1.9 Project Validation

Background:

Projects must be valid before they can be included in a Proposal. Projects have a validation process that generates a list of warnings about the state of the project. There are two validation processes that must be run: the system project validation and the Project Validation report – each validation checks different fields. Validations check for any missing or incomplete information in the project, but do not check if the value in each field is correct as the information may vary based on the type of project.

Roles:

Project User, Proposal User, Letting User

Navigation:

Project Overview
1. From the Project Overview component on the dashboard, search for and select your project. You will be taken to the Project Summary component.
2. System validation:
    a. Expand the Project Summary component action menu on the right side of the header.
    b. Select **Validate Project**.
    c. A **Project Validation Results** window will open in a new tab and will notify you whether this is a valid project or will list warnings for missing or invalid data.

Note: Zero quantity Contingent Sum items will show up as warnings. These are okay, just make sure they are actually your zero quantity csum items. Fix any other validation errors.

3. Report validation:
    a. Expand the Project Summary component **Action Menu**.
    b. Select **Project Validation** report.
    c. Click **Execute**.
    d. A new tab will open with the Project Validation Report and will notify you whether this project is valid or will list warnings for missing or invalid data.

Note: If your Validation Report shows an error for the CENG% from Construction field being empty, you can ignore this. This field will be filled out once the low bid amount is identified. Correct any other errors identified and validate the project again.

Next Steps:

See QRG – *Project and Funding Reports*