

# Setting up a Project

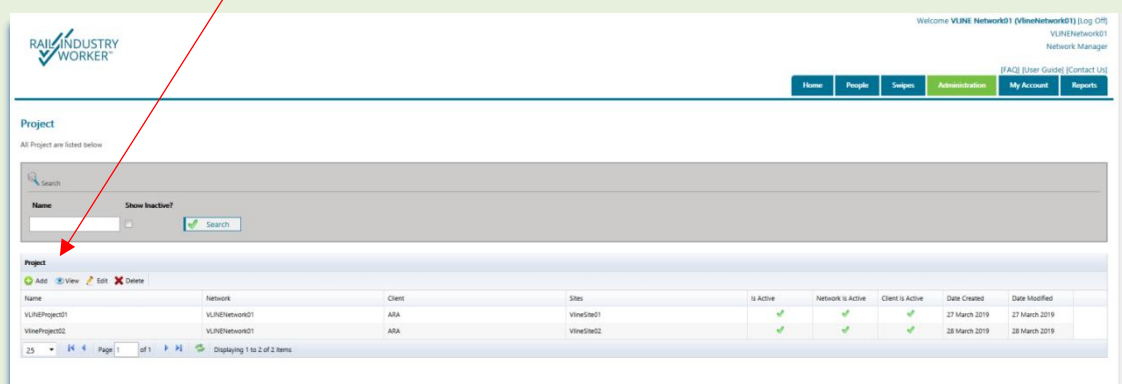
## QUICK GUIDE v1.0

Network Operators are the only user group that can create a new Project. During the creation of a Project, the Network Operator is responsible for listing the Contractor in Charge (CIC). The CIC can then create sites and zones to assist with managing the workforce and activities occurring in and around the Project.

**Step 1** Go to <https://riw.net.au> and login using your Network Operator credentials.

**Step 2** Click on the **Administration tab** OR the **Manage Projects shortcut** on the main dashboard.

**Step 3** Click on the **Add button** under the Project List.



**Step 4** Enter a Project Name and select the “Contractor In Charge” (CIC). To be assigned as the CIC, the contractor must be an Employer with an active subscription in the RIW system. To assign the Project to a CIC, start to type the name of the contractor and they will appear in the drop down menu.

**Step 5** Add any competency requirements (optional) that will be set as prerequisites for the Project. Once the CIC has created sites within their project, you will be able to view them using the tab on the left hand side.