



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

# RPM Portal

## User Guide

May 2025

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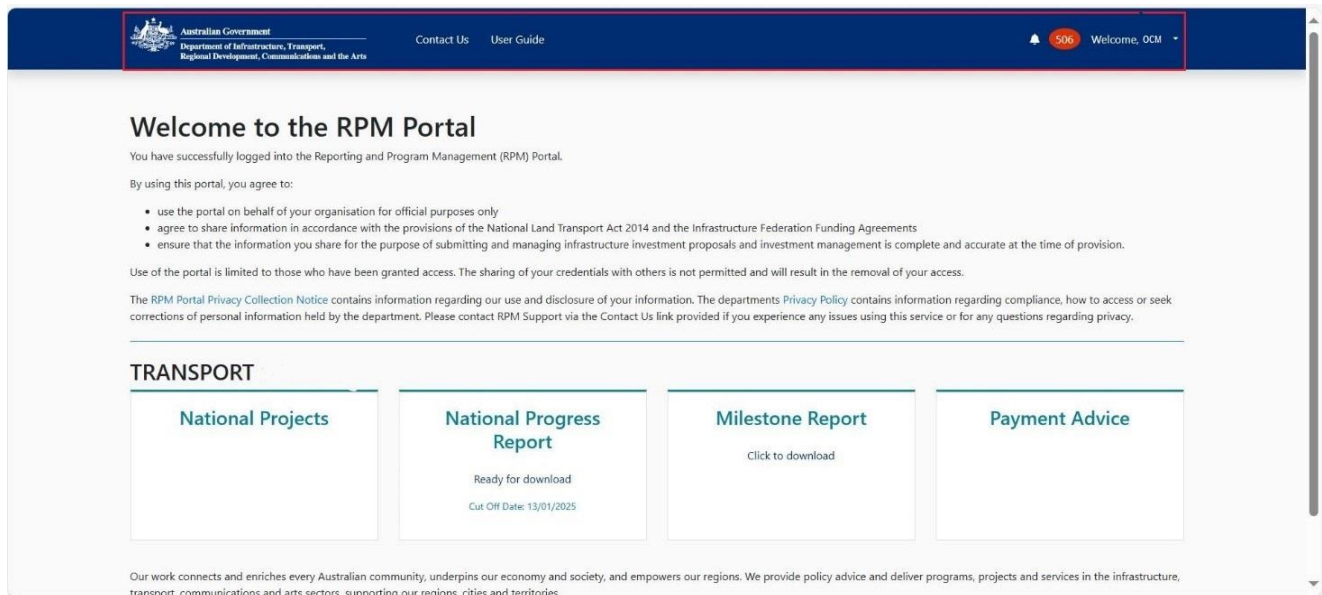
# 1. RPM Portal – access

Contact [RPM Support](#) for guidance on how to access the RPM Portal.

## 2. RPM Portal home page

The **RPM Portal** home page includes the following sections:

- RPM Portal ribbon
- Welcome to the RPM Portal
- four tiles, located beneath the name of your organisation:
  - [National Projects](#)
  - [National Progress Report](#)
  - [Milestone Report](#)
  - [Payment Advice](#).



### 2.1 RPM Portal ribbon

The RPM Portal ribbon includes:

- department logo
- Contact Us
- User Guide
- notification menu
- account menu.

#### 2.1.1 Department logo

Select the **department logo** on any screen to return to the RPM Portal home page.



## 2.1.2 Contact us

Select the **Contact Us** link to view contact details for RPM Support.

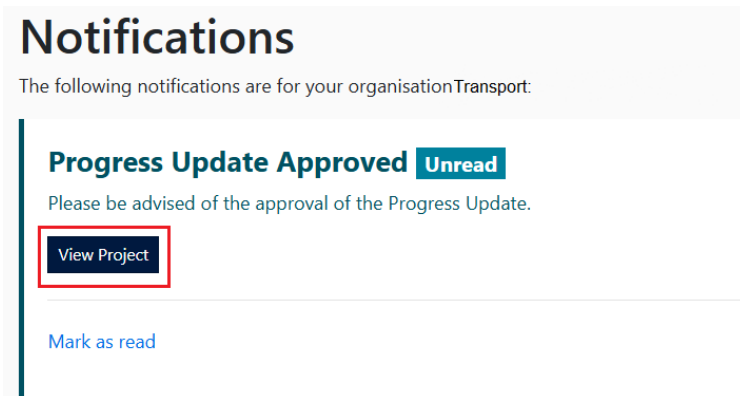


## 2.1.3 Notification menu

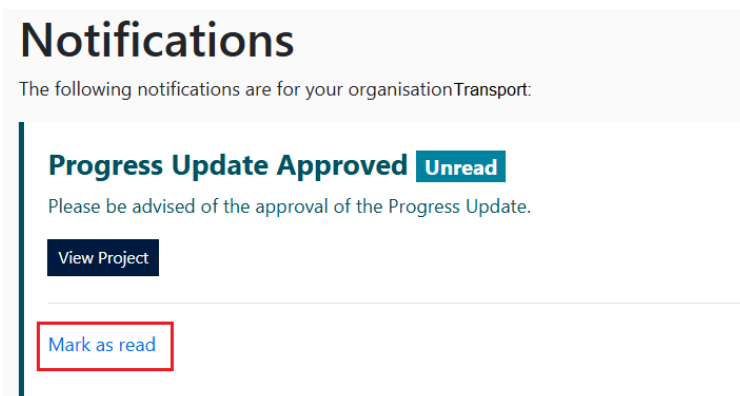
Select the **bell icon** to view notifications. The number next to the bell icon indicates the number of unread messages.



After selecting the **bell icon**, select the **View Project** button to view a notification.



When a notification has been viewed, select the **Mark as read** link. Note that selecting **Mark as Read** means the same notification will be marked as read for other Portal users from your organisation.

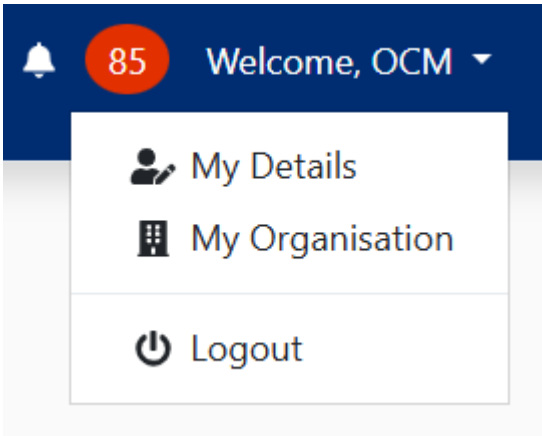


## 2.1.4 Account menu



Select the drop down arrow next to your user name to show the following options:

- **My Details**
- **My Organisation**
- **Logout.**



#### 2.1.4.1 My Details

Select the **My Details** drop down menu option to view and update your details. After making any updates, select the **Save** button.

