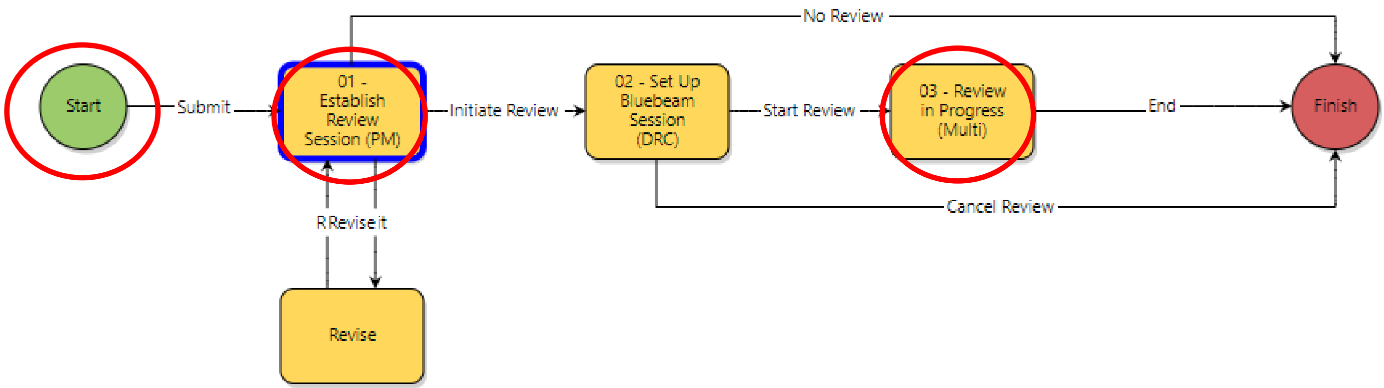
UNIVERSITY DESIGN REVIEW: PM

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.

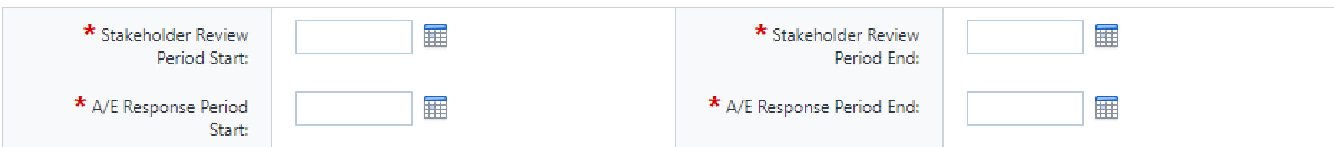
Review the list of documents included. Send to A/E for revision if additional documents are needed.

