

Construction Management Setup

Last updated by Andrea Bowman on Oct 28, 2024

Setting up the Construction Management module in Centerline is the first step to successfully using Centerline for the Construction Administration of your project.

To begin setting up the Construction Module on Centerline you will need the following information:

- The name of the Project Manager for GHC and the Project Manager for the contractor.
- Contract amount (can be estimated initially if needed)
- Contract duration
- Notice to Proceed date
- Contractual review period durations

Setting up the Construction Module:

1. Go to the Construction module on the left side panel and select Construction Management.
2. Fill out as many fields as you can in the Construction Management Details section. Mandatory fields are noted with a red asterisk.

Construction Management

Construction Management Details

CONNECT WITH PROCORE

+ SUBMIT DETAILS

RESPONSIBLE PARTIES

Architect Administrator *

Contractor Administrator *

▼

Contractor GHC
 Contractor Training ▼

Default Notification Group

Default Notifications ▼

Notification List +

FINANCIALS

Contract Amount * <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> \$ 21,000,000.00 </div>	Liquidated Damages Per Day <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> \$ 1,000.00 </div>
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DATES

Days to Completion * <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">420</div>	Document Review Period (days) * <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">14</div>
Notice to Proceed Date * <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> 12/25/2024 📅 </div>	RFI Review Period (days) <div style="border: 1px solid #ccc; padding: 5px; text-align: center; color: #ccc;">RFI Review Period (days)</div>
Scheduled End Date <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center; background-color: #f0f0f0;"> 02/18/2026 📅 </div>	Warranty Period Start Date <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center; color: #ccc;"> Warranty Period Start Date 📅 </div>
Actual Substantial Completion Date <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center; color: #ccc;"> Substantial Completion Date 📅 </div>	Warranty Period End Date <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center; color: #ccc;"> Warranty Period End Date 📅 </div>
	One Year Inspection At <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center; background-color: #f0f0f0;"> One Year Inspection At 📅 </div>

3. If the contractor is using Procore, the Procore project and the Centerline project can be linked so information can easily transfer between the two systems. **NOTE: ONLY SUBMITTAL AND RFIs WILL SYNC BETWEEN PROCORE AND CENTERLINE. NO INFORMATION OUTSIDE OF THESE TWO SECTIONS WILL TRANSFER BETWEEN THE TWO SYSTEMS.**

- To link the two systems click on the orange "Connect with Procore" button at the top of the

Construction Management Details section. This will direct you to the Procore log in screen. Once you log into Procore it will ask you to select the applicable project. This information will be loaded into Centerline. Once complete, click the green "Submit Details" button to save the information.

- **NOTE: SHOULD THE GHC PROJECT MANAGER CHANGE FOR YOUR PROJECT, THE NEW PROJECT MANAGER INFORMATION MUST BE UPDATED IN BOTH CENTERLINE AND PROCORE FOR THE SYSTEMS TO SYNC PROPERLY. IF THE INFORMATION IS ONLY UPDATED IN ONE SYSTEM THEN NO INFORMATION WILL TRANSFER BETWEEN THE TWO SYSTEMS.**

4. When you're done filling out the fields click the green "Submit Details" button at the top or bottom of the page to save the information.

5. Send an email to a member of the Admin team and cc: Deondra, with the following information to add Project Users to the project:

- Name
- Company
- Email address
- Security Group

6. Below is a link to the Security Group permissions to help you better determine which group to assign users to. Note: Security group settings are universal to all GHC projects and cannot be customized per project.

Centerline Security Groups