

Design Review Comments

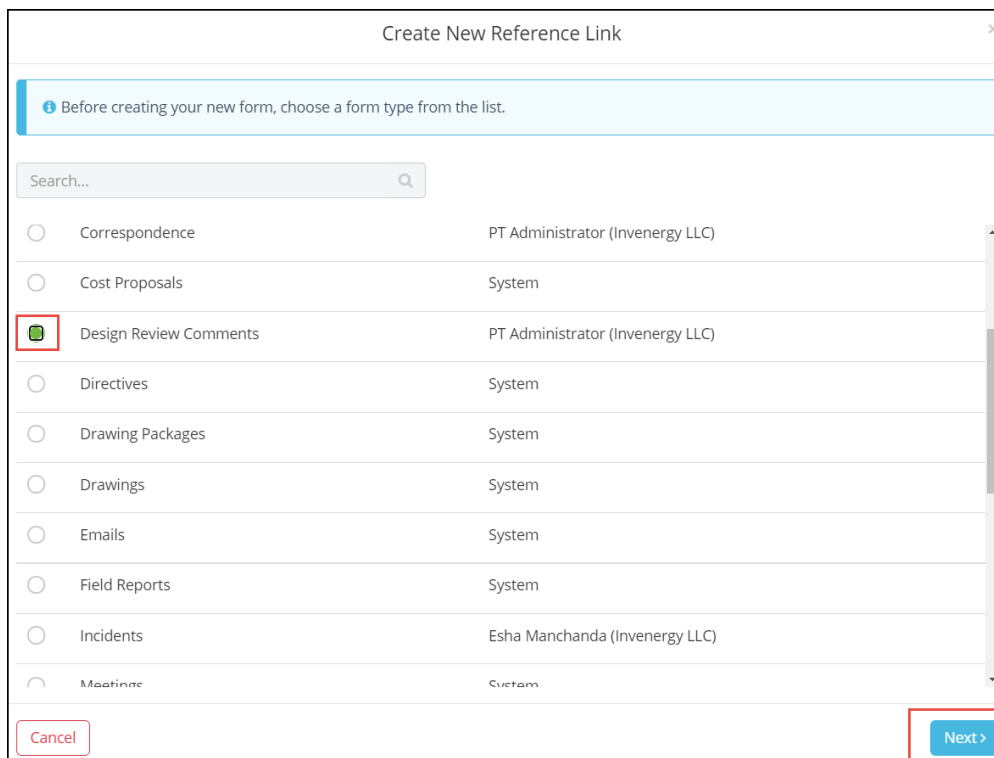
Design review comments capture the feedback of a reviewer regarding a particular drawing package. Use the following process after receiving a notification that a drawing package has been submitted for review.

Create a New Design Review Comment Form

1. Navigate to the Drawing Package submitted for review. This can be accessed from the link in the email notification, the workflow swim lanes, or from the Drawing Package log.
2. From the Drawing Package in view mode, scroll to the Reference Links window and click **New**.



3. Then click **Create New**.
4. Select **Design Review Comments** and click **Next**.



5. Type the reviewers name in the **Reviewer (Contact)** field. In the **Drawing Package Reviewed** field click **Add Existing**, select the package being reviewed, and click **Add**.

Create New Reference Link ×

Reviewer (Contact)
Brian Rothery

Drawing Package Reviewed ↗ Add Existing

| | Subject | General Notes |
|---|----------------|---------------|
| ▼ | 30% Review Set | |

Design Comments ↗ Create New ...

| # | Drawing/Spec Ref. | Design Issues | Scope Impact | Schedule Impact | Cost Impact | Impact Notes | Considerations | Conclusions | Responsible (Company) | Due Date |
|---|-------------------|---------------|--------------|-----------------|-------------|--------------|----------------|-------------|-----------------------|----------|
| | | | | | | | | | | |

