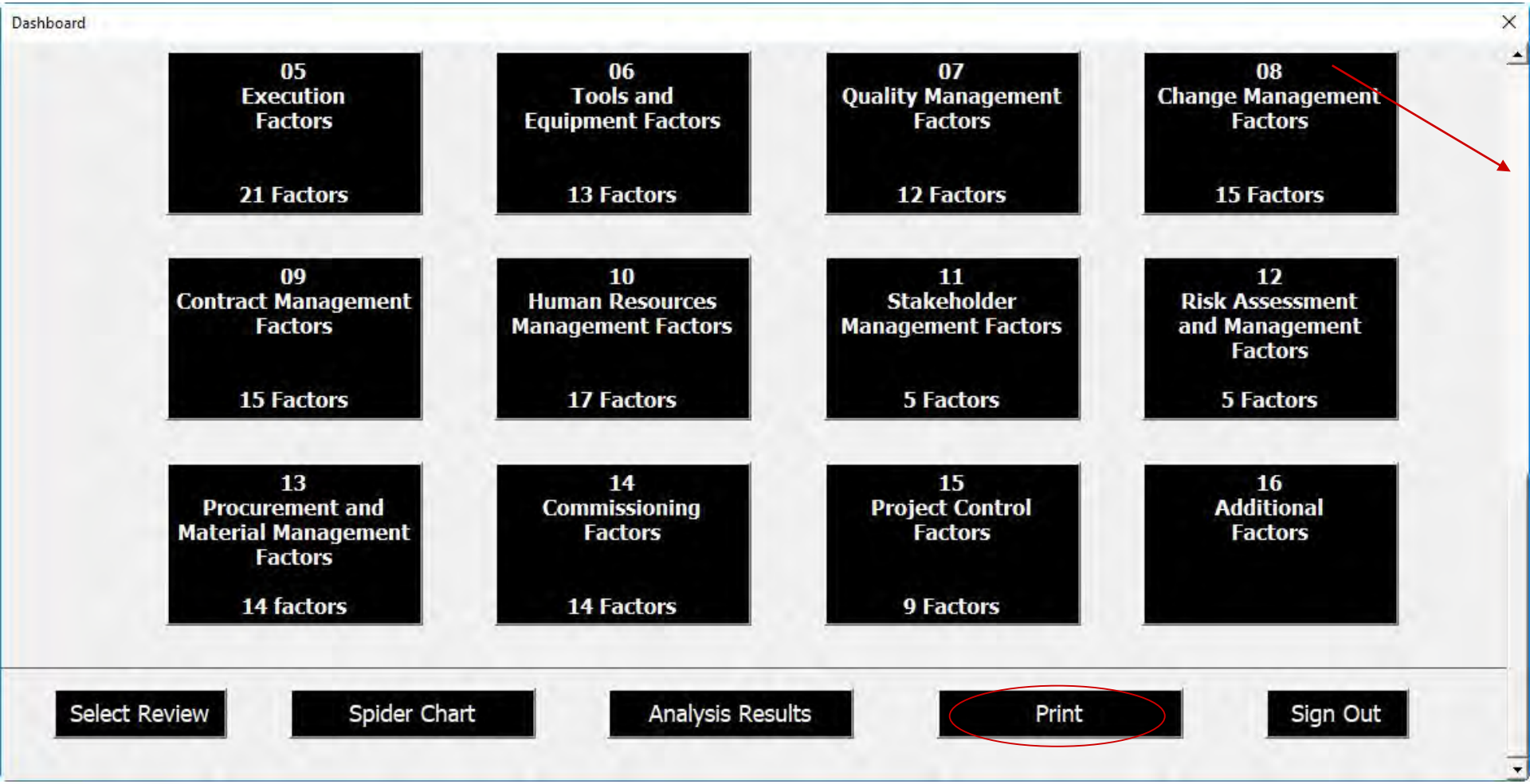
A New Word Document Has Been Generated



Navigate Back To Dashboard



Scroll Up


Dashboard
05 Execution Factors 21 Factors
06 Tools and Equipment Factors 13 Factors
07 Quality Management Factors 12 Factors
08 Change Management Factors 15 Factors
09 Contract Management Factors 15 Factors
10 Human Resources Management Factors 17 Factors
11 Stakeholder Management Factors 5 Factors
12 Risk Assessment and Management Factors 5 Factors
13 Procurement and Material Management Factors 14 factors
14 Commissioning Factors 14 Factors
15 Project Control Factors 9 Factors
16 Additional Factors
Select Review
Spider Chart
Analysis Results
Print
Sign Out

Click The Settings Button

Dashboard

Review 2

Construction Readiness Assessment Tool

Welcome to the Construction Readiness Assessment (CRA) tool developed by CII RT DCC - 002
(Beta Version)

Hi Project 1, welcome to your Dashboard!