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

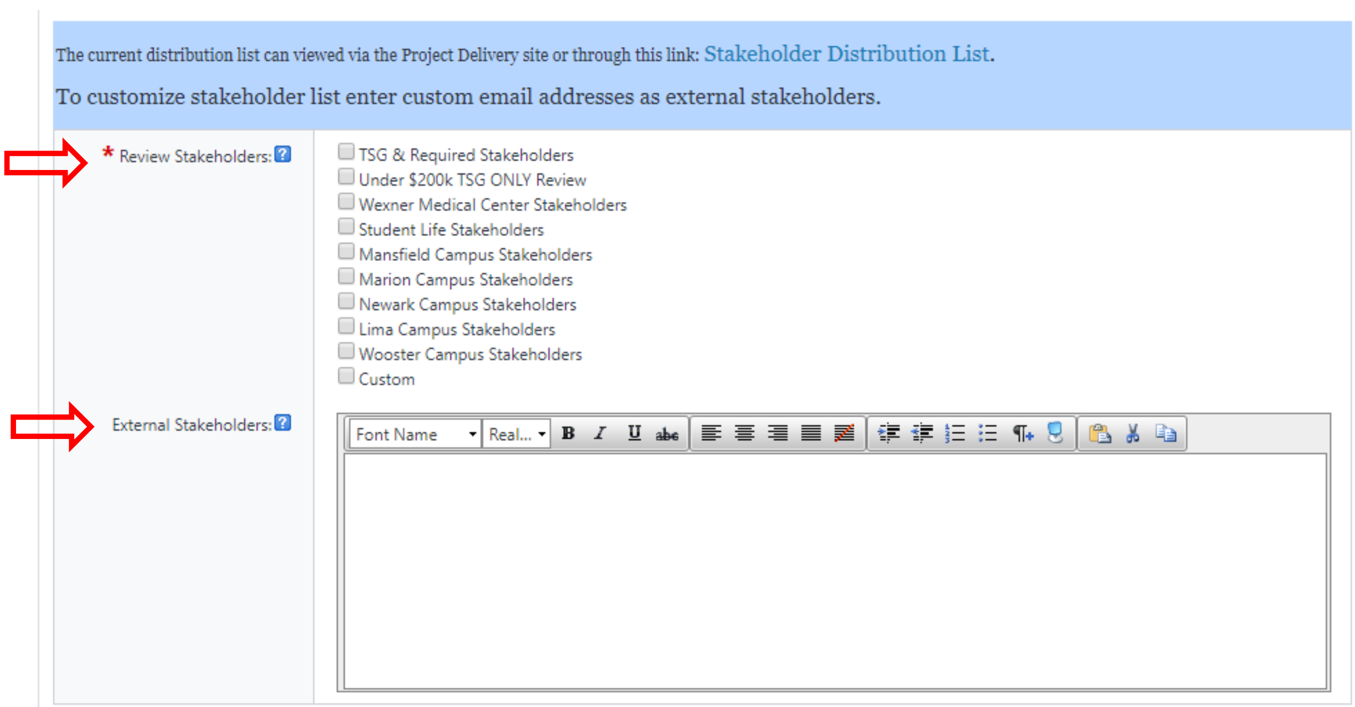
If the documents do not require a University Design Review session, select “No Review” and then click “Take Action.” No additional action is required to end the workflow.

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.



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

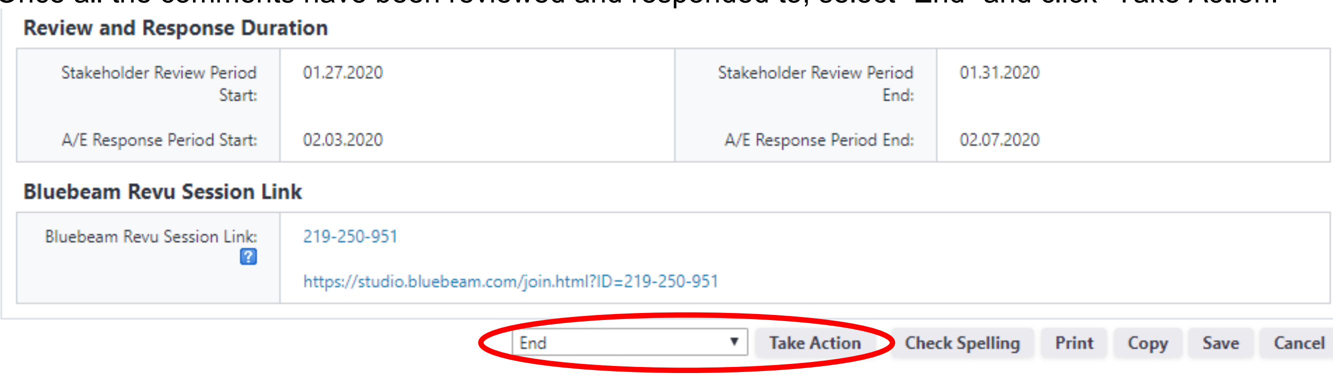


Select “Initiate Review” and click “Take Action.”

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."



Finish

The process is complete.