### My Details

**i** To update your Organisation Name or Work Email Address, you will need to contact the RPM Support Team at [RPMSupport@infrastructure.gov.au](mailto:RPMSupport@infrastructure.gov.au) and provide evidence.

|  |                                   |                               |
|--|-----------------------------------|-------------------------------|
| First Name   | Last Name                         |                               |
| <input type="text" value="OCM"/>                               | <input type="text" value="User"/> |                               |
| Work Email Address   | Work Phone Number (optional)      | Work Mobile Number (optional) |
| <input type="text" value="Your.Name@yourorganisation.gov.au"/> | <input type="text"/>              | <input type="text"/>          |
| Organisation Name  | Job Title (optional)              |                               |
| <input type="text" value="Your Organisation"/>                 | <input type="text"/>              |                               |

**Save** **Cancel**

#### 2.1.4.2 My Organisation

Select the **My Organisation** drop down menu option to view the details for your organisation.

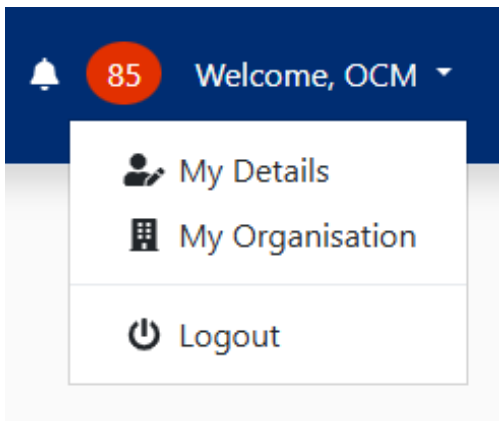
### My Organisation

**i** To update your organisation details, you will need to contact the RPM Support Team at [RPMSupport@infrastructure.gov.au](mailto:RPMSupport@infrastructure.gov.au).

|   |                                    |  |
|---|------------------------------------|--|
| Name  | Organisation Type                  | Jurisdiction                                   |
| <input type="text" value="Your Organisation Name"/>         | <input type="text" value="State"/> | <input type="text" value="Your jurisdiction"/> |
| ABN   | ACN                                |  |
| <input type="text" value="Your Organisation ABN"/>          | <input type="text"/>               |  |
| Phone   | Website                            |  |
| <input type="text" value="Your Organisation phone number"/> | <input type="text"/>               |  |
| Address   |                                    |  |
| <input type="text" value="Your Organisation Address"/>      |                                    |  |

### 2.1.4.3 Logout button

Select the **Logout** button to log out of the **RPM Portal**.



## 3. National Projects

The National Projects tile shows all Announced Projects that are associated with your organisation.

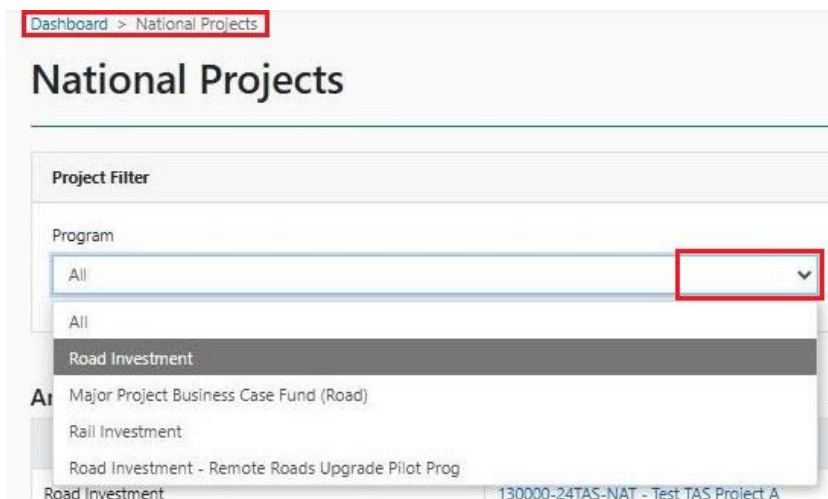
### 3.1 Find a Project

**Step 1:** From the home page, select the **National Projects** tile.



**Step 2:** To filter by Program, select the drop down arrow next to **All**, then select one of the Programs from the list. The Projects will be filtered by the selected Program. The default sorting of projects is by the assigned project number, from highest to lowest.

The words **Dashboard > National Projects** are shown at the top of the image. These are 'breadcrumbs', and they appear at the top of all RPM Portal pages, with the exception of the home page. In this example, select **Dashboard** to go back to the Home page.



**Step 3:** To view a specific project, select the link under the **Project** column.

Dashboard > National Projects

## National Projects

**Project Filter**

Program

Road Investment

### Announced Projects

| Program         | Project   |
|-----------------|---|
| Road Investment | <a href="#">130000-24TAS-NAT - Test TAS Project A</a> |

The selected project will open.

## 3.2 Project overview

The **Project Overview** displays information about the project, including:

- Left hand menu:
  - [Milestones](#)
  - [Funding Proposals](#)
  - [Supporting Documents](#)
  - [Download](#).
- Project Details.** This section provides general information about the project.
- Project Funding.** This section details the commitment amounts per funding source for the Project.

Dashboard > National Projects > Project 130000-24TAS-NAT

## 130000-24TAS-NAT Test TAS Project A

Status: Approved

Milestones
Funding Proposals
Supporting Documents
Download

### Project Overview

This section provides a snapshot of the project.

**Project Details**
Project Name  
Test TAS Project A
Project Start Date  
01/07/2024
Australian Government Commitment  
\$100,000
Approved Allocation  
\$100,000
Primary Contact  
-
Project Description  
Test 1

Program Name  
Road Investment
Project End Date  
30/06/2025
Total Project Cost  
\$100,000
Remaining Allocation  
\$100,000
Secondary Contact  
-

**Project Funding**

|                                  | \$               | %           |
|----------------------------------|------------------|-------------|
| Australian Government Commitment | \$100,000        | 100.00%     |
| State Government Commitment      | -                | N/A         |
| Council Commitment               | -                | N/A         |
| Other Commitment                 | -                | N/A         |
| Other Commonwealth Commitment    | \$0              | 0.00%       |
| <b>Total Project Cost</b>        | <b>\$100,000</b> | <b>100%</b> |

• **Australian Government Commitment by Financial Year.**

Australian Government Commitment by Financial Year

|                         |                      |
|-------------------------|----------------------|
| 2023/2024               | \$0                  |
| 2024/2025               | \$30,000,000         |
| 2025/2026               | \$30,000,000         |
| 2026/2027               | \$30,000,000         |
| 2027/2028               | \$26,000,000         |
| 2028/2029               | \$0                  |
| 2029/2030               | \$0                  |
| 2030/2031               | \$0                  |
| 2031/2032               | \$0                  |
| 2032/2033               | \$0                  |
| 2033/2034               | \$0                  |
| <b>Total Commitment</b> | <b>\$116,000,000</b> |

Project Contacts

Primary Contact

testing testing

Secondary Contact (optional)

Choose a secondary contact.

Add New Contact

Back

Save

- **Project Contacts** shows the **Primary** and **Secondary** Contacts for the Project.
  - To change the **Primary Contact** and **Secondary Contact** project contacts, select the field and choose a contact from the list that appears.
  - To add a new contact, select the **Add new Contact** button and complete the fields in the pop-up window.