Tool Output

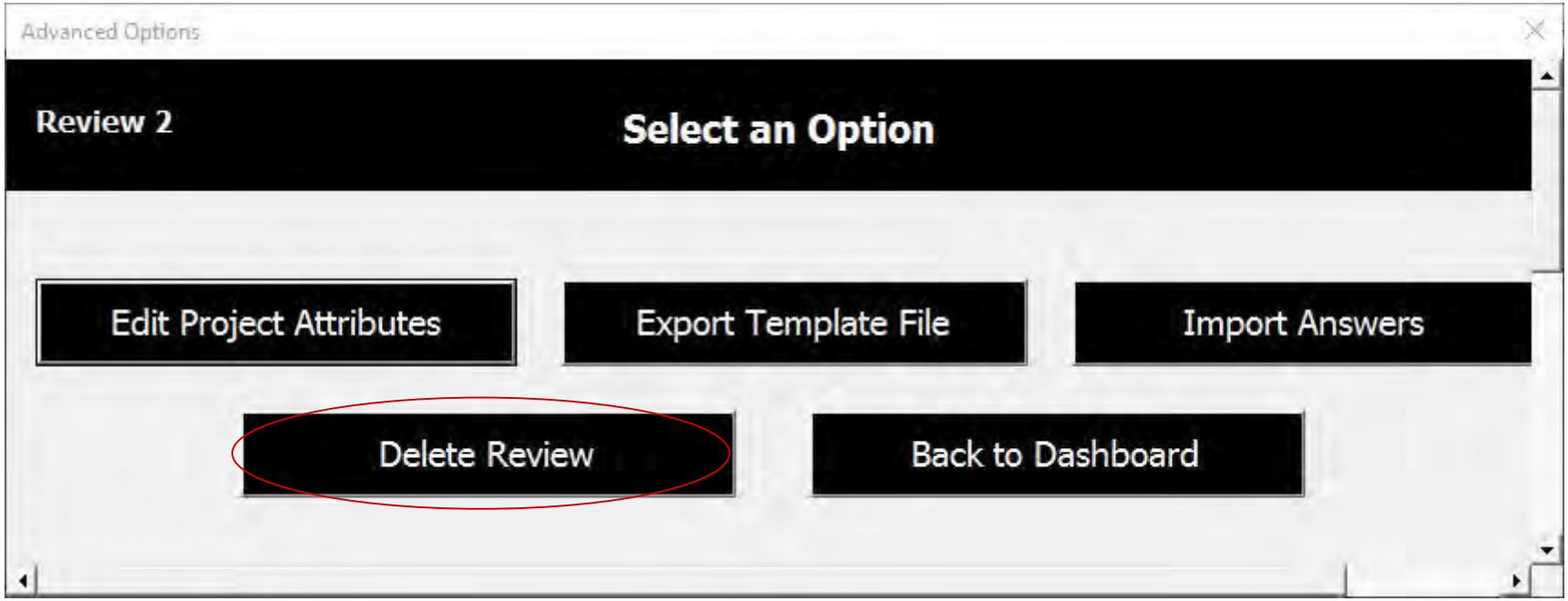
To help you improve your project construction readiness, this tool outputs the following:

1) An overall Gauge showing the overall project readiness score and compares it to a benchmark that is pre-determined from industry data
2) A Spider Chart to show the project score in each of the construction readiness 15 categories, and compare these scores to company-set goals
3) Enhancement tools to improve construction readiness, specifically:
   a- Project-level corrective actions
   b- Company-level practices
   c- Relevant CII best practices

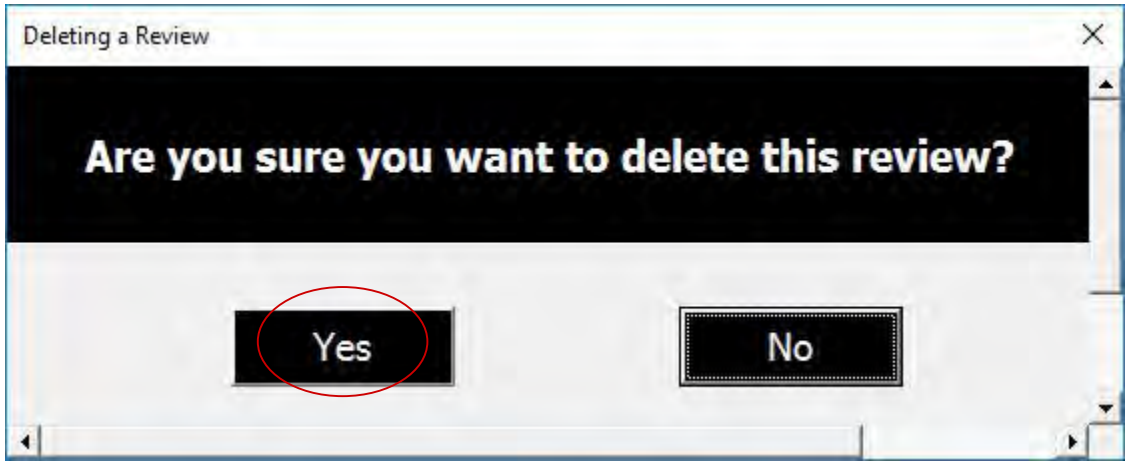
Procedure

To begin, please choose one of the following categories and follow the instructions provided. Upon completing one of the 15 categories displayed below,

