



Start of Project

- Understand AHJ requirements
- Set up the Project Lifecycle information in Centerline as part of the initial project setup process
- Confirm/edit the Revit QA prompts from the master schedule with your PM
- Start your first A3



Storyteller Project Management

- In conjunction with your PM create your QC schedule and identify the reviewer for each phase. Get those dates plugged into the PM's calendar and your reviewer's calendar
- The Peer Reviewer at the end of the CD phase needs to be a Peer Reviewer outside the project team and outside the office
- Determine the frequency of Progress Reports via Centerline



SD, DD, CD Phases

- Schedule the Peer Reviewer at least (3) weeks before the Stamping and Signing deadline (Talk with your PM to determine if more time is needed)
- Assure that the design team has reviewed the BIM QA sheet prompts before printing the set for end of phase review
- At the end of each phase PDF each sheet along with the BIM QC Checklists for your Peer Reviewer, Save these to a project folder
- Update the QC form for the QC reviewer and the AOR
- Update the storyteller information for A3



Permitting & CA Phases

- Update the storyteller information for A3



Closeout Phase

- After construction, complete the project closeout form in Centerline
- Complete your A3
- Share reflections on your experience as the storyteller for this project, to help foster a continuous improvement feedback loop