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

LAND TRANSPORT INFRASTRUCTURE DIVISION | RPM TASKFORCE

RPM Portal User Guide

July 2024

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Accessing the RPM Portal

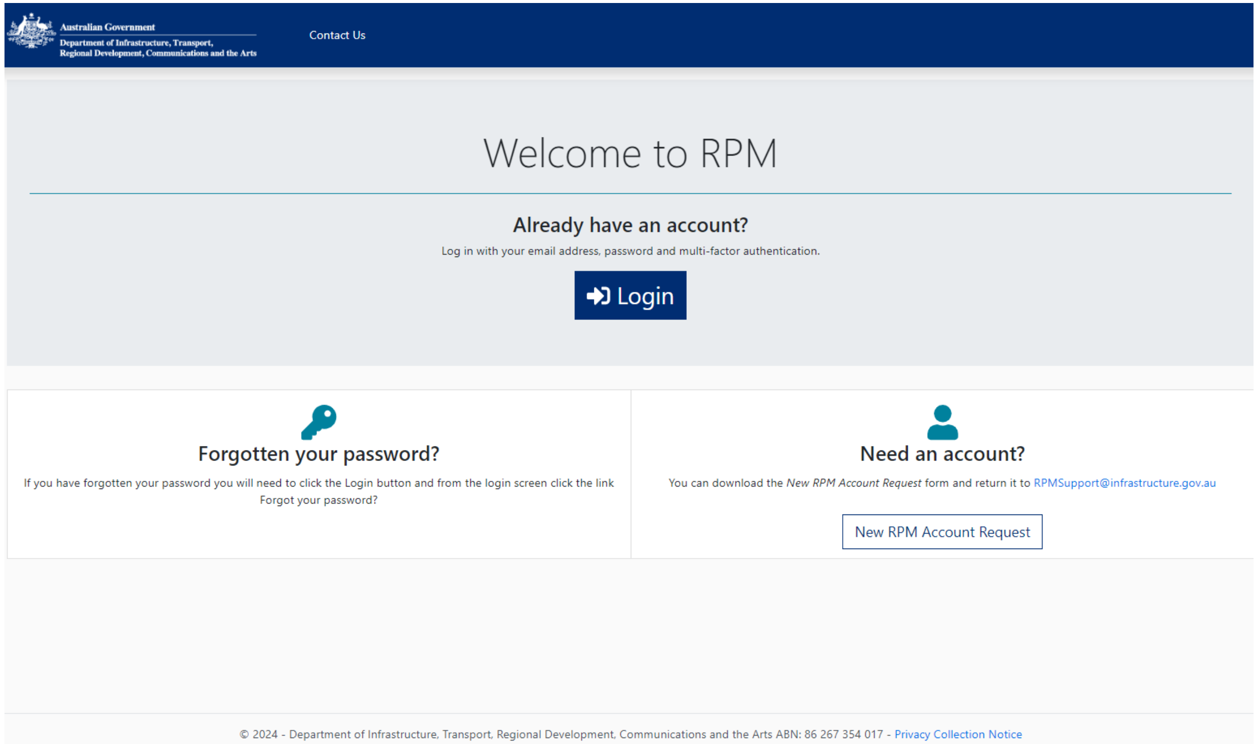
The RPM Portal can be accessed from the following link:

[RPM Portal (infrastructure.gov.au)]

The Login page of the RPM Portal will open.

Click the 'Login' button and follow the prompts.

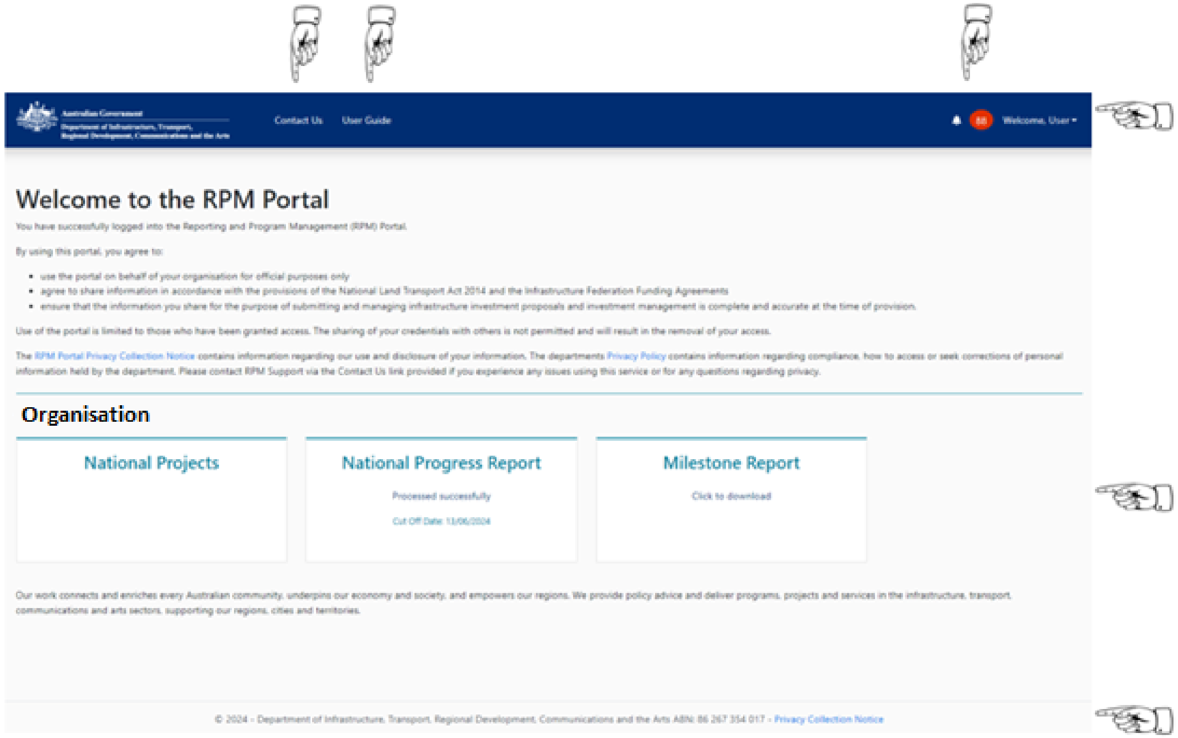
You will be taken to the ***RPM Portal Home Page*** which contains a dashboard that you can use to perform your work.



RPM Portal Home Page

From the Portal Home Page, you can:

- ***Click* 'Contact Us'** to access information on how to contact the RPM Support Team
- ***Click* 'User Guide'** to access information about how to use the portal
- ***Click the bell icon*** to see notifications sent to you
- ***Click the down arrow*** next to your name to view your **Details**, your **Organisational Details** and to **Logout.**



The dashboard contains ***tiles*** that you can ***click*** to access your organisation's **Projects**, **Progress Reporting** and **Milestone Report**.