Cancel
Save & Share ▼

6. Click **Create New** above the Design Comments table to add a new comment.

DETAILS

Reviewer (Contact)
Brian Rothery

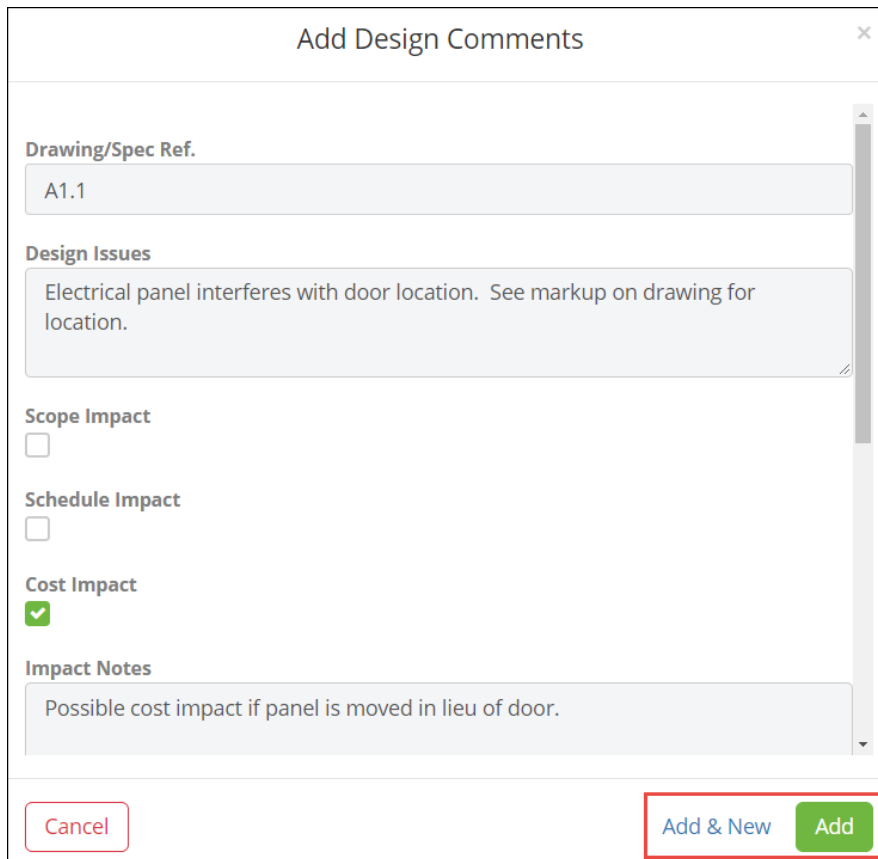
Drawing Package Reviewed ↗ Add Existing Create New

| | Subject | General Notes |
|---|----------------|---------------|
| ▼ | 30% Review Set | |

Design Comments ↗ Create New ...

| # | Drawing/Spec Ref. | Design Issues | Scope Impact | Schedule Impact | Cost Impact | Impact Notes | Considerations | Conclusions | Responsible (Company) | Due Date |
|---|-------------------|---------------|--------------|-----------------|-------------|--------------|----------------|-------------|-----------------------|----------|
| | | | | | | | | | | |

- Populate fields as appropriate and click **Add** (to save the current comment and return to the form) or **Add & New** (to save the current comment and open a model to record a new comment). Repeat as needed to record all comments for this package.



Add Design Comments

Drawing/Spec Ref.
A1.1

Design Issues
Electrical panel interferes with door location. See markup on drawing for location.

Scope Impact

Schedule Impact

Cost Impact

Impact Notes
Possible cost impact if panel is moved in lieu of door.

- After all comments have been added click **Save** to save the Design Review Comments form. Note that the form can be saved at any point after step 5 and completed later. When all comments are complete and related information added, **Share** the form as directed by the Invenergy Project Manager.

Adding Attachments, Reference Links, and Action Items

1. With the Design Review Comments form in View Mode (View mode is displayed when a form is opened or after saving it), the last column of the Design Comments table will show **Related** information. Related information could be attachments, reference links, or action items.

DETAILS
Edit

Reviewer (Contact)
Brian Rothery

Drawing Package Reviewed

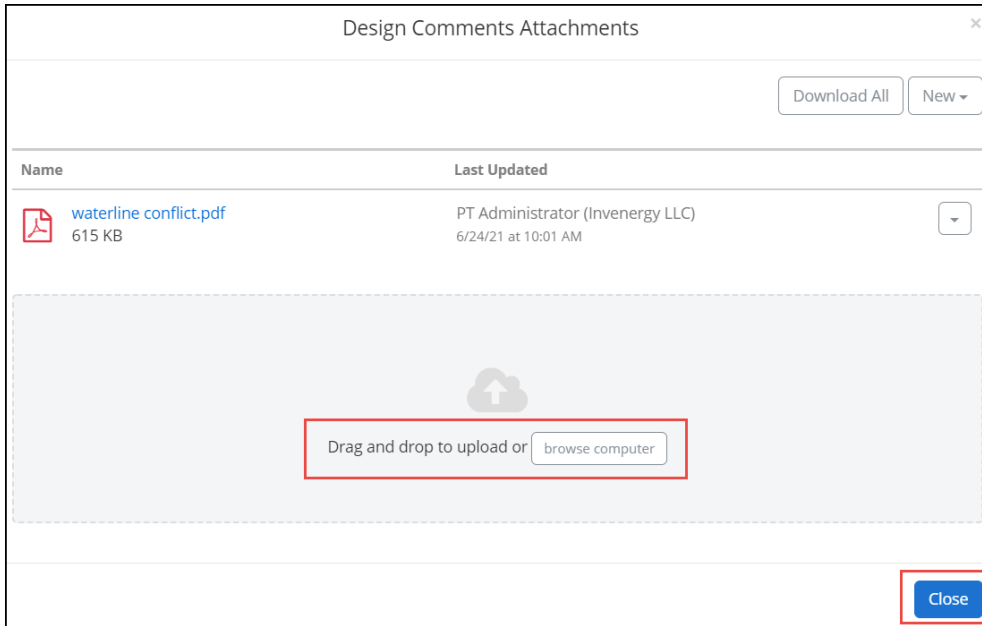
| Subject | General Notes |
|----------------|---------------|
| 30% Review Set | |

