

PROCEDURAL MANUAL



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INTRODUCTION

The purpose of a Procedural manual is to provide a logical and sequential cataloguing and recording of the steps followed during the course of a project and for general ongoing administration of tasks related to the Architectural profession. A Procedural Manual should be dynamic and should grow and change as newer and better techniques develop for carrying out of project tasks.

To make this possible, it is necessary to analyse the processes followed and catalogue them in an expandable database—initially defining the main headings and then designing a reference system that allows multiple sub-levels. Once these headings and sub-headings are defined, information is catalogued accordingly. Codes are assigned to make each bit of information unique in the database and retrievable using the codes and hyperlinks.

The Procedural Manual includes the following: -

- ❑ Pro-forma letters, e.g., the acceptance of a commission, appointment of a contractor, etc.
- ❑ Advice and examples of filling in official forms for submission, etc.
- ❑ Pro-forma minutes, schedules, specifications and spreadsheets.
- ❑ Typical programmes and bar charts.
- ❑ Examples and standards for CAD drafting

GENERAL OFFICE PROCEDURE.

This document is formatted in accordance with the Construction System Indexing (CSI), but with an additional levels, 'A0-0-00 to 00-0-99 -- *Administration*' added to precede the CSI levels -- in order to cover the activities that encompass the *Administration, Inception, Planning and Documentation* and *Project Management* stages.

The Administrative headings include the following levels (broken down further into sub-levels in the index), with the lowest level, e.g., 'A0054ba01 (A0054-01a) ETB Letterhead.dot' -- representing an actual document to be included in the manual.

NUMBERING HEIRARCHY.

Level One (Discipline)

A0000 Level Two

A0050 Level Three

A0051 Level Four

A0051-0 -- Level Five

A0051-01a -- Level Six

A0051-01aa -- Level Seven

PROCEDURAL MANUAL INDEX

[Hyperlink to the Procedural Manual Index \(refer to 00011a-PROCMAN Index.doc\)](#)

Roy Morum – March, 2005



VOLUME
ONE

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