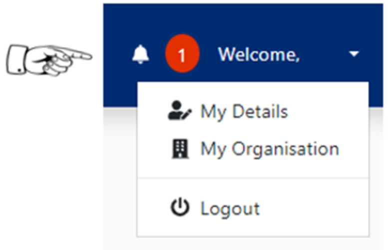
Information relating to Privacy can be viewed by ***clicking the link*** to the department's **Privacy Policy** or the **RPM Portal Privacy Collection Notice**.

‘My Details’ and ‘My Organisation’

1

To view your details or the details recorded for your organisation, ***click the down arrow*** in the top right-hand corner.

Select the option you wish to access.



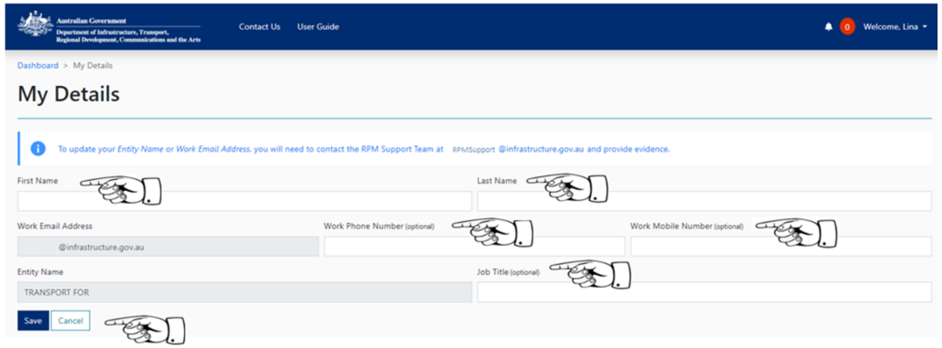
Note: This is also where you can **Logout** of the Portal.

2

In the **‘My Details’** screen, the following fields can be updated:

- First Name
- Last Name
- Work Phone Number
- Work Mobile Number
- Job Title

After making any changes, ***click* ‘Save**’ to save the information.

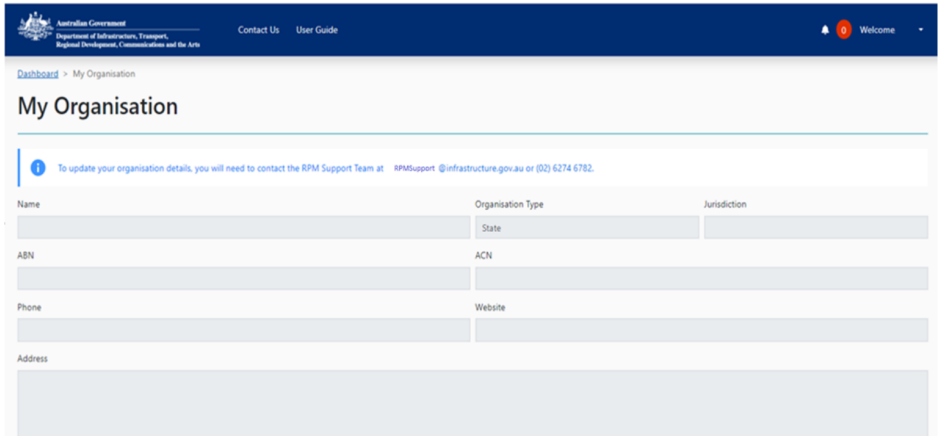


Note: To update your *Work Email Address* or the *Organisation* you are recorded against, contact the RPM Support Team at RPMSupport@infrastructure.gov.au.

3

In the **'My Organisation'** screen, the details for your Organisation are provided.

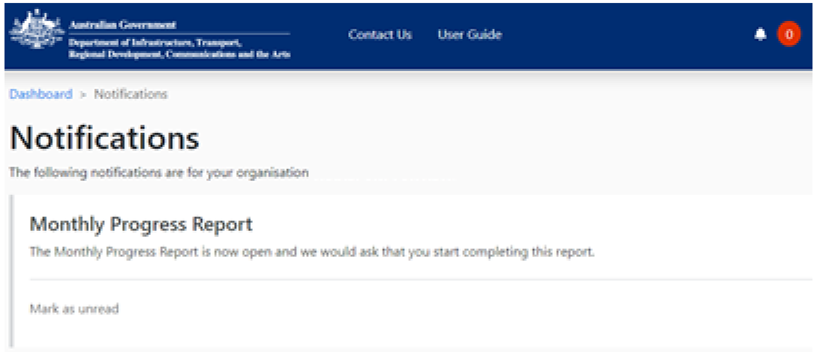
You cannot make any changes in this screen.



Note: To update any details on this page, contact the RPM Support Team at RPMSupport@infrastructure.gov.au.

Notifications

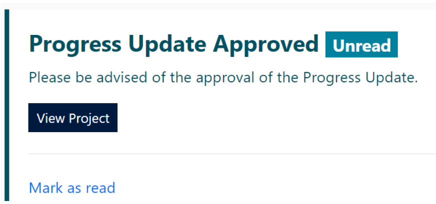
1 To view your **Notifications**, ***click the bell*** at the top right-hand corner.



A ***list of notifications*** is displayed.

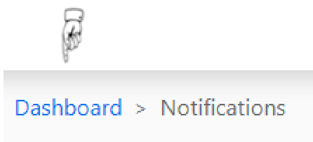
2 Some **Notifications** contain buttons which will take you to the relevant area of the Portal.

Click the button to access.



Once a notification has been viewed***, click* ‘Mark as Read’**.

3 To return to the **Home Page**, use the *breadcrumbs* at the top of the screen. ***Click* ‘Dashboard’**.



Clicking the Department Logo at the top of the screen will also return you to the **Home Page**.

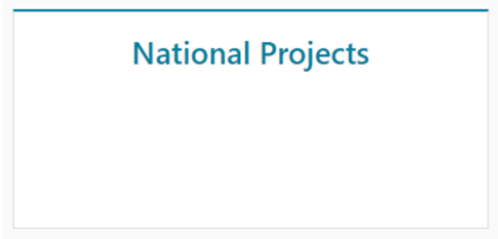
The **RPM Portal Home Page** will be opened.

Projects

Find a Project

1

From the **Home Page**, ***click*** the **'National Projects'** tile.



A new screen is displayed which lists all ***Announced Projects*** as well as a ***Filter*** which can be used to filter the Projects by Program.

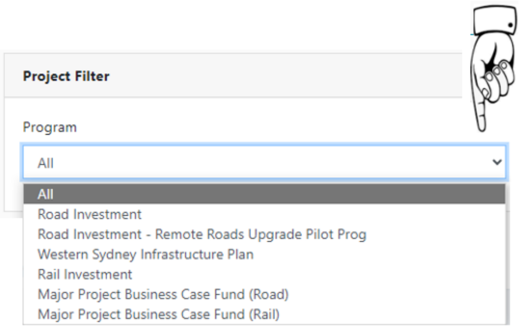
2

To ***filter*** by Program:

Click the down arrow under **'Program'**

Select the **Program** from the list displayed.

The **Projects** will be filtered by the selected program.

