QAQC Timeline | Project Manager

Start of Project

- Choose an emerging designer from your design team to be the *Storyteller. Request your office Storyteller Ambassador onboards them.
- The Storyteller is an emerging designer who shadows the PM, assists the team with record keeping, and composes the A3.

Pre-Design

- On MILO, request new project number and project folder. Once new project number is assigned, send request for new ACC Forma and new Centerline project. Add all identified team members and consultants to the ACC Forma and Centerline. Identify project schedule with QA/QC dates for each phase.

SD, DD, CD Phases

- Edit BIM/Excel QA prompts with design team, plus progress reports.

Quaity Control

- The design team performs their own quality control review at end of each phase before proceeding to the next phase. The PM works with the Storyteller to schedule a QC reviewer before the end of the CD phase.
- A peer reviewer from outside the team performs a QC review, using the BIM Quality Control Checklist, before the end of CD phase.
- The PM is responsible for evaluating if extra peer reviews are required, including consultant peer reviews.
- The Architect of Record receives the QC report before stamping and signing the drawings.

Construction Admin

- Continue to update Centerline.

Closeout

- Review A3.