Design Comments

| Design Issues | Scope Impact | Schedule Impact | Cost Impact | Impact Notes | Considerations | Conclusions | Responsible (Company) | Due Date | Related |
|-------------------------------------------------------------------------------------|--------------------------|--------------------------|-------------------------------------|---------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------|-----------------------|----------|---------|
| Electrical panel interferes with door location. See markup on drawing for location. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Possible cost impact if panel is moved in lieu of door. | Moving door changes the traffic flow of the room. | Door was moved. Change reflected in the 60% Review Set. | Invenergy LLC | 6/25/21 | 0 0 0 |

2. Adding Attachments:

- a. Click on the **Paper Clip** icon in the Related column of the appropriate comment.
- b. Drag and drop to upload or browse your computer to add file(s).
- c. Click **Close**

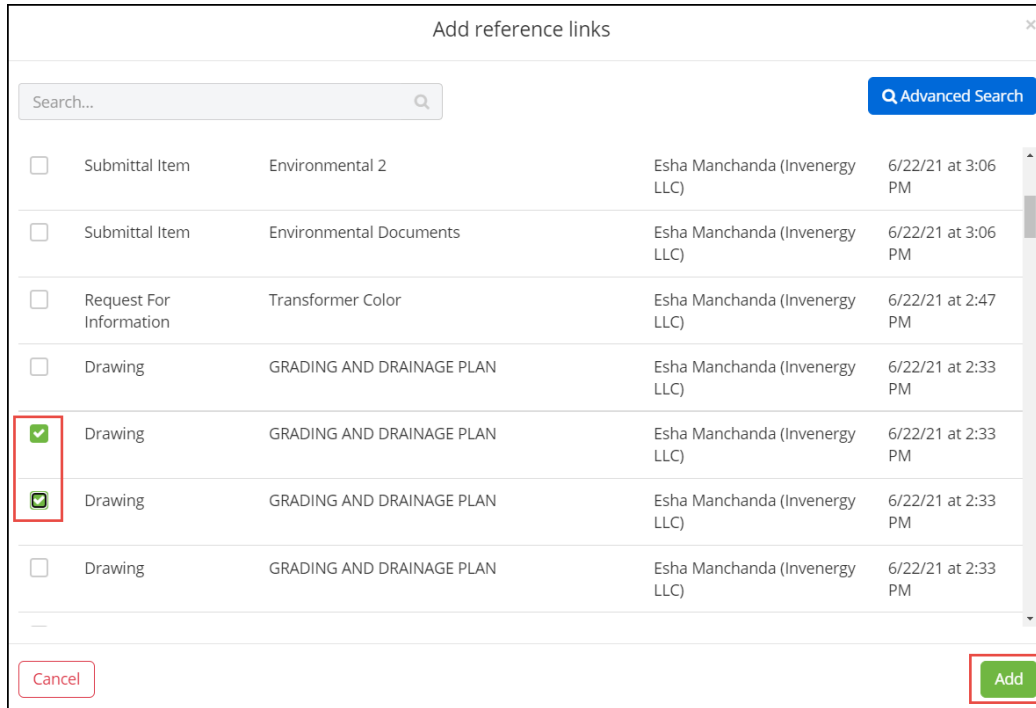


3. Adding Reference Links:

- a. Click on the **Chain Link** icon in the Related column of the appropriate comment.
- b. Click **Add**



- c. Select one or more existing forms
- d. Click **Add**



- e. Click Close



- 4. Adding Action Items:
 - a. Click on the **Checkbox** icon in the Related column of the appropriate comment.
 - b. Click **New**
 - c. Populate the fields and **Save** the Action Item
 - d. Repeat as needed to create additional Action Items