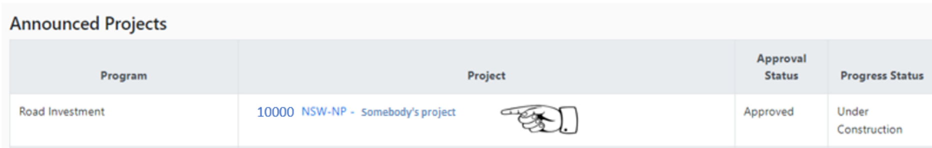


Note: The ***default sorting*** is based on the project number assigned to each project, from ***highest project number*** to ***lowest project number*** order.

3

To access a **Project**, ***click the link*** under the **'Project'** column.

The selected **Project** will open.



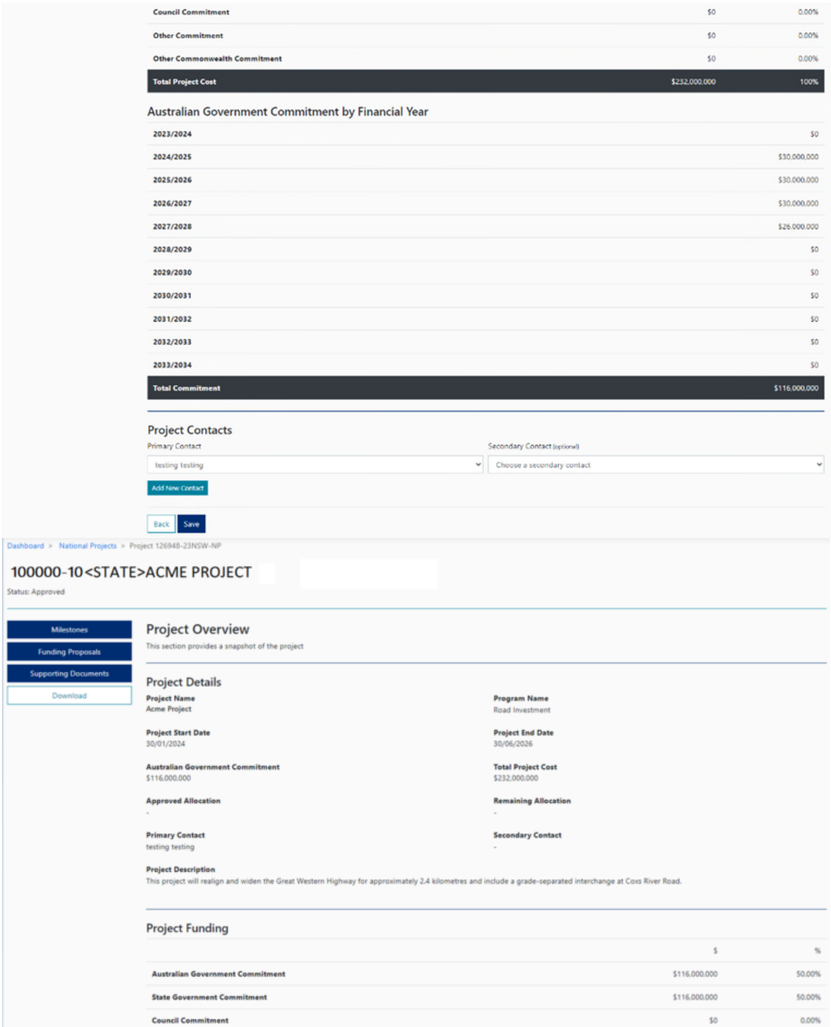
Tip: An **Approved Project** has an Approved Instrument.

Project Overview

1 The Project Overview displays information from the RPM System.

There are four buttons on the left-hand side of the page:

- **'Milestones'** is where you can manage Project Milestones.
- **'Funding Proposals'** is where you can submit Project Funding Proposals.
- **'Supporting Documents'** is where you can upload Project documentation.
- **'Download'** allows you to download the Project Overview.



The **'Project Details'** section provides general overview information about the project.

The **'Project Funding'** section details the Commitment Amounts per funding source.

The **'Australian Government Commitment by Financial Year'** section details the funding profile for the Project.

Under the **'Project Contacts'** section, you can change the **Primary** and **Secondary Contacts** for the Project.

Click the fields and ***select*** the contact from the list.

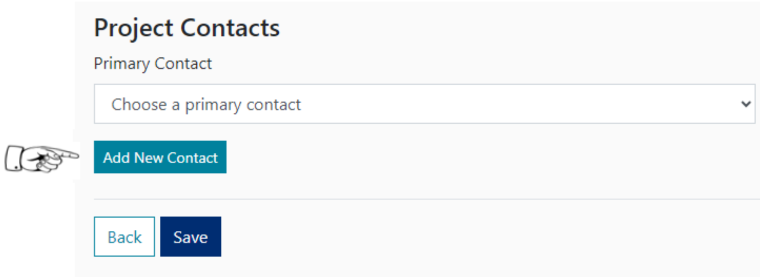
Click **'Save'** if any changes are made.

Project Contacts

1

Under the **'Project Contacts'** section of the Project Overview, you can add new Project Contacts

Click the **'Add New Contact'** button.



The **'Add Contact'** ***pop-out window*** will open.

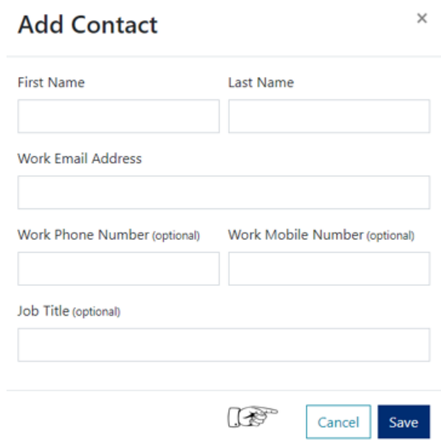
2

There are *mandatory fields* that must be completed before you can Save the new contact.

Click the fields and ***enter*** the following information:

- **First Name**
- **Last Name**
- **Work Email Address**

Click **'Save'** to save the information or **'Cancel'**.

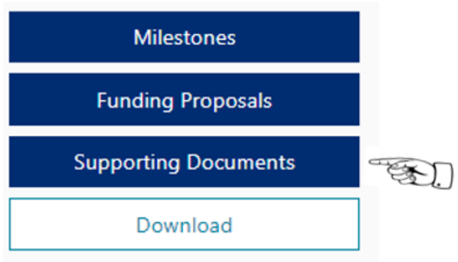


The new Contact is added to the list that can be selected as the **Primary** or **Secondary Contact** for the Project.

Supporting Documents

1

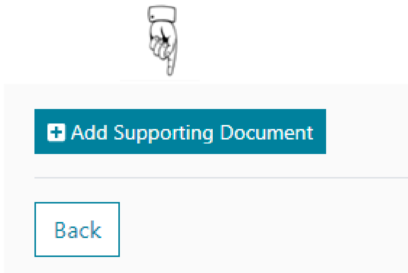
To add supporting documents to the Project, ***click* the 'Supporting Document'** button from the left-hand menu of the **Project Overview**.



A list of all uploaded project documentation is displayed listing all uploaded Project documentation.

