

# BIM Collaborate Set-Up & Training

## CONFIGURATION

### FOLDER STRUCTURE

ARKANCE will create your current folder structure within the Docs platform limited to a total of one hundred (100) folders with the inclusion of folder level permission access.

x20

### CUSTOM ROLES

Define up to twenty (20) roles to control access permissions and responsibilities, tailored to discipline, function, or seniority.

### REVIEW WORKFLOWS

x5

Implement five (5) custom review approval review processes, ranging from single-step approvals to multi-step complex authority reviews.

x6

### ISSUE TRACKING

Create and manage six (6) custom issue categories, and twelve (12) custom issue types facilitating clear communication and prompt resolution within project teams.

### DESIGN COLLABORATION & SETUP

Create and setup (4) team, shared space for collaboration with external stakeholders for the (4) teams streamlining internal and external communication and collaboration

### MODEL COORDINATION

Create and setup (2) coordination spaces (private and shared) for efficient clash detection and, management.

## TRAINING & SUPPORT



### ADMIN AND DOCS TRAINING

4 HOUR

Includes project setup, member management and folder structure configuration.



### TRAINING

4 HOURS

Docs Training

- General navigation of Autodesk Construction Cloud (Docs)
- Folder structure management
- Issue reporting and review submissions

Design Collaboration Training

- Setup Design Collaboration Teams
- Timeline & project status, Issue Management using design collaboration
- Tracking team model changes

Model Coordination Training

- Setup Coordination spaces for clash detection
- Model, Views setup and clash matrix
- Clash issue management & meetings



### FOLLOW-UP ASSISTANCE

2 HOURS

Post-training session for further exploration of ACC tools and user queries

### IMPORTANT NOTES

- Client will need access to relevant Autodesk subscription licensing.
- All works will be carried out remotely via Microsoft Teams
- Any work outside of the above will be deemed a variation and formal approval from both parties will be required
- Training is for a maximum of 6 users
- 100% payment upfront is required
- A digital form will be provided to client with information required around folder structure, roles, reviews, forms, RFI's, Issues, Meetings and Schedule prior to starting the formal engagement.
- Validity is 8 weeks from receipt of purchase order within the same calendar year.
- Folder Structure excludes user management creation.

### CONTACT US

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