UNIVERSITY DESIGN REVIEW: PM

Workflow Diagram:

Process Description:
Submission, review, and approval of Design Documents via the University Design Review Process.

Roles That Can Start the Process:
OSU Project Manager (PM), Architect / Engineer (A/E)

Process Participants:
OSU Project Manager (PM), Stakeholders (XXX), Architect / Engineer (A/E), Construction Manager (CM), Design-Build (DB)

Prerequisite (PM)
Prerequisite – activate the University Design Review task in the schedule so it can be captured in the look-ahead report.

Initiation of Process
Initiation of Process: Performed by A/E or OSU PM
Select “Document Stage” and check the appropriate documents in the “Included Documents”.

Upload / attach document(s) to be reviewed in the “Attached Documents” tab and click the “Submit” button.

Note: If any documents need to be added after the Bluebeam session has been setup, please add the documents via eBuilder.
Setup Revu (PM)

Review the list of documents included. Send to A/E for revision if additional documents are needed.

If the list of documents is correct, go to the “Attached Documents” tab, and set up a Bluebeam Revu session for Stakeholders to review by selecting the document(s) then clicking “Bluebeam Studio.”

Fill out the Session Name (e.g. OSU-XXXXXX Project Name - Additional Info If Necessary)

Go to the “Details” tab, enter the Session ID, Review Session Start and End Date.
Select the appropriate stakeholders groups in “Review Stakeholders” and enter any additional stakeholders in the “External Stakeholder” section.

Select the A/E

Review/ Response in Bluebeam (PM, Stakeholders, A/E, CM, DB)

See Bluebeam Session Participants guide

Setup Response (PM)

Access Bluebeam studio from the “Attached Documents” tab (select one of the documents before clicking on “Bluebeam Studio”)
Select and finalize the Revu session in the “My Sessions” tab.

Select all documents in the “Attached Documents” tab, then click on “Bluebeam Studio.”
Set up a new Bluebeam Revu session for AE to respond to comments

Enter the Session ID and the Review Session End Date and inform the A/E

Check-in Documents (PM)

Accept or decline response comments from A/E. Determine if review meeting is necessary. Finalize the response session.
Select “Yes” in the process workflow, and end the workflow.

Finish
The process is complete.