Add Contact

First Name

Last Name

Work Email Address

Work Phone Number (optional)

Work Mobile Number (optional)

Job Title (optional)

Cancel

Save

### 3.3 Milestones

Select the **Milestones** button to view the Milestones for a Project.

Milestones

Funding Proposals

Supporting Documents

Download



The **Project Milestones** page shows two grids – **Draft Milestones** and **Submitted Milestones**.

Dashboard > National Projects > Project 130000-24TAS-NAT > Milestones

130000-24TAS-NAT Test TAS Project A

Status: Approved

[+ Add Milestone](#)

Project Milestones

Draft Milestones

| Milestone Number       | Phase | Description | Date | Milestone Amount |
|------------------------|-------|-------------|------|------------------|
| No Milestones in Draft |       |             |      |                  |

Submitted Milestones

| Milestone Number                  | Phase | Description | Date | Milestone Amount | Milestone Status | Payment Status | Payment Amount |
|-----------------------------------|-------|-------------|------|------------------|------------------|----------------|----------------|
| No Milestones have been Submitted |       |             |      |                  |                  |                |                |

### 3.3.1 How to create a new Milestone

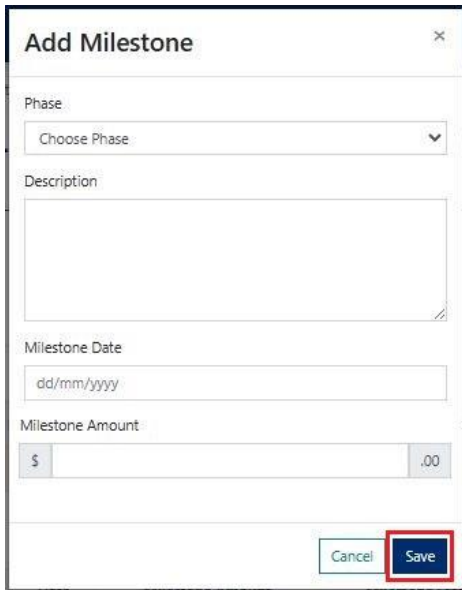
**Step 1:** To create a new Milestone, select the **Add Milestone** button.



**Step 2:** Complete the mandatory fields in the **Add Milestone** pop-up window:

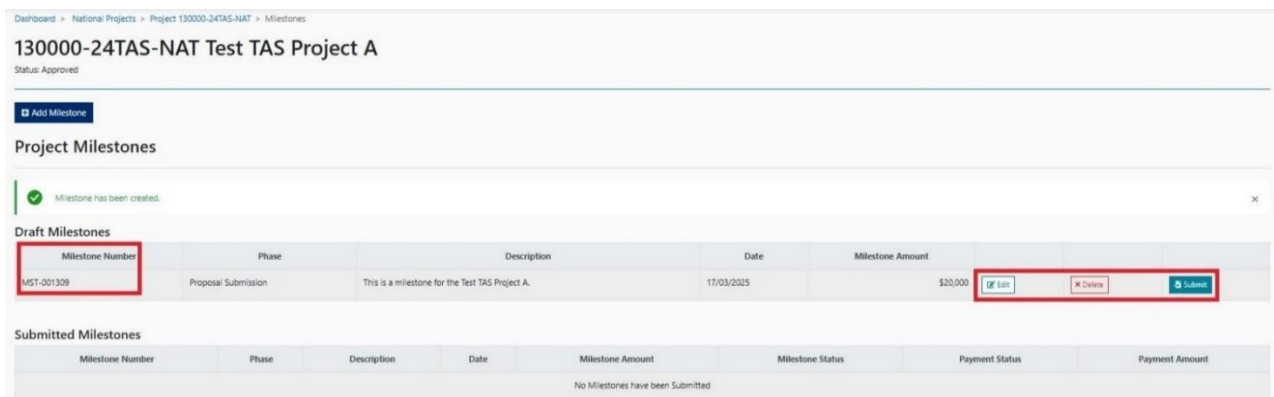
- **Choose Phase** drop down menu. Choose from the following options:
  - Proposal Submission
  - Planning
  - Early Works
  - Procurement
  - Construction
  - Completion
  - Post-Completion
  - Other.
- **Description** field. Select the field and enter text.
- **Milestone Date** field. Select the field, then:
  - select the date, or
  - enter the date manually (using the format dd/mm/yyyy).
- **Milestone Amount** field. Enter the amount.

Then select the **Save** button.



The 'Add Milestone' form contains the following fields: a 'Phase' dropdown menu with 'Choose Phase' selected; a 'Description' text area; a 'Milestone Date' input field with a date format 'dd/mm/yyyy'; and a 'Milestone Amount' input field with a dollar sign and a decimal field showing '.00'. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

**Step 3:** The Milestone will be saved in the **Draft Milestones** grid, with a unique **Milestone Number**. **Edit**, **Delete** and **Submit** buttons are located on the right hand side of the grid.



The 'Project Milestones' screen shows a breadcrumb trail: Dashboard > National Projects > Project 130000-24TAS-NAT > Milestones. The project name is '130000-24TAS-NAT Test TAS Project A' with a status of 'Approved'. There is an 'Add Milestone' button. A green message states 'Milestone has been created.' Below this is the 'Draft Milestones' table:

| Milestone Number | Phase               | Description                                     | Date       | Milestone Amount |  |
|------------------|---------------------|---|------------|------------------|--|
| MST-001309       | Proposal Submission | This is a milestone for the Test TAS Project A. | 17/03/2025 | \$20,000         | <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Submit</a> |

Below the draft milestones is the 'Submitted Milestones' section, which is currently empty with the message 'No Milestones have been Submitted'.

**Step 4:** To submit a Milestone for review, select the **Submit** button in the **Draft Milestones** grid.

A pop-up window will appear. Select the **Yes** button to submit the Milestone to the department. The Milestone will then appear in the Submitted Milestones grid.



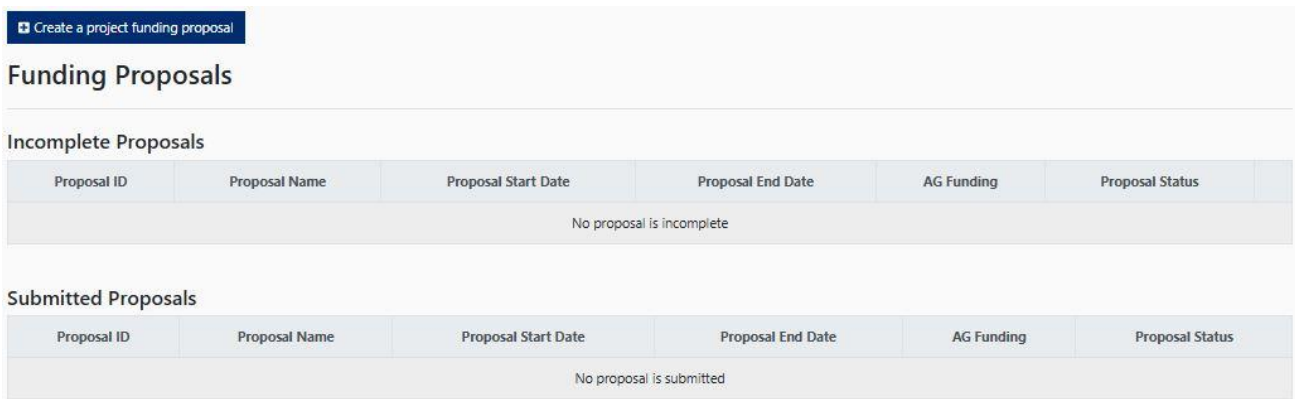
The 'Confirmation' pop-up window asks 'Are you sure you want to submit this milestone?'. At the bottom right, there are 'No' and 'Yes' buttons, with the 'Yes' button highlighted by a red box.

