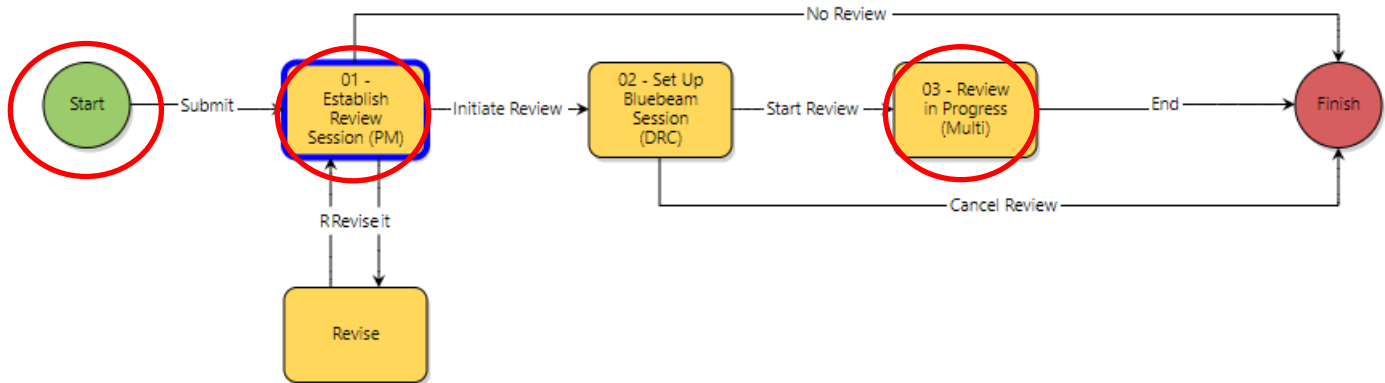


UNIVERSITY DESIGN REVIEW: PM

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

Add a subject for the review, select “Document Stage”, check the appropriate boxes in the “Minimum Stage Submissions.” Select the discipline/content included in the review documents in “Facility Maintenance / Operation Disciplines.”

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 inform PM and the Design Review Coordinator (AP-DesignReview@osu.edu)

Establish Revu Session (PM)

Review / edit the subject title.

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

Review / edit the maintenance or operations disciplines needed to review the documents.

If the documents do not require a University Design Review session, select “No Review” and then click “Take Action.” No additional action is required to end the workflow.

If the documents need to be reviewed in a University Design Review session, follow all the remaining steps.

Define the review start/end dates and the response start and end dates.

<p>* Stakeholder Review Period Start:</p> <input type="text"/>	<p>* Stakeholder Review Period End:</p> <input type="text"/>
<p>* A/E Response Period Start:</p> <input type="text"/>	<p>* A/E Response Period End:</p> <input type="text"/>

Select the appropriate stakeholders groups in “Review Stakeholders” and enter any additional stakeholders in the “External Stakeholder” section.

The current distribution list can viewed via the Project Delivery site or through this link: [Stakeholder Distribution List](#).

To customize stakeholder list enter custom email addresses as external stakeholders.

* Review Stakeholders: ?

- TSG & Required Stakeholders
- Under \$200k TSG ONLY Review
- Wexner Medical Center Stakeholders
- Student Life Stakeholders
- Mansfield Campus Stakeholders
- Marion Campus Stakeholders
- Newark Campus Stakeholders
- Lima Campus Stakeholders
- Wooster Campus Stakeholders
- Custom

External Stakeholders: ?

Font Name Real... **B** *I* U **abc** [bulleted list] [numbered list] [link] [unlink] [undo] [redo] [print] [copy] [paste]


Select “Initiate Review” and click “Take Action.”

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

Join the Bluebeam session via the “Bluebeam Review Session Link.” For how to use Bluebeam, see [Bluebeam Session Participants](#) guide

Once all the comments have been reviewed and responded to, select “End” and click “Take Action.”

Review and Response Duration			
Stakeholder Review Period Start:	01.27.2020	Stakeholder Review Period End:	01.31.2020
A/E Response Period Start:	02.03.2020	A/E Response Period End:	02.07.2020

Bluebeam Revu Session Link	
Bluebeam Revu Session Link: 	219-250-951 https://studio.bluebeam.com/join.html?ID=219-250-951

End Take Action Check Spelling Print Copy Save Cancel

Finish

The process is complete.