



## Internal Work Breakdown Structure & REVIT Model Process

| Project Phases  | REVIT Model Process  |
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| <b>Pre-Concept</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preliminary work: meeting, information gathering, contract setup, etc</li> <li><input type="checkbox"/> Field measuring</li> </ul>   | Model existing building  |
| <b>Schematic Design</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Development of concepts (municipal req's, client meetings, budget analysis)</li> </ul>  | Model new building. Design options.<br>Model for layout (generic walls with reasonable wall thickness (ie. 3 1/2", 5 1/2", 10" or 90, 140, 240, etc)<br>Model for presentation purposes.   |
| <b>Site Plan Development</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Development of site design</li> <li><input type="checkbox"/> Preparation of site plan approval submission (client meetings, municipal req's)</li> </ul> <p>[Obtain client sign-off of concept/budget]</p>  | Model/develop site portion of project  |
| <b>Building Code Review</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform thorough review of building code</li> <li><input type="checkbox"/> Perform thorough accessibility review</li> <li><input type="checkbox"/> Complete Building Code drawing (plans, matrix, etc)</li> </ul>   | <b>REVIT Model Quality Assurance Check #1</b> <ul style="list-style-type: none"> <li>- Clean modelling &amp; dimensions</li> <li>- Fix model issues (door types, curtain walls, wall joins, etc)</li> <li>- Establish room names, room numbering.</li> <li>- Confirm levels</li> </ul> |
| <b>Design Development Meeting #1</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduce consultants to clients</li> <li><input type="checkbox"/> Discuss functions within building and client expectations of systems</li> <li><input type="checkbox"/> Engineers to present/review options.</li> </ul>  | Begin model collaboration with consultants.  |
| <b>Design Development Meeting #2 (Final)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review designed systems and preliminary consultant drawings</li> <li><input type="checkbox"/> Provide cut sheets of proposed equipment/fixtures.</li> <li><input type="checkbox"/> Dwgs for Client Review: Floor Finishes, Door Types &amp; Hardware functions, RCP</li> </ul>   | Model changes/Updates as required.   |
| <b>Design Development Follow-up Meeting (Prior to Construction Documents)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review all outstanding client decision items (develop checklist)</li> <li><input type="checkbox"/> Pre-Construction Decisions Summary</li> </ul> <p>[Obtain client sign-off of revised concept/budget]</p> <p>[Begin construction documents after QA Check #2]</p>  | Model changes/Updates as required.   |
| <b>25% Review of Construction Documents</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outline Specifications: types, model numbers, selections, etc</li> <li><input type="checkbox"/> Floor Plans (basement, main, second, etc): wall, windows, assemblies confirmed</li> <li><input type="checkbox"/> Plan Dimensions: accurate, logical, and clean ("0's" and "5's" only)</li> <li><input type="checkbox"/> Elevations: Window shapes, types of windows, exterior materials</li> <li><input type="checkbox"/> Completed code drawing</li> <li><input type="checkbox"/> Consultant Drawings</li> </ul> | Develop model with detailing.  |
| <b>50% Review of Construction Documents</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Specifications: Full draft including consultant's sections</li> <li><input type="checkbox"/> Wall Sections (without notes)</li> <li><input type="checkbox"/> Overlay/Coordination Drawings</li> <li><input type="checkbox"/> Consultant Drawings</li> </ul> <p>[2 weeks prior to submission date perform 99% review]</p>  | Develop model with detailing.  |
| <b>99% Review of Construction Documents</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawings and Specifications to be complete as if making a submission.</li> <li><input type="checkbox"/> All Consultants' documents included</li> </ul> <p>[Complete final markups, typically 1 week]</p>  | Final markups/corrections to model.  |
| <b>100% Submission of Construction Documents</b>  |  |
| <b>Bidding &amp; Negotiations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tender Period: Contractor Questions, Addendum Prep, Receive Bids, Bid Summary</li> <li><input type="checkbox"/> Permit Submission: Issue to Building Department</li> </ul>  | Update model for ASK's   |
| <b>Contract Administration</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Supplemental ASK's to Contractor/Construction Manager for Supplemental Instructions, Propsoed Changes and Change Orders</li> <li><input type="checkbox"/> General Reviews &amp; Site Meetings</li> </ul>   | Update model for ASK's and AS-Built Drawings   |