2

A user can upload documents by ***clicking the* 'Add Supporting Document'** button.

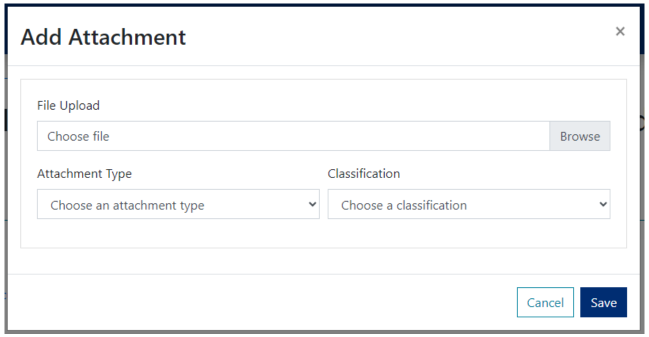


The **'Add Attachment'** ***pop-out window*** will open.

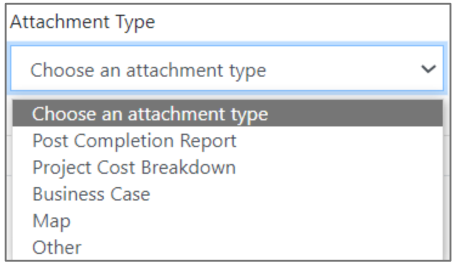
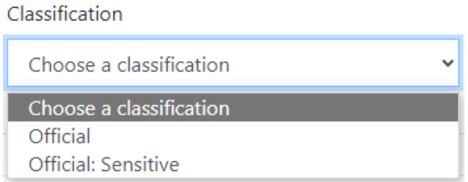
3

***Click the* 'Choose file' field** to select a file to upload.

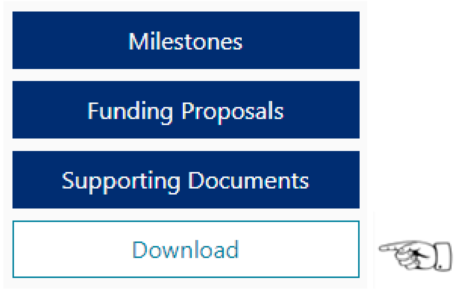
Find the required file from your file explorer folder and ***click* 'Open'**.



The selected file will be added.

4	***Click the*** **'Attachment Type'** field to select a document type from the list.		**Tip:** The available options in the **Attachment Types** list varies depending on where you are in the Portal.
5	Assign a 'Classification' to the document by ***clicking the field*** and selecting the relevant option. There are two options available: '**Official'** and '**Official: Sensitive'**. For Commercial-in-Confidence documents, use '**Official: Sensitive'**. For other documents, use '**Official'**.		***Click*** **'Save'** to save the attachment or **'Cancel'** to cancel and choose another file. The document will be added to the **Supporting Documents** page.

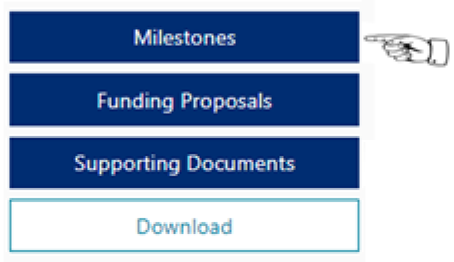
Download a Project Overview

1	To download a copy of the Project Overview, ***click* the 'Download'** button from the left-hand menu of the **Project Overview**.		The document will be downloaded to your browser.

Milestones

1

Milestones for a Project can be viewed by ***clicking the* ‘Milestones’** button in the left-hand menu of the **Project Overview**.



There are two grids that list **Draft** and **Submitted Milestones**.

New Milestones can also be created.

2

To create a new Milestone, ***click the* ‘Add Milestone’** button at the top of the screen.

The **‘Add Milestone’ *pop-out window*** will open.

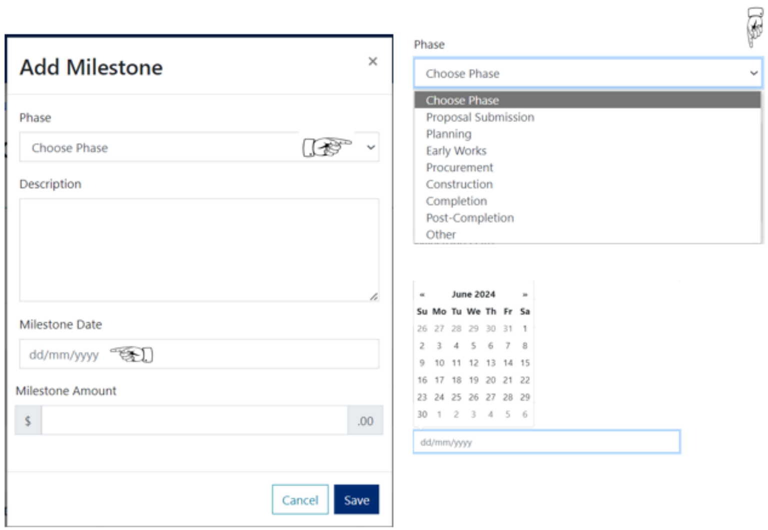
3

There are *mandatory fields* that must be completed before you can Save the new Milestone.

‘Phase’ is a *drop-down field*. ***Click the field*** and ***select*** the relevant option.

The Milestone **‘Description’** is a *free text field*. ***Click the field*** and ***enter*** the information.

The **‘Milestone Date’** can be entered by ***clicking the field*** and ***selecting*** the date from the calendar or ***entering*** the date.



Enter the ***‘Milestone Amount’*** by ***clicking the field*** and ***entering*** the figure.

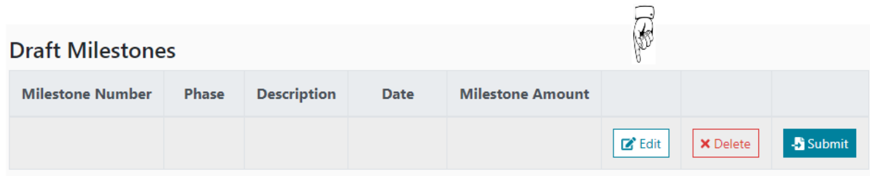
***Click* ‘Save’** to save the Milestone details.

The Milestone will be saved in the **Draft Milestones** grid and a unique **Milestone Number** is generated.

4

The Milestone can then be **Edited**, **Deleted** or **Submitted**.

To make changes to a Draft Milestone, ***click the* 'Edit'** button in the grid.

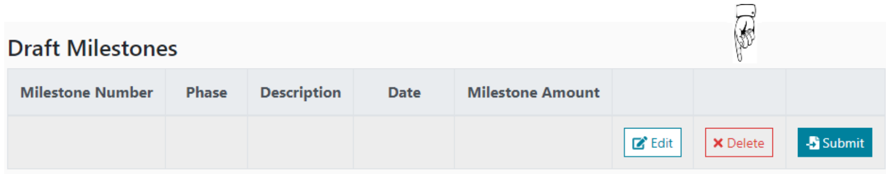


The **'Edit Milestone'** ***pop-out window*** will open and you can change any details on the Milestone.