### 3.4 Funding Proposals

Select the **Funding Proposals** button.



The Funding Proposals page shows two grids – **Incomplete Proposals** and **Submitted Proposals**.



#### 3.4.1 Create a project funding proposal

**Step 1:** Select the **Create a project funding proposal** button.



**Step 2:** In the **Create Funding Proposal** page, the following fields are populated with information from the Project:

- **Program Type**
- **Program**
- **Project.**

Select the **Proposal Name** field and enter the name of the proposal. Then select the **Save & Continue** button.

### Create Funding Proposal

Program Type  
National

Program  
Road Investment

Project  
Test TAS Project A

Proposal Name

The Funding Proposal is saved in the **Incomplete Proposals** grid and a unique **Proposal ID** is generated. The Funding Proposal is created and the first section – **Proposal Overview** – is displayed.

### 3.4.2 Proposal Overview

The **Proposal Overview** contains **Project Details** fields in grey. These cannot be changed.

#### Project Details

|  |  |
|--|--|
| Project Name<br>Test TAS Project A                 | Program Name<br>Road Investment                            |
| Australian Government Commitment<br>\$ 100,000 .00 | Amount Unapproved<br>\$ 0 .00                              |
| Primary Contact<br>OCM User                        | Secondary Contact (optional)<br>Choose a secondary contact |
| <input type="button" value="Add New Contact"/>     |  |
| Project Description<br>Test                        |  |

The **Proposal Details** section is located below the Project Details section.

**Step 1:** Select the **Proposal Start Date** and **Proposal End Date** fields: To enter dates, either:

- select a date field, then choose a date from the calendar pop-up window
- select a date field, then enter the date manually, in the format dd/mm/yyyy.

The Start and End dates are indicative and can be changed by the department afterwards, and must fall within the Start and End dates for the parent project.

**Step 2:** Select the **Proposal Summary** field and enter text.

**Step 3:** Select one or more of the **Proposal Phase** checkboxes:

- **Scoping**
- **Delivery**
- **Development.**

**Step 4:** Select either:

- **Save** to save the information.
- **Save & Continue** to save the Proposal and proceed to the next section – **Proposal Costs**.

**Proposal Details**

Proposal Name

Funding proposals with Lat Long

Proposal Start Date: 23/04/2025

Proposal End Date: 23/05/2025

Proposal Summary

The summary gives a high-level overview of the proposal's rationale, objectives, location and how it fits into the scope of the project

Summary of lat long funding proposal.

Character Count: 37/10000

**Proposal Phase**

You can choose one or more, select all relevant phases for the proposal

☐ Scoping ☐ Development

☒ Delivery

### 3.4.3 Proposal Costs

**Step 1:** Select the fields in the **Funding Sought** column, then enter the funding amounts for the Proposal.

**Proposal Costs**

This section details the Australian Government funding sought for the Proposal

Overview

Costs

Location

Supporting Documents

Review

**Proposal Cost Breakdown**

Complete the Project Cost Breakdown Template for this proposal and attach in supporting documents.

**Funding Contribution**

Provide details of the funding sought

|                      | Funding Sought |       |      |   |
|----------------------|----------------|-------|------|---|
|                      |                |       |      | % |
| AG Contribution      | \$             | 0 .00 | 0.00 | % |
| State Contribution   | \$             | 0 .00 | 0.00 | % |
| Council Contribution | \$             | 0 .00 | 0.00 | % |
| Other                | \$             | 0 .00 | 0.00 | % |
| Other Commonwealth   | \$             | 0 .00 | 0.00 | % |
| Total                | \$             | 0 .00 | 0.00 | % |

Note: The **Total Funding** and **Funding Percentage** fields will calculate automatically as you enter information.

**Step 2:** Select the **Save and Continue** button to proceed to the next section – **Proposal Location**.

### 3.4.4 Proposal Location

There are multiple ways to complete the **Proposal Location** section. There are two radio button options:

- [Use Map and/or Coordinates](#)
- [Upload a GIS Shape Layer file.](#)

The screenshot shows the 'Proposal Location' form. On the left is a sidebar with links: Overview, Costs, Location (highlighted), Supporting Documents, and Review. The main content area has two radio buttons: 'Use Map and/or Coordinates' (selected and highlighted with a red box) and 'Upload GIS Shape Layer file (Uploaded at the supporting documentation step)'. Below the radio buttons are two tabs: 'Select from Map' and 'Enter Coordinates'. Under 'Select from Map' are sub-tabs for 'Map' and 'Satellite'. The rest of the form area is a large blue rectangle.

#### 3.4.4.1 Use Map and/or Coordinates

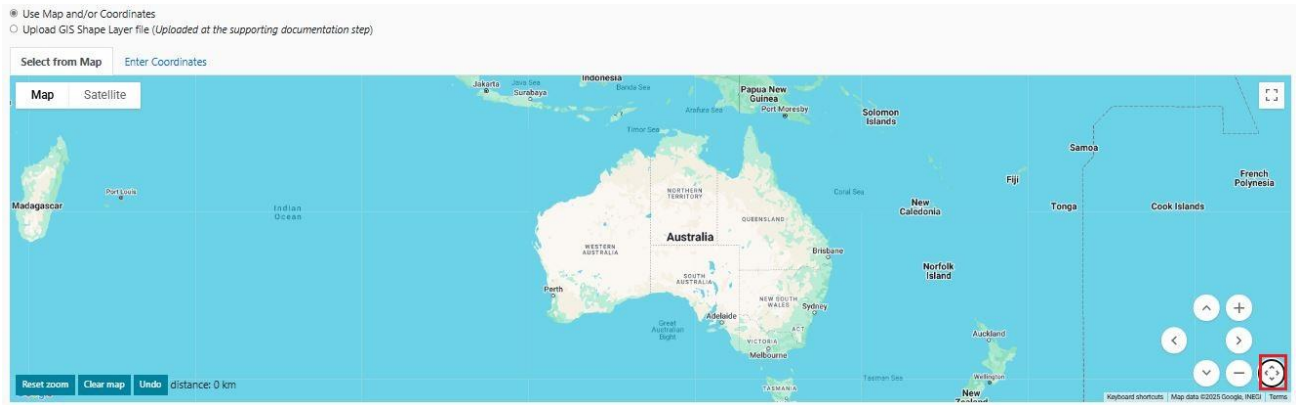
The **Use Map and/or Coordinates** radio button contains two tabs:

- **Select from Map**
- **Enter Coordinates.**

This screenshot is similar to the previous one but shows the 'Select from Map' and 'Enter Coordinates' tabs highlighted with a red box. Below these tabs, the text 'Enter one or more points below in decimal Lat/Long format:' is visible, followed by a 'Latitude' input field.