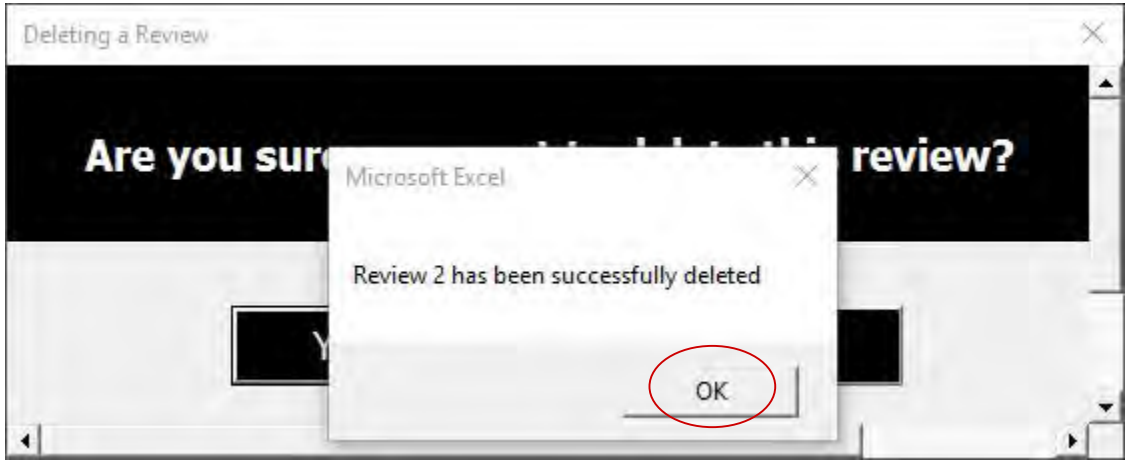
You Can Delete A Review



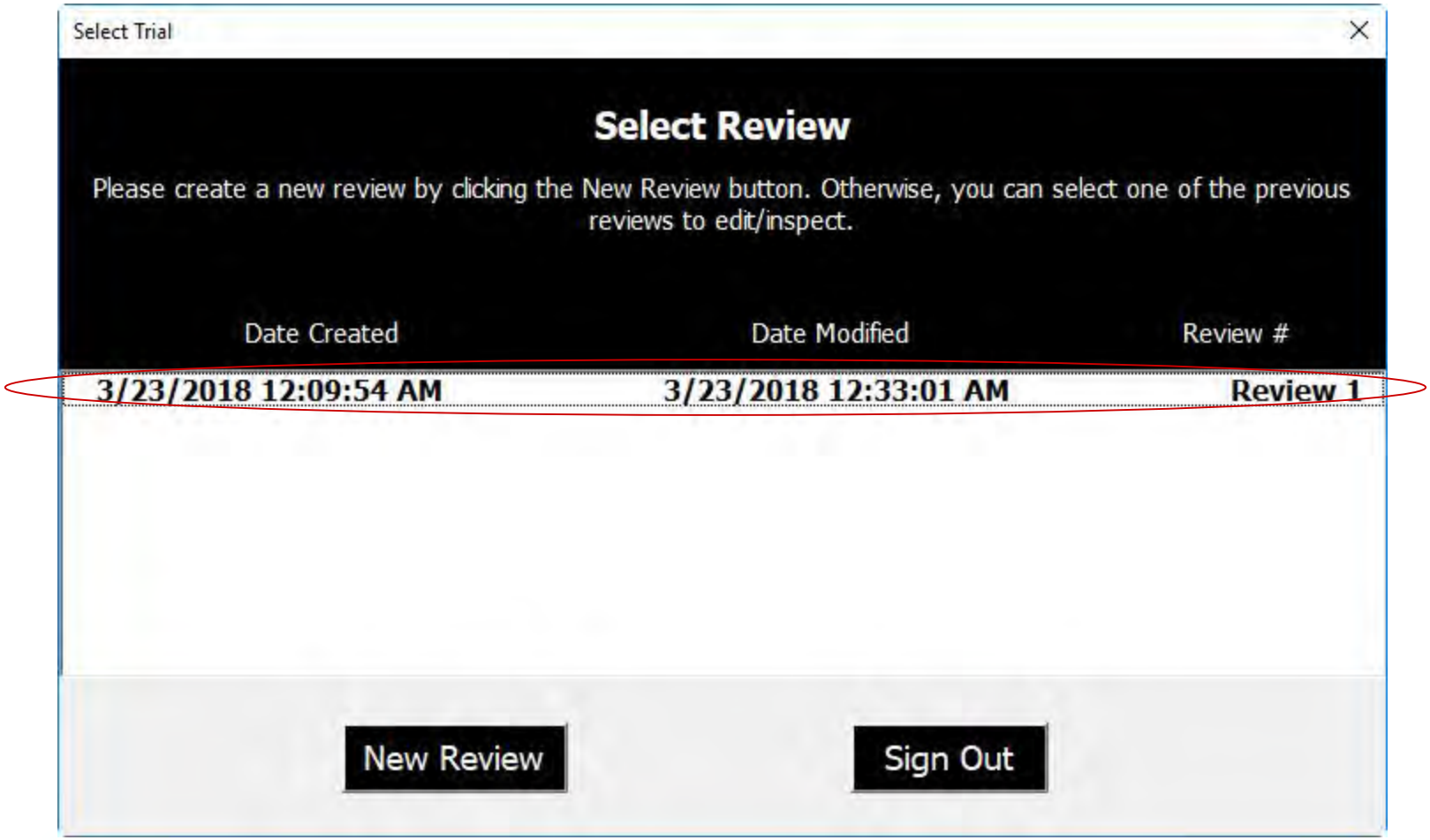
A Confirmation Message Appears



Review 2 Has Been Deleted



Only Review 1 Is Available



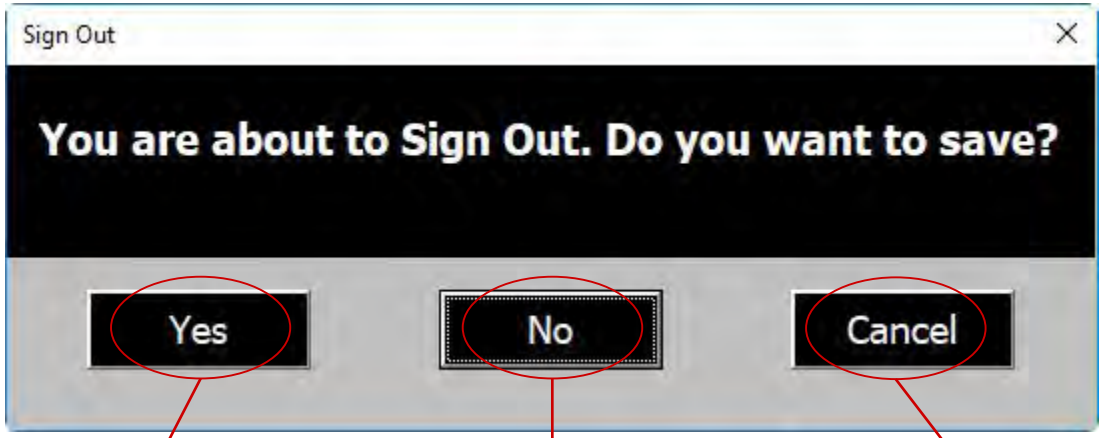
Upon Completion → You Can Sign Out

Dashboard

05 Execution Factors 21 Factors	06 Tools and Equipment Factors 13 Factors	07 Quality Management Factors 12 Factors	08 Change Management Factors 15 Factors
09 Contract Management Factors 15 Factors	10 Human Resources Management Factors 17 Factors	11 Stakeholder Management Factors 5 Factors	12 Risk Assessment and Management Factors 5 Factors
13 Procurement and Material Management Factors 14 factors	14 Commissioning Factors 14 Factors	15 Project Control Factors 9 Factors	16 Additional Factors