***Click* 'Save'** to save the updated Milestone details.

5

To delete a Draft Milestone, ***click the* 'Delete'** button in the grid.

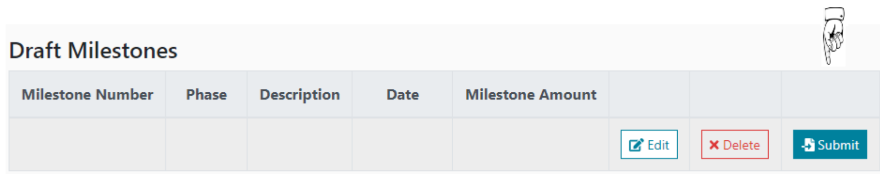


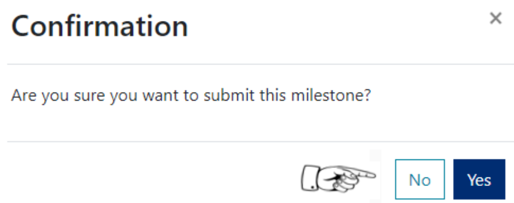
The Milestone will be removed.

6

To submit a Milestone for review, ***click the* 'Submit'** button in the grid.

A **'Confirmation'** ***pop-out window*** will open asking you to confirm your submission.





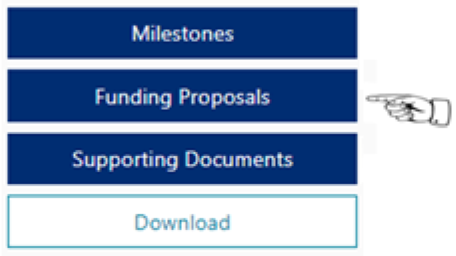
***Clicking* 'No'** will leave the Milestone in draft with no changes.

***Clicking* 'Yes'** will submit the Milestone to the department. The Milestone can then be viewed in the **Submitted Milestones** grid.

Funding Proposals

1

Funding Proposals for a Project can be viewed by ***clicking the*** **'Funding Proposals'** button in the left-hand menu of the **Project Overview**.

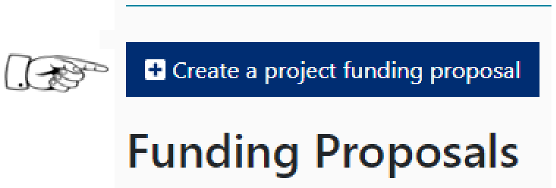


There are two grids that list **Incomplete** and **Submitted Proposals**.

New Proposals can also be created.

2

To create a new Funding Proposal, ***click the*** **'Create a project funding proposal'** button at the top of the screen.



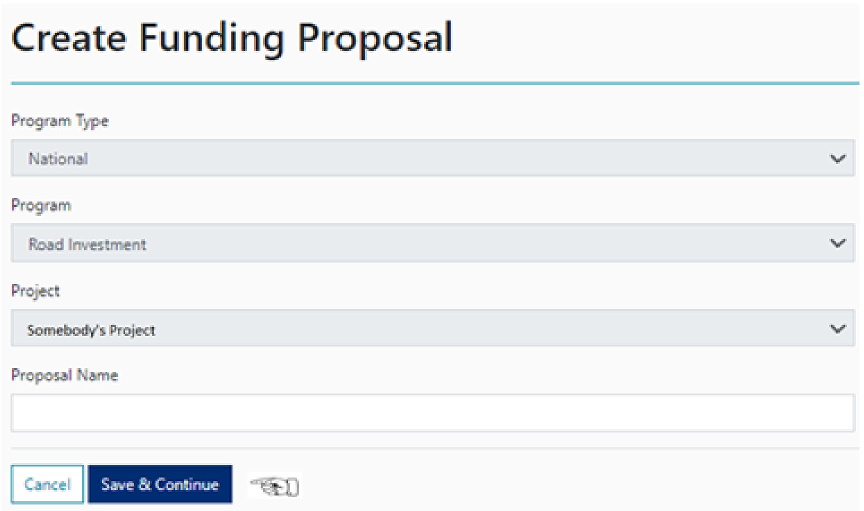
The **'Create Funding Proposal'** screen will open.

3

In the **'Create Funding Proposal'** screen, only the **'Proposal Name'** field needs to be completed.

The remaining fields will populate with information from the Project.

To complete the **'Proposal Name'**, ***click the field*** and ***enter*** the name of the proposal.



Clicking **'Cancel'** will return you to the Funding Proposals page.

Clicking **'Save & Continue'** will create the Funding Proposal and the first section **'Proposal Overview'** will be displayed.

The Proposal will now be saved in the **Incomplete Proposals** grid and a unique **Proposal ID** is generated.

Proposal Overview

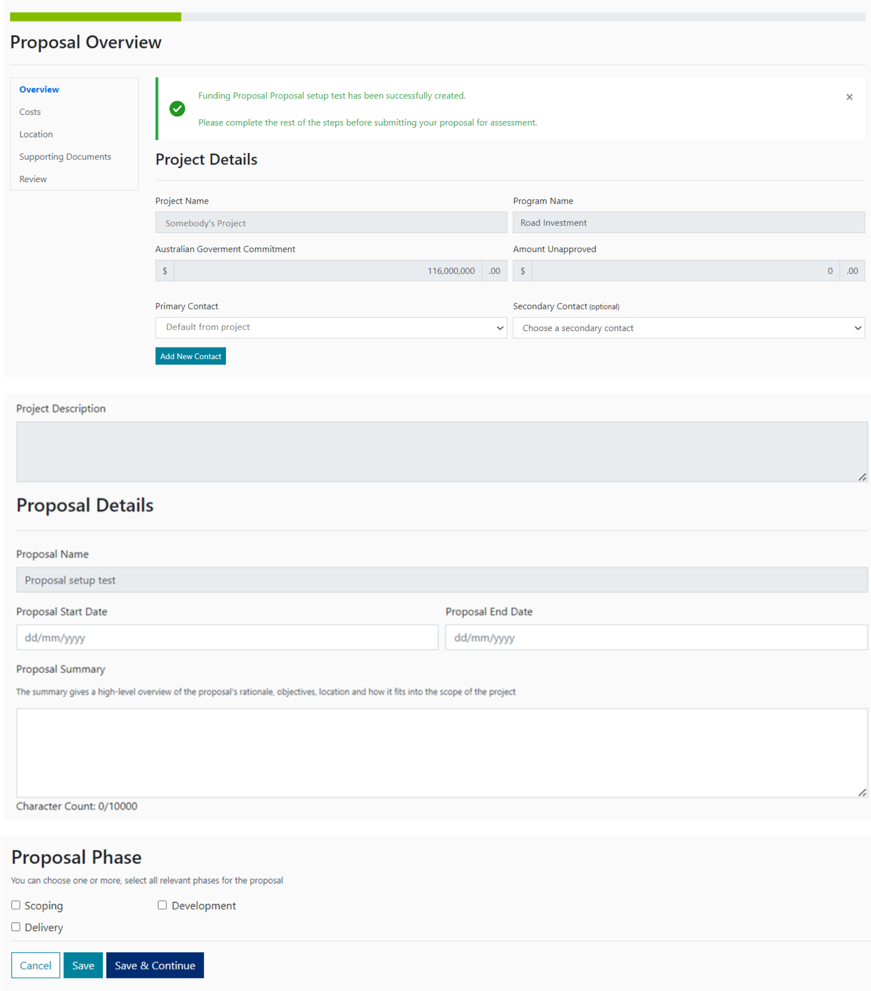
1 The **‘Proposal Overview’** section contains *mandatory fields* that must be completed, in addition to relevant Project information.