#### Select from Map:

- Select the **Map camera controls** to access the following controls: Move up, Move down, Move left, Move right, Zoom in and Zoom out.
- **Select and hold** to move the map.
- **Click the map** to drop coordinates for the project.



### Enter Coordinates:

- Select the **Add a point** button to create **Latitude** and **Longitude** fields. Then select the **Latitude** and **Longitude** fields and enter the coordinates.
- Select the **Location Comment** field and enter text.

### Proposal Location

Overview
Costs
Location
Supporting Documents
Review

☒ Use Map and/or Coordinates
☐ Upload GIS Shape Layer file (Uploaded at the supporting documentation step)

Select from Map
Enter Coordinates

Enter one or more points below in decimal Lat/Long format:

Latitude
Longitude

Location Comment (optional)

### 3.4.4.2 Upload GIS Shape Layer file

As an alternative, select the **Upload the GIS Shape Layer file** button.

### FP-00001024 New Proposal

### Proposal Location

Overview
Costs
Location
Supporting Documents
Review

☐ Use Map and/or Coordinates
☒ Upload GIS Shape Layer file (Uploaded at the supporting documentation step)

Location Comment (optional)

If applicable, select the **Location Comment** field and enter information.

Note: The **GIS Shape Layer file** is uploaded in the next step, **Supporting Documents**.

When you have finished entering Proposal Location information, select the **Save & Continue** button to proceed to the next section – **Supporting Documents**.

### 3.4.5 Supporting Documents

#### 3.4.5.1 How to add a supporting document

**Step 1:** Select the **Add Supporting Document** button.

The screenshot shows the 'Supporting Documentation' page. On the left is a sidebar with links: Overview, Costs, Location, Supporting Documents (highlighted), and Review. The main content area has a header 'Please attach all required documents' with an information icon. Below this is a list of document types: Project Proposal, Project Cost Breakdown, Benefit Cost Ratio, Indigenous Participation Plan, Business Case, Map, and Other. At the bottom of this list, the 'Add Supporting Document' button is highlighted with a red rectangular box. Below the list are three buttons: Back, Save, and Save & Continue.

**Step 2:** Complete the fields in the **Add Attachment** pop-up window, then select the **Save** button.

The screenshot shows the 'Add Attachment' pop-up window. It has a title bar with a close button. Inside, there is a 'File Upload' section with a 'Choose file' button and a 'Browse' button. Below this are two dropdown menus: 'Attachment Type' with the text 'Choose an attachment type' and 'Classification' with the text 'Choose a classification'. At the bottom right, there are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted by a red rectangular box.

Note:

- Two **Classification** options are available – **Official** and **Official: Sensitive**. For Commercial-in-Confidence documents, select **Official: Sensitive**. For other documents, select **Official**.
- Files sizes of up to 20MB are allowed, and only the following file types will be accepted: pdf, docx, xlsx, jpeg, jpg, shp, geojson, zip.
- If **Upload GIS Shape Layer file** was selected in the **Proposal Location** section, upload your Shape Layer file using the **Add Attachment** window.



**Step 3:** Back on the **Supporting Documentation** page, select the **Save & Continue** button to proceed to the next section – **Review and submit proposal**.

FP-00001339 Test Proposal

---

### Supporting Documentation

[Overview](#)  
[Costs](#)  
[Location](#)  
[Supporting Documents](#)  
[Review](#)

✓ Attachment has been successfully deleted.

ⓘ Please attach all required documents and any additional documents that may assist in the

Documents

- Project Proposal
- Project Cost Breakdown
- Benefit Cost Ratio
- Indigenous Participation Plan
- Business Case
- Map
- Other

|                 |                        |
|-----------------|------------------------|
| Filename        | Test Document Two.docx |
| Attachment Type | Other                  |
| Classification  | Official               |

✕ Delete

Add Supporting Document

Back

Save

Save & Continue

Note that the following options are available:

- Download and view a previously uploaded document
- [Delete a previously uploaded document](#).

### 3.4.5.2 How to download and view a previously uploaded document

**Step 1:** Select the **Filename** hyperlink for the document.

FP-00001339 Test Proposal

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### Supporting Documentation

[Overview](#)  
[Costs](#)  
[Location](#)  
[Supporting Documents](#)  
[Review](#)

✓ Attachment has been successfully deleted.

ⓘ Please attach all required documents and any additional documents that may assist in the

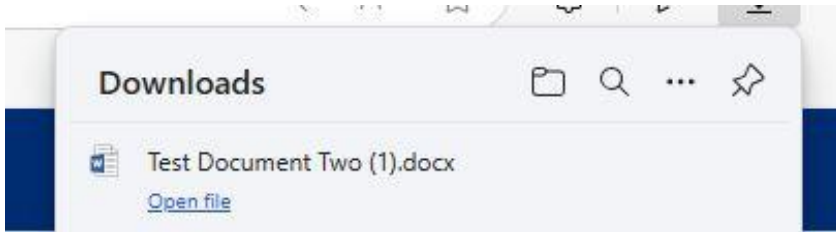
Documents

- Project Proposal
- Project Cost Breakdown
- Benefit Cost Ratio
- Indigenous Participation Plan
- Business Case
- Map
- Other

|                 |                        |
|-----------------|------------------------|
| Filename        | Test Document Two.docx |
| Attachment Type | Other                  |
| Classification  | Official               |

