Projects

Feature

Plan smart, track progress, and deliver with confidence—every objective, every action, all in one place



Epic's **Project Management** feature gives organisations a centralised, dynamic way to manage projects from initiation to completion. It replaces fragmented spreadsheets and siloed updates with a live, objective-linked system that keeps sponsors, managers, and contributors aligned on progress, accountability, and outcomes.



Whether you're running strategic initiatives, operational rollouts, or site-based work, this feature ensures every project is visible, structured, and execution-ready.

Site Diary



Capture daily site activity with clarity, compliance, and confidence

Epic's **Site Diary** is a built-in extension of the Project Management feature, designed specifically for teams working on-site. It replaces paper logs and fragmented updates with a structured, timestamped record of daily activity—ensuring that every detail is captured, verified, and ready for review.

Whether you're managing construction, maintenance, or field operations, this feature turns daily reporting into a secure, auditable workflow.

Key Functions

- Project Roles & Ownership: Assign a Project Owner, Sponsor, and Manager to each initiative—ensuring clear leadership and accountability from the start.
- Objective Integration: Staff can link their individual objectives directly to a project. These automatically pull

through into the Project Report, including associated actions and progress updates—no duplication, no re-entry.

- Live Project Status: Project Managers can update - Percentage Progress, RAG (Red-Amber-Green) Status
- Project Statement: These updates feed into the dashboard, giving stakeholders instant visibility.
- Flexible Viewing Rights: Control who sees what. Default access is granted to the Owner, Sponsor, and Manager, with options to extend viewing to Contributors, Managers, Selected Users, or Everyone.
- Projects Dashboard: Administrators access a live dashboard showing all projects and their linked objectives/actions. Use “Expand/Collapse All” or drill down into individual projects—ideal for team meetings and leadership reviews.
- Timesheet Integration: When staff are allocated to a project, their time is automatically captured in their weekly timesheets—supporting billable tracking and resource planning.
- Site Diary Functionality: Enable a Site Diary to log daily on-site details—weather, labour, plant hire, activities, and visitors. Entries are timestamped and digitally signed by both engineer and contractor, creating a secure, auditable record.
- Supplier Integration: Link projects directly to suppliers, run evaluations with defined criteria and ratings, capture comments, and view supplier scores alongside project progress for a complete performance review.
- Mobile App Enabled: Update project status, view objectives, and manage site diaries on the go—perfect for field teams and remote project leads.