Project information appears in a grey field and cannot be changed.

The **Proposal Start** and **End Dates** can be entered by ***clicking the field*** and ***selecting*** the date from the calendar.

Alternatively, ***click the field*** and ***enter the date*** in the following format: DD/MM/YYYY.

__Tip:__ These dates are only indicative and can be changed by the department afterwards.



Enter a high-level **‘Proposal Summary’** by ***clicking the field*** and ***entering*** the information.

The **Proposal Phase** allows you to select one or more of the following options:

- Scoping
- Delivery
- Development

Select the options relevant to your Proposal.

Once all information has been entered, ***click* ‘Save & Continue’** to proceed, **‘Save’** to save the information and exit or **‘Cancel’**.

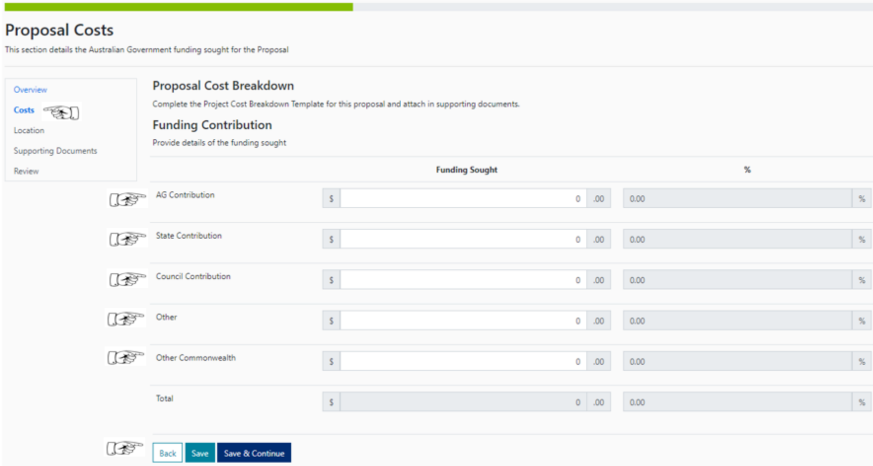
If **‘Save & Continue’** is selected, the Proposal is saved and progresses to the next section **‘Proposal Costs’**.

Proposal Costs

1

The **'Proposal Costs'** section contains *mandatory fields* that must be completed, in addition to relevant Project information.

Enter the funding amounts for this Proposal by ***clicking the amount field*** in **the 'Funding Sought'** column and ***entering the figure***.



The **Total Funding** and **Funding Percentages** will calculate as information is entered.

Click **'Save & Continue'** to proceed, **'Save'** to save the information and exit or **'Cancel'.**

If **'Save & Continue'** is selected, the Proposal is saved and progresses to the next section **'Proposal Location'**.

Proposal Location

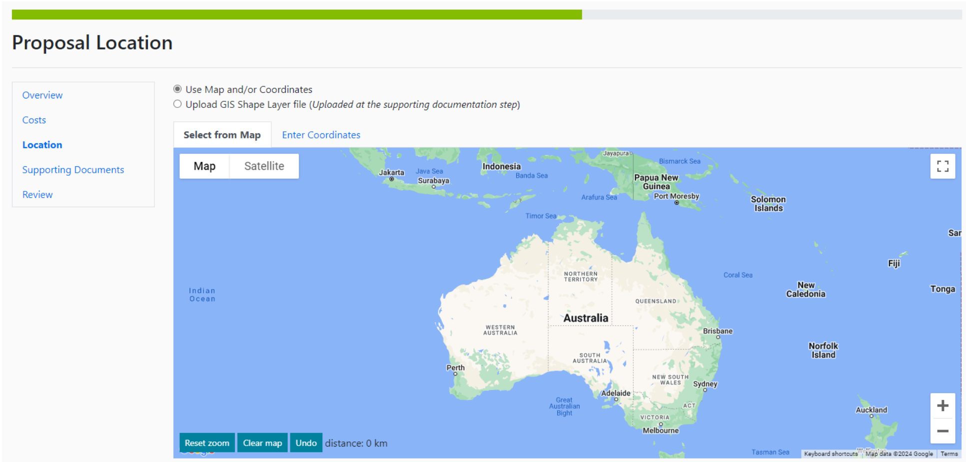
1

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 default option is to **Select from Map**.



To **Select from Map**:

Click and hold to move the map.

Click the map to drop coordinates for the project.

Click the ‘+’ and ‘-‘ buttons to ***enlarge or reduce*** the map.

2

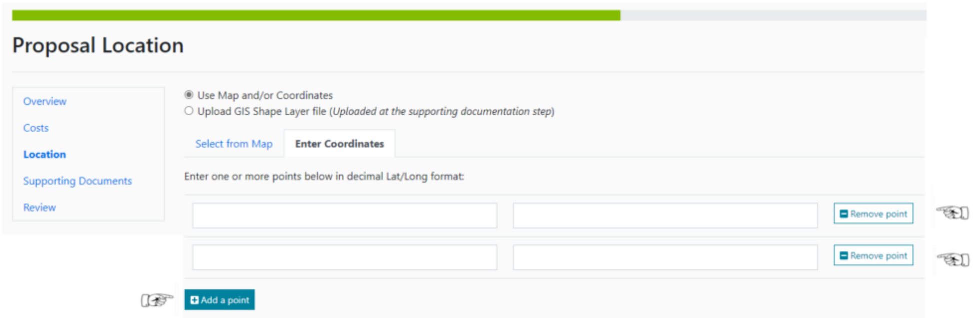
To **Enter Coordinates**, ***click the tab*** **‘Enter Coordinates’**.

Click the **‘Add a point’** button to create new fields.