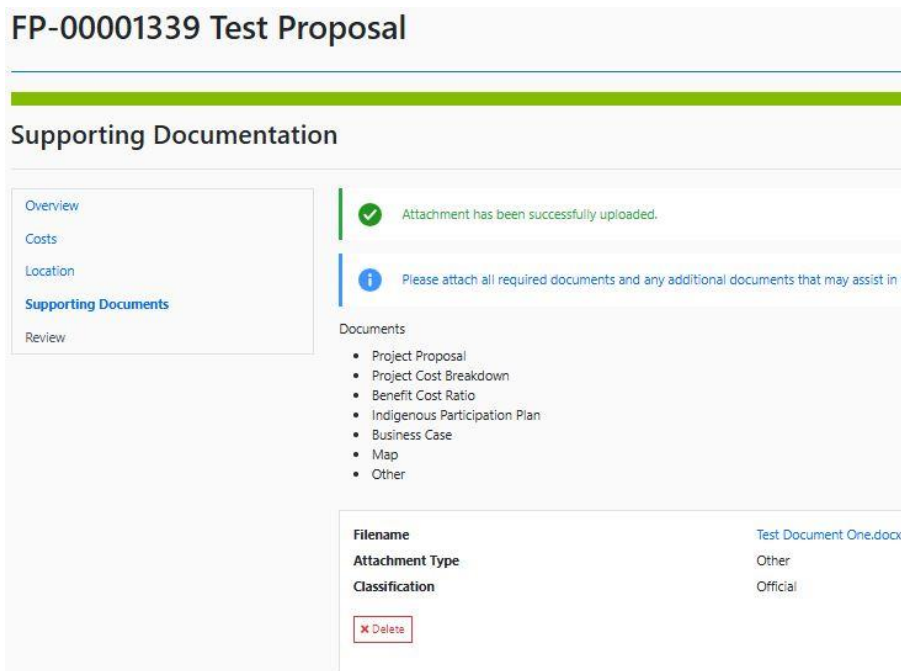
✕ Delete

**Step 2:** The document will download to your computer. Open the file directly from the browser, or from File Explorer.

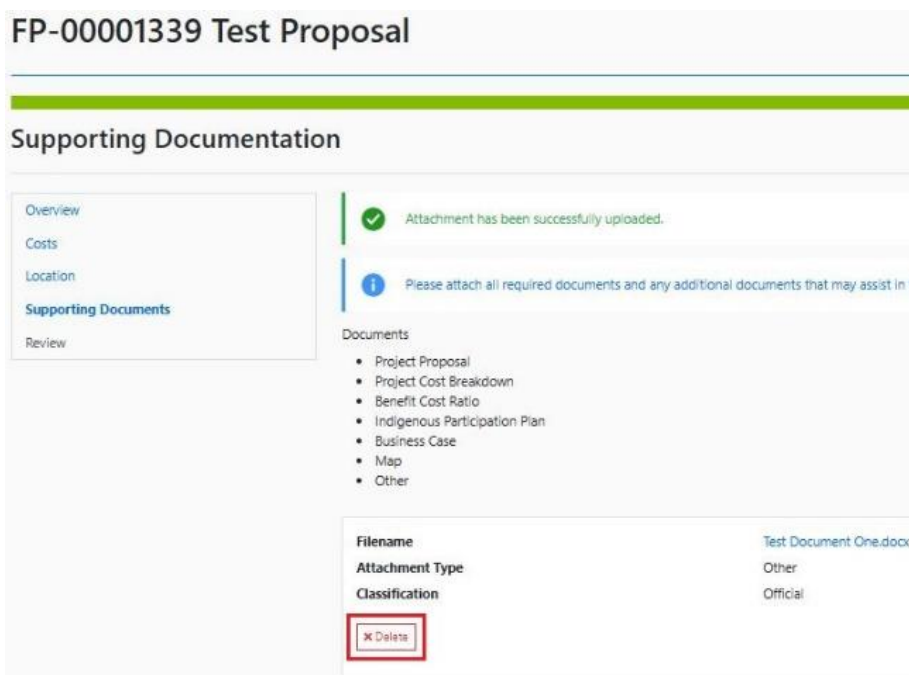


### 3.4.5.3 How to delete a previously uploaded document

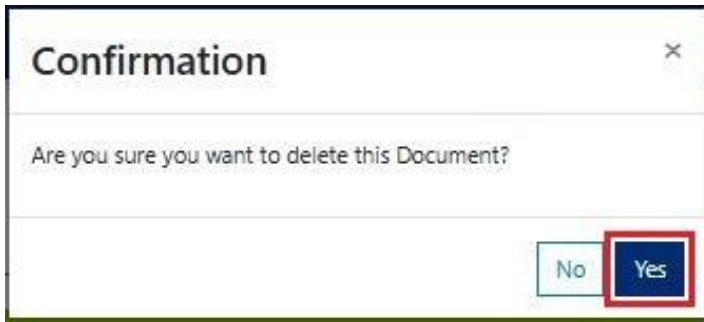
**Step 1:** Identify the document.



**Step 2:** Select the **Delete** button.



**Step 3:** In pop-up window select the **Yes** button.

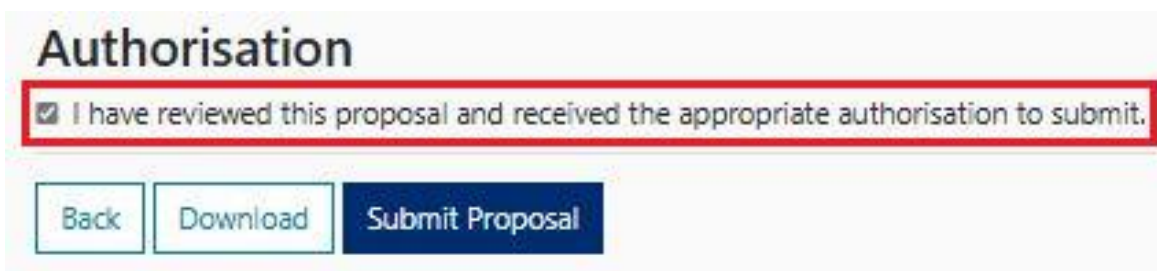


The document is deleted and no longer shows in the **Supporting Documentation** screen.

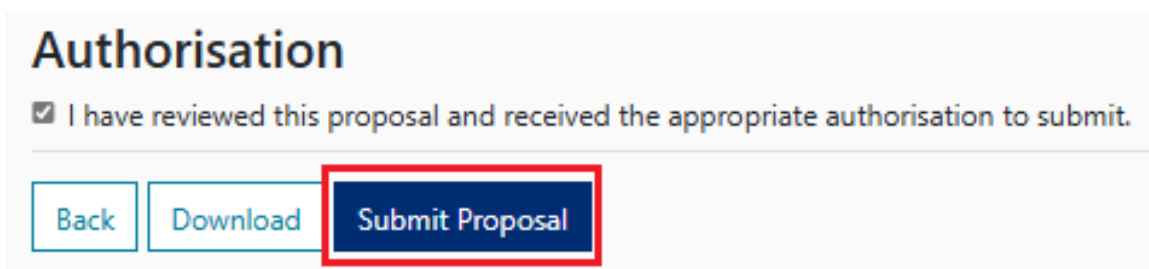
### 3.4.6 How to review and submit a proposal

The **Review and submit proposal** page states 'Please review the proposal before finalising the submission'. This section provides an overview of all information entered in the Proposal – including any uploaded documents – in addition to relevant Project information.

**Step 1:** If all information is correct and appropriate authorisation has been provided by your organisation, select the **I have reviewed this proposal and received the appropriate authorisation to submit** checkbox.



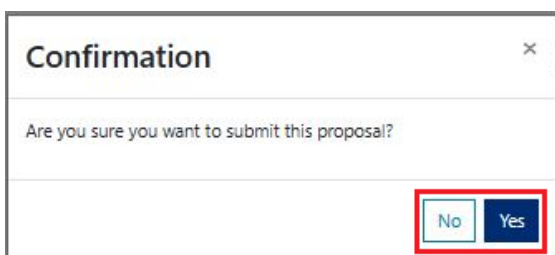
**Step 2:** Select the **Submit Proposal** button to submit the Funding Proposal, including all supporting documents.



**Step 3:** In the Confirmation pop-up window:

- Select the **No** to leave the Proposal in the **Incomplete Proposals** grid with no changes

Select **Yes** to submit the Proposal to the department.



The Proposal appears in the **Submitted Proposals** grid.