Select Review | Spider Chart | Analysis Results | Print | Sign Out

Sign Out Available Options

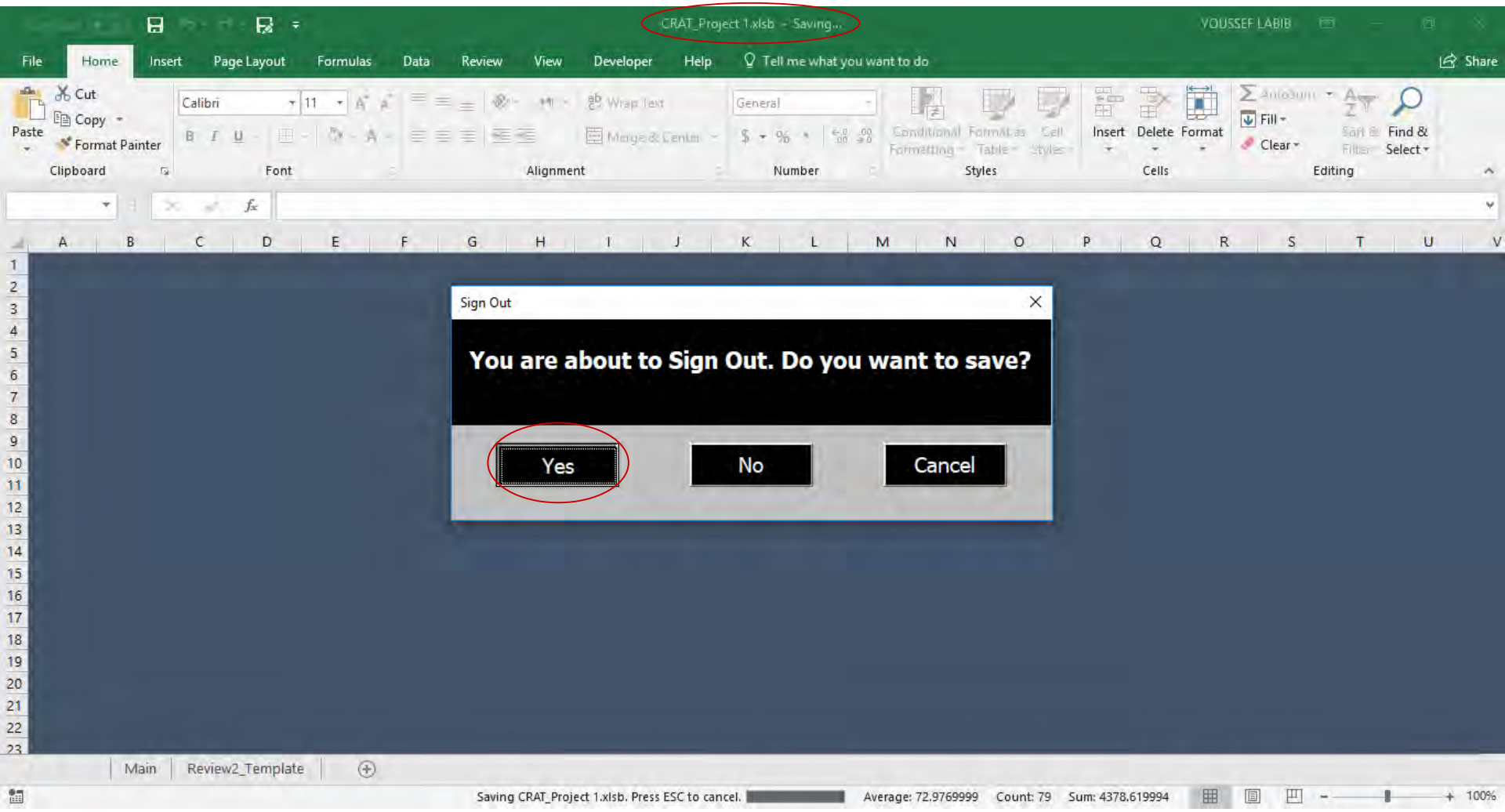


Would save and go to Main Page

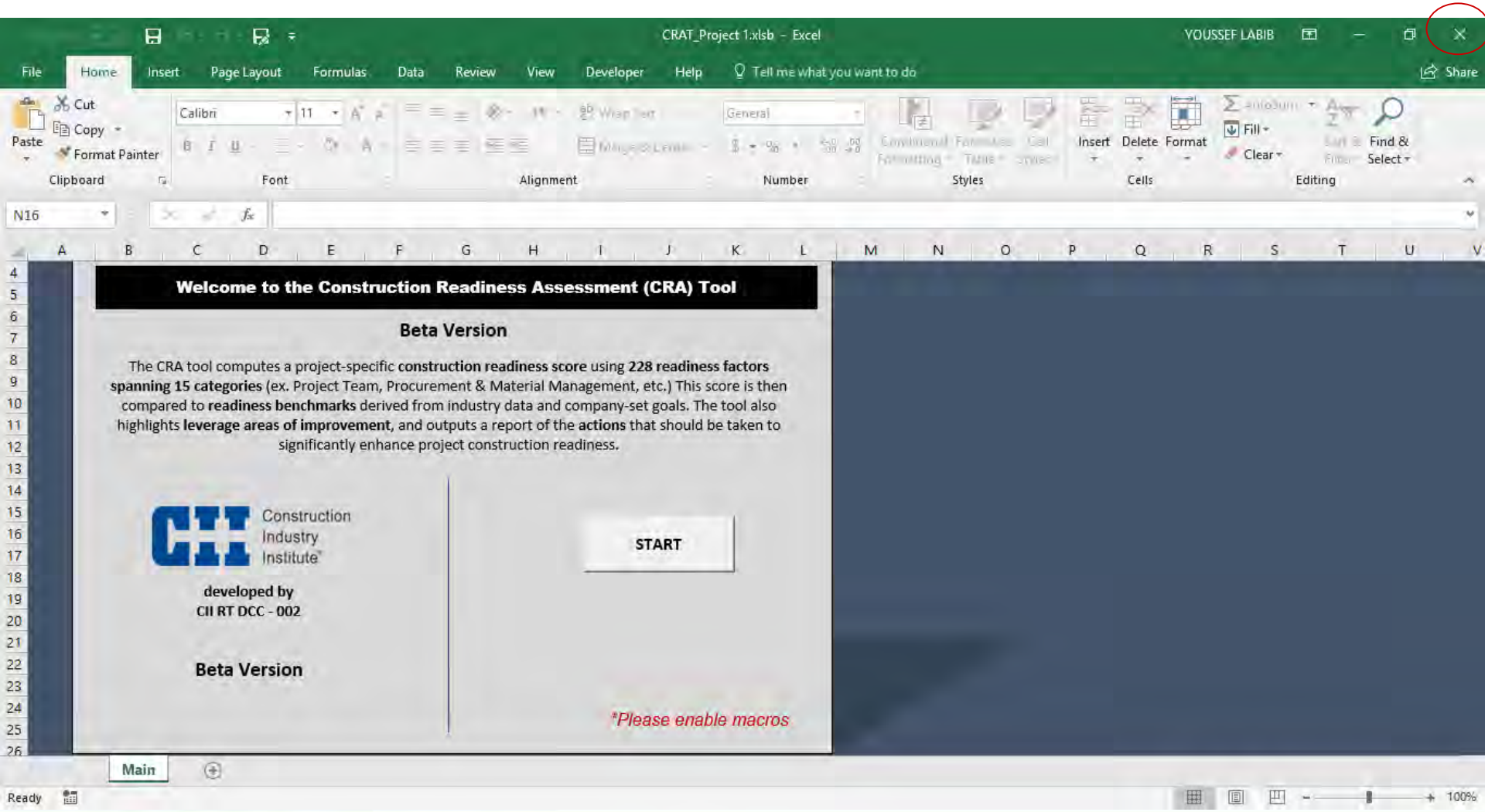
Would not save and go to Main Page

Would go back to Dashboard

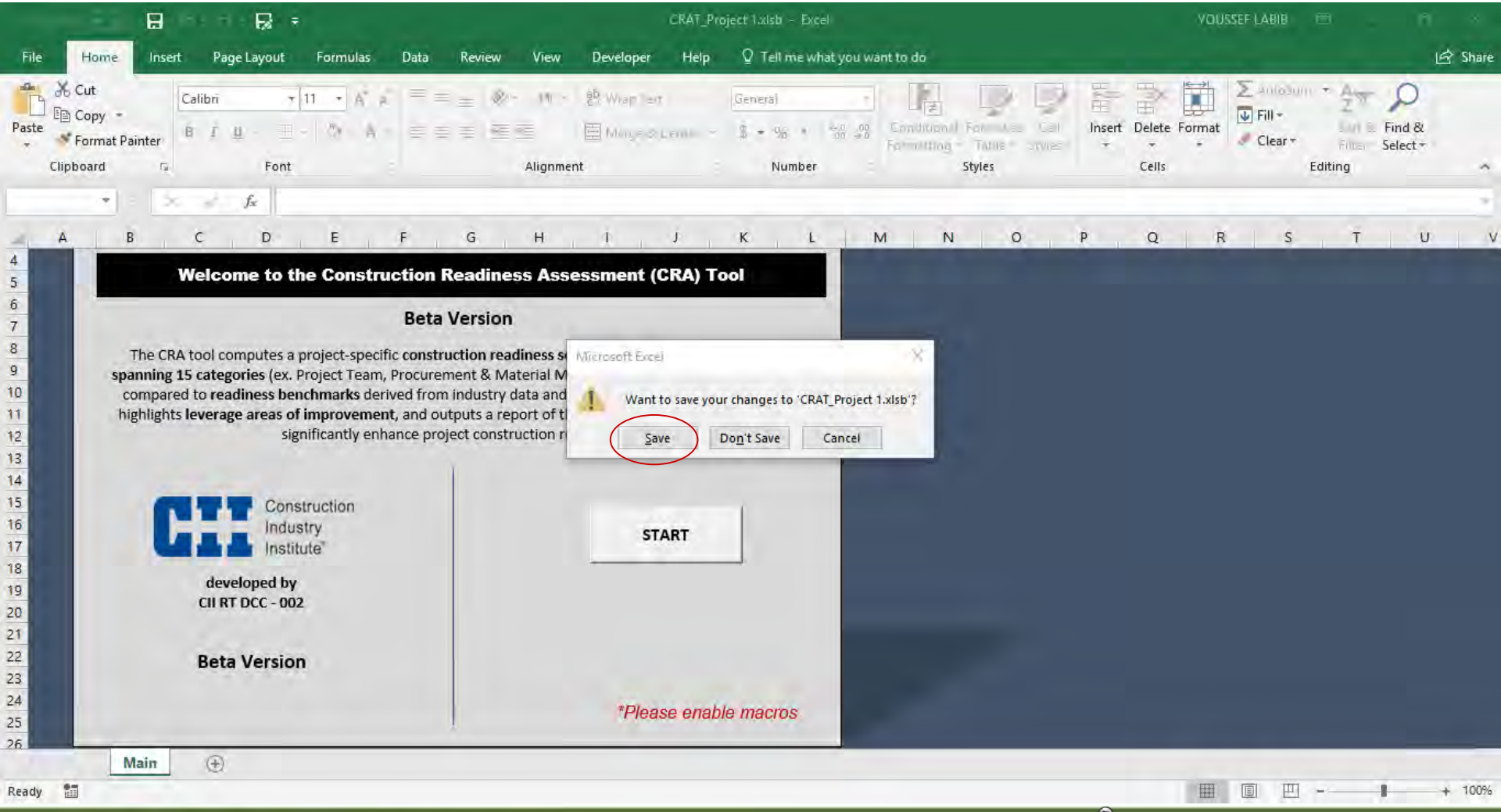
Notice The File Is Being Saved



The File Has Been Saved → Exit File Using 'X'



Although File Has Already Been Saved, It Is Recommended To Elect The 'Save' Button



To Generate Other Project Files

Open The Master File

CRAT_Master File.xlsb Authors: CII RT DCC-002 Tool - Beta	Date modified: 3/22/2018 11:33 PM Size: 1.30 MB
CRAT_Project 1.xlsb Authors: CII RT DCC-002 Tool - Beta	Date modified: 3/23/2018 6:04 PM Size: 1.32 MB

Hit The Start Button

CRAT_Master File.xlsb - Excel

Welcome to the Construction Readiness Assessment (CRA) Tool

Beta Version

The CRA tool computes a project-specific **construction readiness score** using **228 readiness factors spanning 15 categories** (ex. Project Team, Procurement & Material Management, etc.) This score is then compared to **readiness benchmarks** derived from industry data and company-set goals. The tool also highlights **leverage areas of improvement**, and outputs a report of the **actions** that should be taken to significantly enhance project construction readiness.