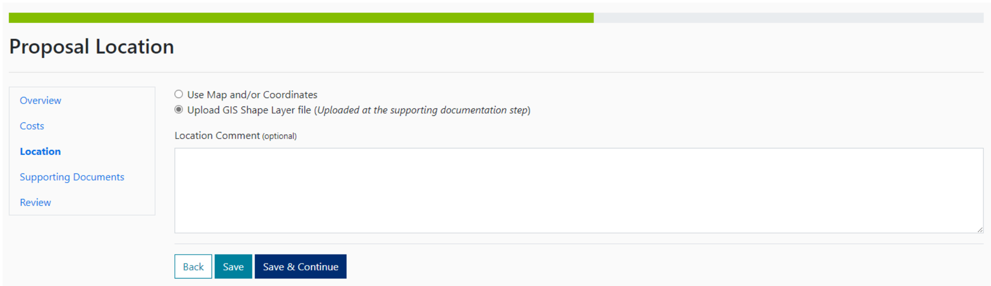
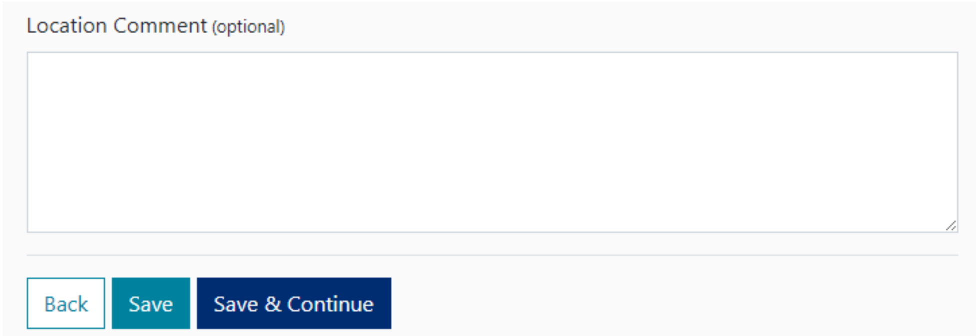
Click the fields and ***enter*** the information.

To remove a point, ***click the*** **‘Remove point’** button.

Click **‘Save & Continue’** to proceed or **‘Save’** to save the information and exit or **‘Cancel’.**



Click **‘Save & Continue’** to proceed or **‘Save’** to save the information and exit or **‘Cancel’.**

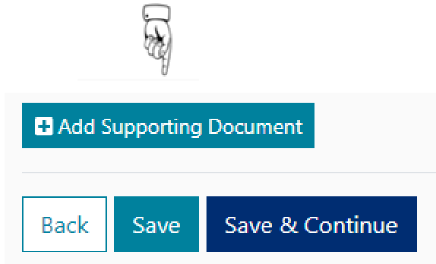
3	To **Upload a GIS Shape Layer file**, ***click the* ‘Upload GIS Shape Layer File’** button. Documentation is required to be added at the next step.		***Click* ‘Save & Continue’** to proceed, **‘Save’** to save the information and exit or **‘Cancel’.**
4	If applicable, ***Click the* ‘Location Comment’** field and ***enter*** information.		***Click* ‘Save & Continue’** to proceed, **‘Save’** to save the information and exit or **‘Cancel’.** If **‘Save & Continue’** is selected, the Proposal is saved and progresses to the next section **‘Proposal Location’**.

Proposal Documents

1

The **'Supporting Documents'** section is where you can upload documentation to support your Proposal.

Upload documents by ***clicking the*** **'Add Supporting Document'** button.

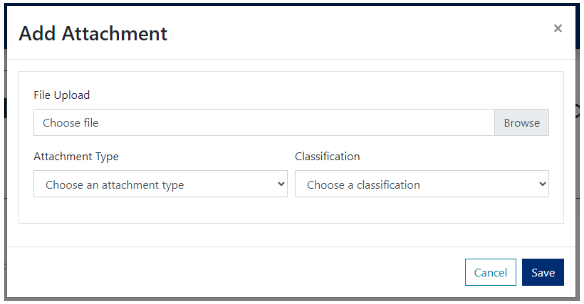


The **'Add Attachment'** ***pop-out window*** will open.

2

Click the **'Choose file'** field to select a file to upload.

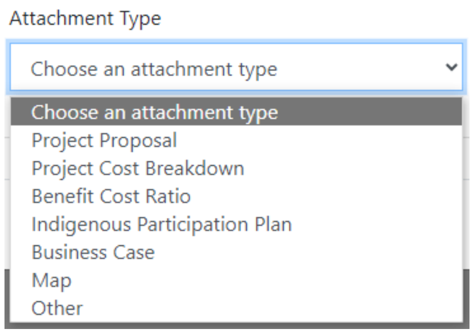
Find the required file from your file explorer folder and ***click*** **'Open'**.



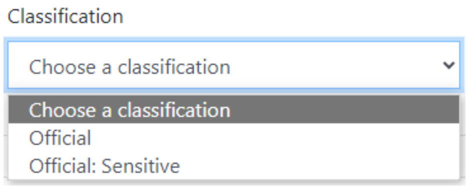
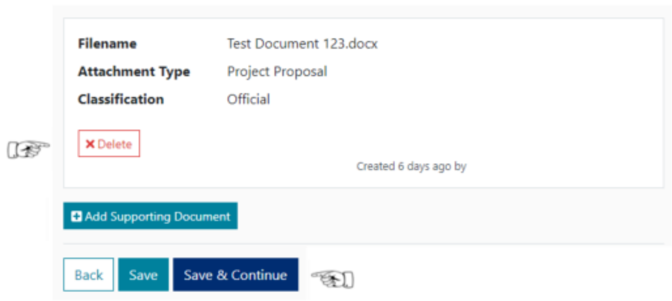
The selected file will be added.

3

Click the **'Attachment Type'** field to select a document type from the list.

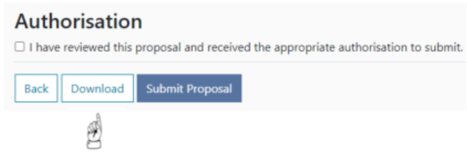


<u>**Tip:**</u> The available options in the **Attachment Types** list varies depending on where you are in the Portal.

4	Assign a **'Classification'** to the document by ***clicking the field*** and selecting the relevant option. There are two options available: **'Official'** and **'Official: Sensitive'**. For Commercial-in-Confidence documents, use **'Official: Sensitive'**. For other documents, use **'Official'**.		***Click*** **'Save'** to save the attachment or **'Cancel'** to cancel and choose another file. The document will be added to the **Supporting Documents** page.
5	To remove a supporting document from your proposal, ***click the*** **'Delete'** button.		Once all documents have been uploaded, ***click*** **'Save & Continue'** to proceed, **'Save'** to save the information and exit or **'Cancel'**. If **'Save & Continue'** is selected, the Proposal is saved and progresses to the next section **'Review'**.

Review and Submit

1 The **'Review'** section provides an overview of all information entered in the Proposal, including any uploaded documents, in addition to relevant Project information.

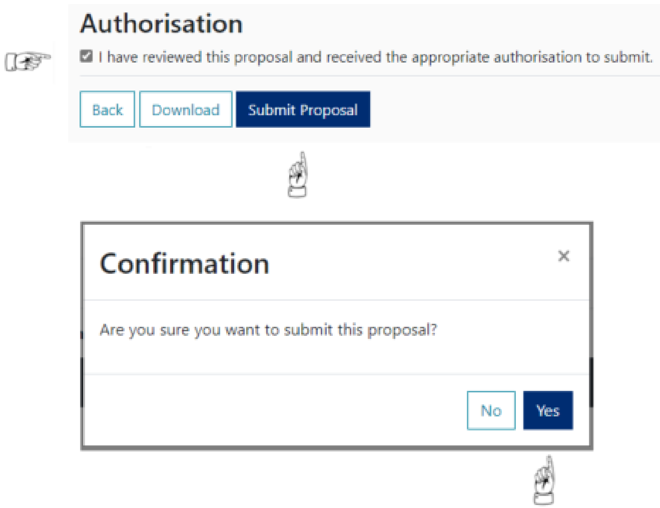


The Proposal can be downloaded and shared by ***clicking the* 'Download'** button.