Dashboard > Projects > Project 702857RPM > Funding Proposals

## 702857RPM Sprint 10 - National Project - NSW9

Status: Approved

[+ Create a project funding proposal](#)

### Funding Proposals

#### Incomplete Proposals

| Proposal ID | Proposal Name | Proposal Start Date |
|-------------|---------------|---------------------|
|-------------|---------------|---------------------|

#### Submitted Proposals

| Proposal ID | Proposal Name                               |            |
|-------------|---|------------|
| FP-00001339 | <a href="#">FP-00001339 - Test Proposal</a> | 04/03/2025 |

### 3.4.7 How to download and view the submitted Proposal

**Step 1:** From the screen for the **Funding Proposal**, select the **Download** button.

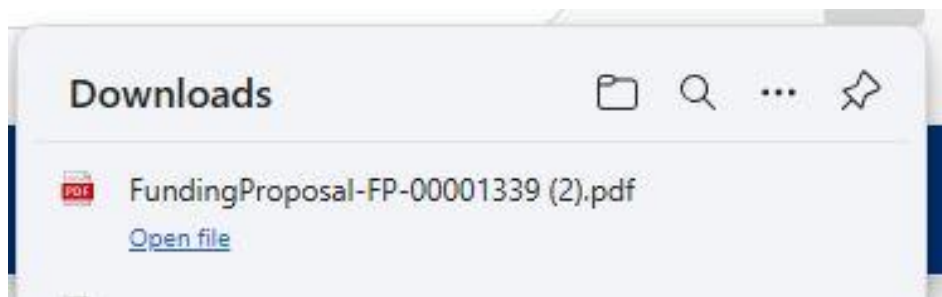
Dashboard > Project 702857RPM > Funding Proposals > FP-00001339

## FP-00001339 Test Proposal

Status: Under Assessment

[Download](#) Project Details

**Step 2:** The document will download to your computer. Open the file directly from the browser, or from File Explorer.



## 3.5 Supporting Documents

### 3.5.1 How to add supporting documents to a Project

**Step 1:** To add supporting documents to a project, select the **Supporting Documents** button.

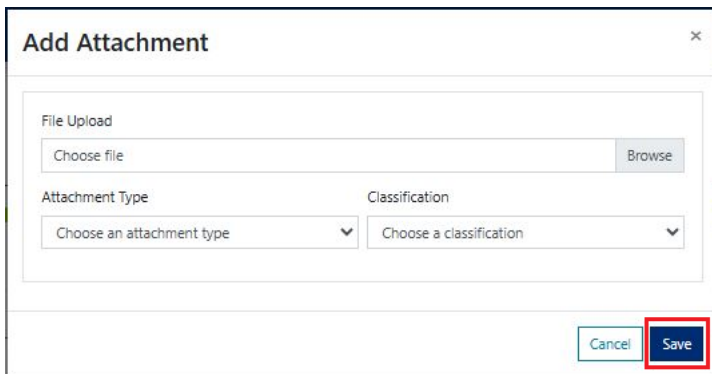


**Step 2:** Select the **Add Supporting Document** button.



**Step 3:** Complete the fields in the **Add Attachment** pop-up window, then select the **Save** button. To choose a classification:

- Use **Official: Sensitive** for Commercial-in-Confidence documents
- Use **Official** for other documents.

A screenshot of a 'Add Attachment' pop-up window. It has a title bar with a close button (X). The window contains a 'File Upload' section with a 'Choose file' input and a 'Browse' button. Below this, there are two dropdown menus: 'Attachment Type' with the text 'Choose an attachment type' and 'Classification' with the text 'Choose a classification'. At the bottom right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red border.

**Step 4:** The uploaded file appears in the Portal.

Dashboard > Projects > Project 702852RPM > Documentation

### 702852RPM Sprint 10 - National Project - NSW4

Status: Approved

Attachment has been successfully uploaded.

#### Supporting Documents

Please attach any supporting Project documentation. File sizes of up to 20MB are allowed and only the following file types will be accepted: pdf, docx, xlsx, png, jpeg, jpg, shp, geotiff, zip.

Documents

- Post Completion Report
- Project Cost Breakdown
- Business Case
- Map
- Other

|                 |                        |
|-----------------|------------------------|
| Filename        | Test Document One.docx |
| Attachment Type | Other                  |
| Classification  | Official               |

[Add Supporting Document](#)

### 3.5.2 How to download and view a document that was previously uploaded

**Step 1:** Identify the document.

Dashboard > Projects > Project 702857RPM > Documentation

### 702857RPM Sprint 10 - National Project - NSW9

Status: Approved

#### Supporting Documents

Please attach any supporting Project documentation. File sizes of up to 20MB are allowed and only the following f

Documents

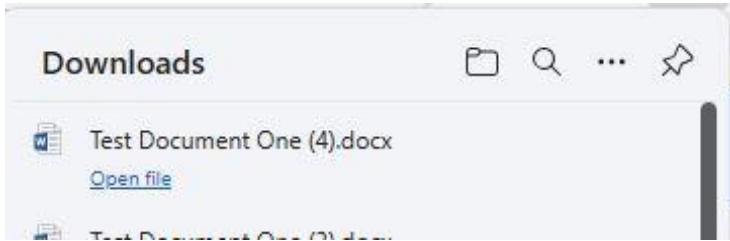
- Post Completion Report
- Project Cost Breakdown
- Business Case
- Map
- Other

|                 |  |
|-----------------|--|
| Filename        | <a href="#">Test Document One.docx</a> |
| Attachment Type | Other                                  |
| Classification  | Official                               |

**Step 2:** Select the Filename hyperlink.

|                 |  |
|-----------------|--|
| Filename        | <a href="#">Test Document One.docx</a> |
| Attachment Type | Other                                  |
| Classification  | Official                               |

**Step 3:** The document will download to your computer. Open the file directly from the browser, or from File Explorer.

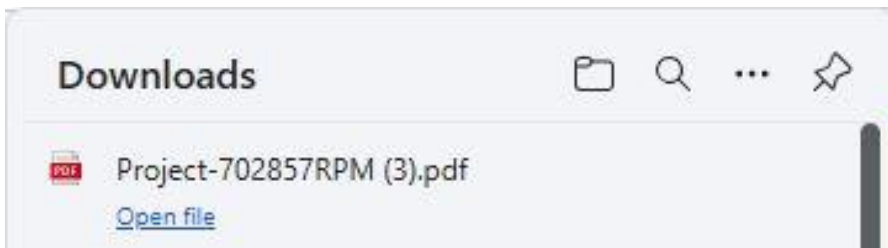


### 3.6 How to download a Project Overview

To download a copy of the Project Overview, select the **Download** button, located on the left hand side of the Project Overview page.



The **Project Overview .pdf** file will be downloaded to your computer.