Construction Industry Institute

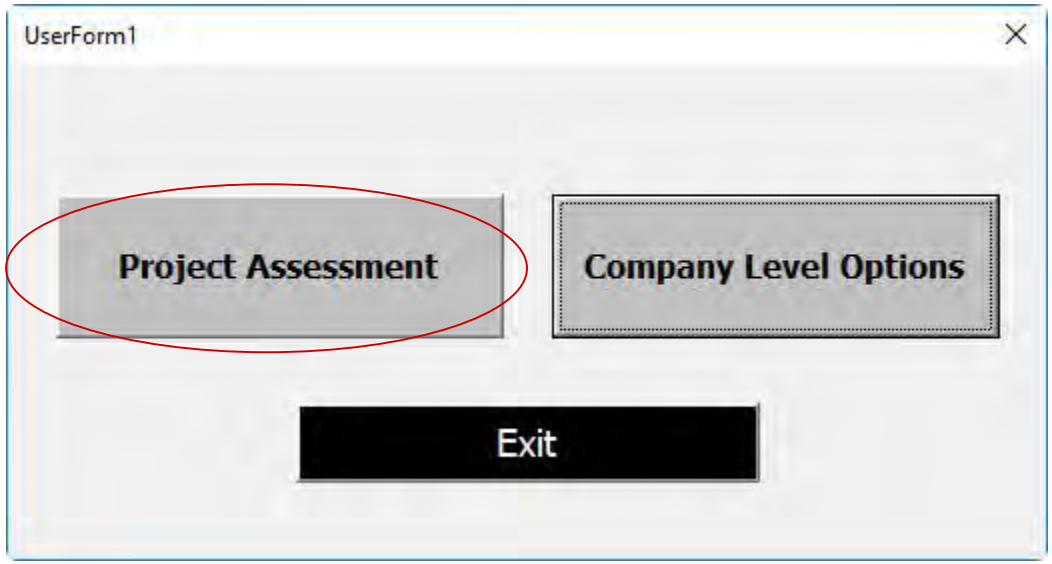
developed by
CII RT DCC - 002

Beta Version

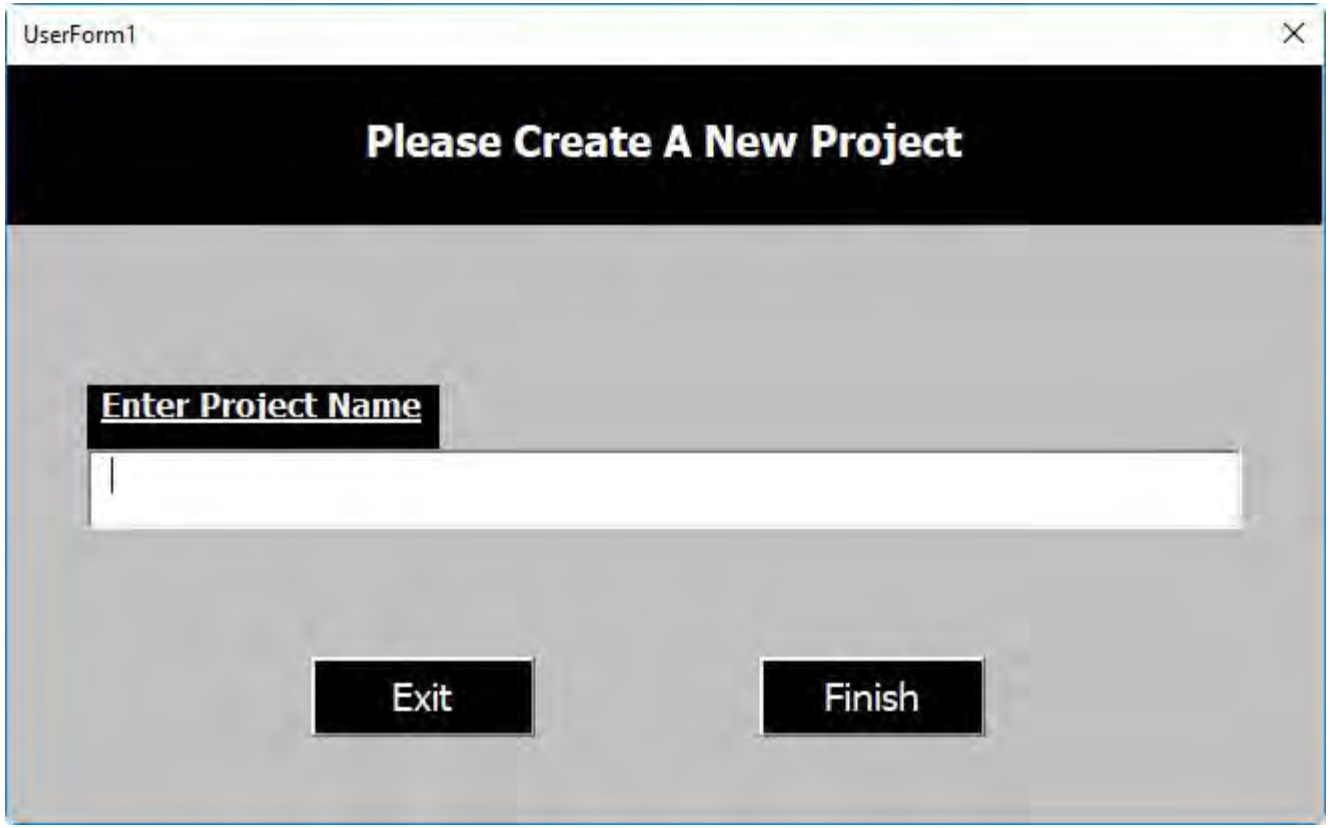
START

*Please enable macros

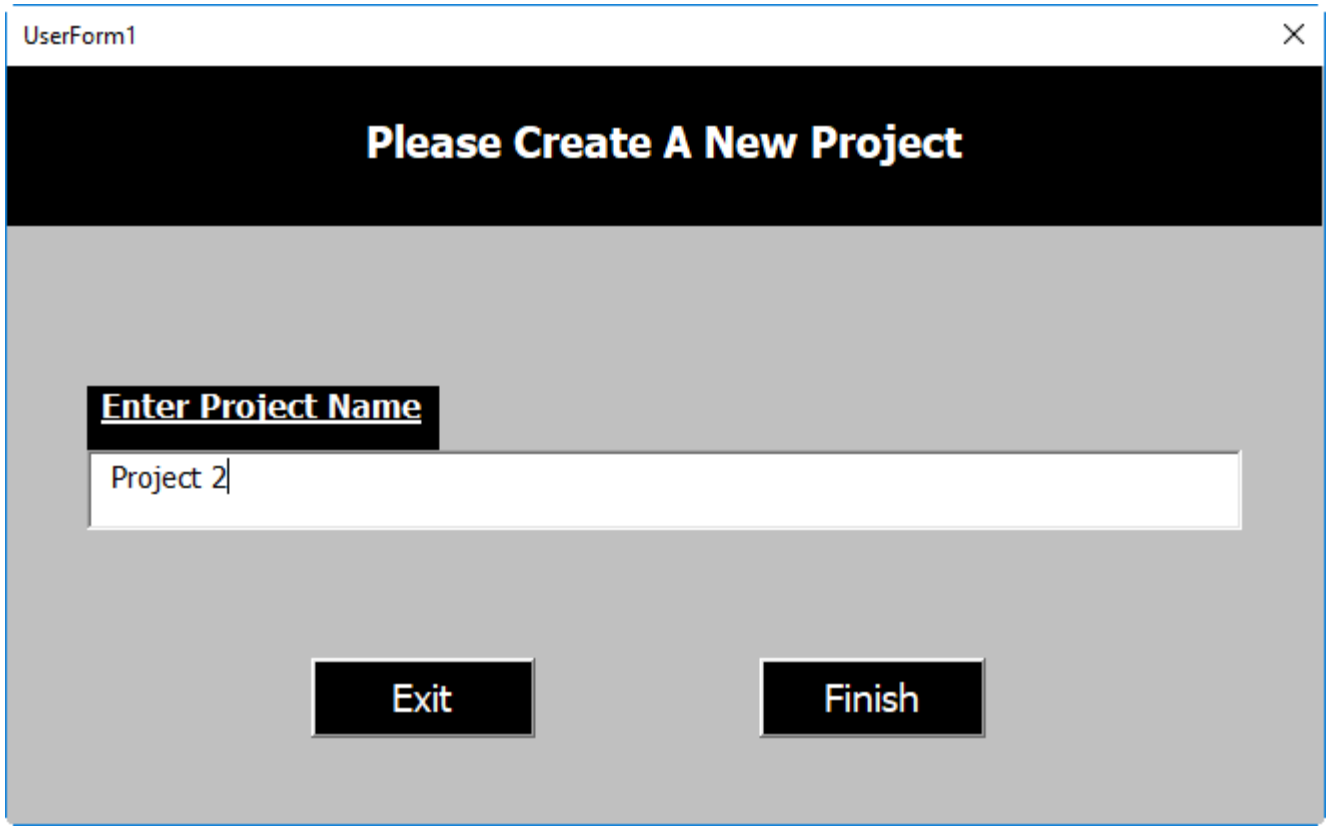
Select Project Assessment Section



Enter Project's Name



Enter Project's Name



Multiple Project Files Can Be Created From The Master File

CRAT_Master File.xlsb Authors: CII RT DCC-002 Tool - Beta	Date modified: 3/22/2018 11:33 PM Size: 1.30 MB
CRAT_Project 1.xlsb Authors: CII RT DCC-002 Tool - Beta	Date modified: 3/23/2018 6:04 PM Size: 1.32 MB
CRAT_Project 2.xlsb Type: Microsoft Excel Binary Worksheet	Date modified: 3/23/2018 8:29 PM Size: 1.29 MB
CRAT_Project 3.xlsb Type: Microsoft Excel Binary Worksheet	Date modified: 3/23/2018 8:29 PM Size: 1.32 MB

Questions

Awad S. Hanna: ashanna@wisc.edu

Jeffery S. Russell: jeffery.russell@wisc.edu

Raj Veeramani: raj.veeramani@wisc.edu

Or research assistants

Michael W. Ibrahim: mwwilliam@wisc.edu

Youssef N. Labib: ylabib@wisc.edu