The document will be downloaded to your browser.

2 If all information is correct, and appropriate authorisation has been provided by your organisation, ***click the checkbox*** under **'Authorisation'.**

***Click* 'Submit Proposal'** to submit the Funding Proposal including all supporting documents.



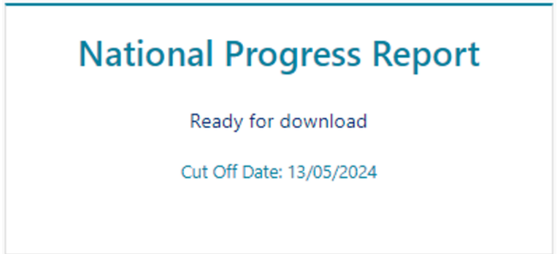
A **'Confirmation'** ***pop-out window*** will open asking you to confirm your submission.

***Clicking* 'No'** will leave the Proposal in the **Incomplete Proposals** grid with no changes.

***Clicking* 'Yes'** will submit the Proposal to the department. The Proposal can then be viewed in the **Submitted Proposals** grid.

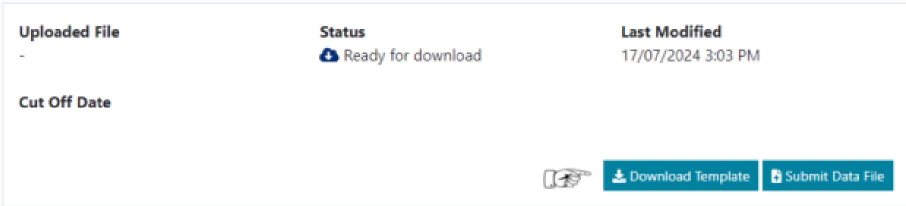
Accessing the National Progress Report

1 From the **Home Page**, ***click*** the **'National Progress Report'** tile.



The National Progress Report submission page is opened.

2 Download the Progress Report by ***clicking the*** **'Download Template'** button.



The report will be downloaded to your browser.

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

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

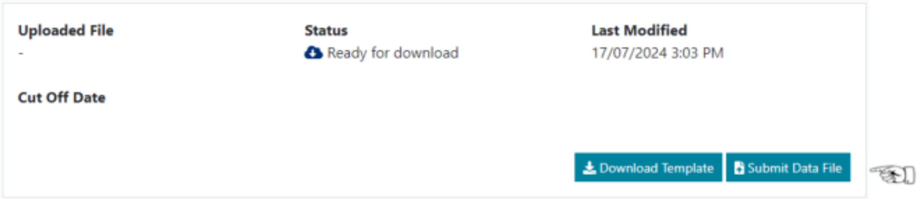
Actual Expenditure Month-1 AG	Actual Expenditure Month-1 State	Actual Expenditure Month-1 LGA	Actual Expenditure Month-1 Other

<u>**Tip:**</u> 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.

Once the report has been fully completed, save the document ready for submission.

4

Navigate back to the RPM Portal and submit the Progress Report by ***clicking the* ‘Submit Data File’** button.

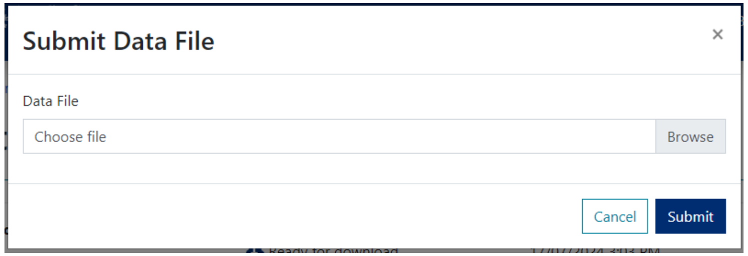


The **‘Submit Data File’ *pop-out window*** will open.

5

***Click the* ‘Choose file’** field to select a file to upload.

Find the required file from your file explorer folder and ***click* ‘Open’**.



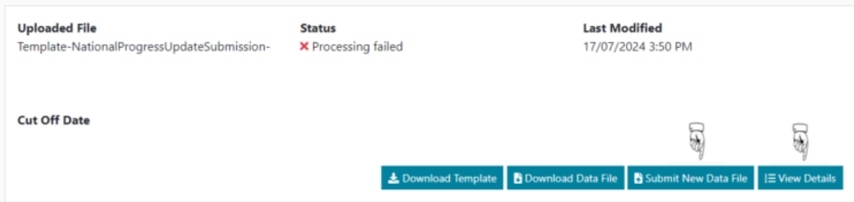
The selected file will be added.

The **Progress Report Status** will update to **“Processing data file”** and RPM will begin to validate the submission.

6

If the *validation is unsuccessful*, the **Progress Report Status** will update to **“Processing failed”**.

Errors can be viewed by ***clicking the* ‘View Details’** button.

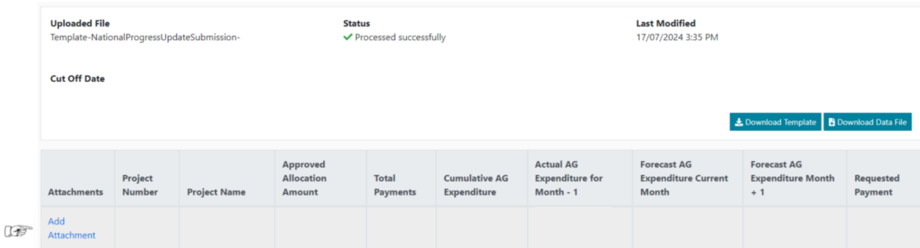


Resolve any errors within the template and resubmit the report by ***clicking the* ‘Submit New Data File’** button.

7

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

Upload any supporting documentation by ***clicking the* ‘Add Attachment’** hyperlink in the grid.

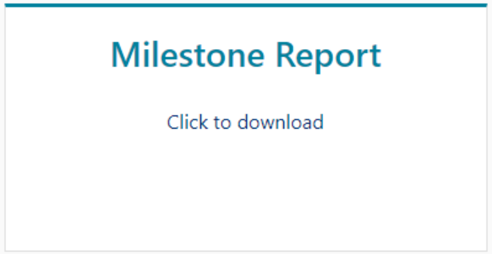


<u>**Tip:**</u> You are required to upload **‘Evidence’** if a Project has a **Requested Payment** in the Progress Report.

Accessing a Milestone Report

1

From the **Home Page**, ***click*** the **'Milestone Report'** tile.



The report will be downloaded to your browser.

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

There are additional columns that 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