## 4. National Progress Report

**Step 1:** From the [RPM Portal Home Page](#), select the **National Progress Report** tile.



Note:

- In this example, the text in the National Progress Report tile reads:

*Ready for download.*

*Cut Off Date 13/01/2025*



- The following month, this will read:

*Cut Off Date 13/02/2025*

- When the Progress Report has been submitted, the text will change to:

*Processed successfully*

When the Progress Report has been approved by the department, the text will change to:

*Approved*

**Step 2:** Select the **Download Template** button.

National Progress Report

|                            |                              |                                     |
|----------------------------|------------------------------|-------------------------------------|
| Uploaded File              | Status<br>Ready for download | Last Modified<br>01/02/2025 2:05 AM |
| Cut Off Date<br>13/02/2025 |                              |                                     |

[Download Template](#) [Submit Data File](#)

The report will be downloaded to your computer.

**Step 3:** Open the Progress Report and start completing all blank fields. This includes:

- The **Actual Expenditure** columns – enter the total expenditure for the previous month.
- The **Forecast Expenditure** columns – enter the estimated expenditure for this month and the next.

This is only an excerpt from the National Progress Report spreadsheet.

| Actual Expenditure Month-1 AG | Actual Expenditure Month-1 State | Actual Expenditure Month-1 LGA | Actual Expenditure Month-1 Other |
|-------------------------------|----------------------------------|--------------------------------|----------------------------------|
|                               |                                  |                                |                                  |
|                               |                                  |                                |                                  |
|                               |                                  |                                |                                  |
|                               |                                  |                                |                                  |

Some fields, like the Progress Description, will populate with data from the previous month. These fields only need to be updated if there have been changes since the last report.

The Cumulative Expenditure field is there for reference only and calculates the total expenditure to date, based on the reported actual expenditure from previous months. Any updates made by proponents to these fields in the template will cause an error message in the RPM system once it is processed.

| Cumulative Expenditure Month-2 AG | Cumulative Expenditure Month-2 State | Cumulative Expenditure Month-2 LGA | Cumulative Expenditure Month-2 Other |
|-----------------------------------|--------------------------------------|------------------------------------|--------------------------------------|
| 0.00                              | 0.00                                 | 0.00                               | 0.00                                 |
| 0.00                              | 0.00                                 | 0.00                               | 0.00                                 |
| 21.00                             | 1.00                                 | 1.00                               | 1.00                                 |
| 21.00                             | 1.00                                 | 1.00                               | 1.00                                 |
| 21.00                             | 1.00                                 | 1.00                               | 1.00                                 |

**Step 4:** When you have completed the report, save the document ready for submission.

**Step 5:** Go back to the RPM Portal. To submit the Progress Report, select the **Submit Data File** button.

National Progress Report

|                            |                              |                                     |
|----------------------------|------------------------------|-------------------------------------|
| Uploaded File              | Status<br>Ready for download | Last Modified<br>01/02/2025 2:05 AM |
| Cut Off Date<br>13/02/2025 |                              |                                     |

[Download Template](#) [Submit Data File](#)



**Step 6:** In the **Submit Data File** pop-up window, select the **Choose file** field to select a file to upload.

**Step 7:** Find the required file from your file explorer folder and select **Open**.

The selected file will appear in the **Submit Data File** pop-up window.

**Step 8:** Select the **Submit** button.

**Step 9:** The Progress Report Status will update to **Processing data file** and RPM will begin to validate the submission. This can be a lengthy process, and can take up to 30 minutes for large organisations with a lot of projects.

**Step 10:** If the validation is unsuccessful, the Progress Report Status will update to **Processing failed**.

To view errors, select the **View Details** button.

Resolve any errors within the template.

To resubmit the report, select the **Submit New Data File** button.

**Step 11:** If the validation is successful, the Progress Report Status will update to **Processed successfully** and an overview grid will load.

Select the **Add Attachment** hyperlink to upload supporting documentation.

| Uploaded File                              | Status                   | Last Modified      |
|--|--------------------------|--------------------|
| Template-NationalProgressUpdateSubmission- | ✓ Processed successfully | 17/07/2024 3:35 PM |
| Cut Off Date                               |                          |                    |

[Download Template](#)
[Download Data File](#)

| Attachments                    | Project Number | Project Name | Approved Allocation Amount | Total Payments | Cumulative AG Expenditure | Actual AG Expenditure for Month - 1 | Forecast AG Expenditure Current Month | Forecast AG Expenditure Month + 1 | Requested Payment |
|--------------------------------|----------------|--------------|----------------------------|----------------|---------------------------|-------------------------------------|---------------------------------------|-----------------------------------|-------------------|
| <a href="#">Add Attachment</a> |                |              |                            |                |                           |                                     |                                       |                                   |                   |

You are required to upload 'Evidence' if a Project has a **Requested Payment** in the Progress Report. The RPM Portal does not currently have a feature for downloading Progress Reports from previous months.

## 5. Milestone Report

**Step 1:** From the [RPM Portal home page](#), select the **Milestone Report** tile.

TRANSPORT

National Projects

National Progress Report

Ready for download

Cut Off Date: 13/01/2025

Milestone Report

Click to download

Payment Advice

The report will download to your computer.

**Step 2:** The **Milestone Report** is for information only and does not need to be resubmitted. The Report details all scheduled Milestones by Project for the current and next financial year.

Once a Milestone is **Approved**, the amount will appear in the relevant month column.

| Project Number | Project Name | Jul 2024 | Aug 2024 | Sep 2024 | Oct 2024 | Nov 2024 | Dec 2024 | Jan 2025 | Feb 2025 | Mar 2025 | Apr 2025 | May 2025 | Jun 2025 |
|----------------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|                |              |          |          |          |          |          |          |          |          |          |          |          |          |
|                |              |          |          |          |          |          |          |          |          |          |          |          |          |
|                |              |          |          |          |          |          |          |          |          |          |          |          |          |

| Unpaid Approved Milestones | YTD Payments Total | FY Allocation |
|----------------------------|--------------------|---------------|
|                            |                    |               |
|                            |                    |               |
|                            |                    |               |

Additional columns provide the following information from the Project:

- Total of Unpaid Approved Milestones
- Total Year to Date (YTD) Payments
- The AG Commitment Amount for this financial year.

## 6. Payment Advice

**Payment Advice** can be downloaded month-by-month, and also part way through the month.

**Step 1:** From the [RPM Portal home page](#), select the **Payment Advice** tile.



**Step 2:** Use the drop down menus to filter by **Month** and **Year**.

Payment Advice

Filter

Month:  Year:

**Step 3:** In this example, Payment Advice has been filtered to show January 2025. You can also download the filtered **Payment Advice** as a data file. To do this, select the **Download Data File** button.

Payment Advice

Filter

Month:  Year:

[Download Data File](#)

| Project Name  | Project Number | Payment Date | Payment Amount |
|---|----------------|--------------|----------------|
| Freight Rail Revitalisation - Tranche 4 - Off Network | AS-NP          | 16/01/2025   | \$100          |
| Freight Rail Revitalisation - Tranche 4 - Off Network | AS-NP          | 16/01/2025   | -\$100         |

The Project numbers have been obscured in this example.

**Step 4:** To download a Payment Advice part way through the month, select the drop down menu next to **Please select a month**. In this example, **Payment Advice** for February (to date) has been chosen.

Dashboard > Payment Advice

Payment Advice

Filter

Month:  Year: