

Essential Components of the AECO Autodesk ACC Project Template

To ensure your **AECO Autodesk Construction Cloud (ACC) Project Template** is truly robust and eliminates the "Good Gosh Scramble," it must include predefined standards for three core areas: **Data Structure**, **User Access**, and **Workflow Automation**.

1. Data Structure Standards (Autodesk Docs)

This section ensures files are organized, named, and stored consistently from day one, which is the foundation of a coordinated BIM workflow.

- **File Naming Convention:** Define a mandatory naming standard (e.g., ISO 19650 compliant). This is often set up using the **Naming Standards** feature in Docs.
 - *Example:* [Project Code]-[Originator]-[Volume]-[Level]-[Type]-[Role]-[Number]
- **Folder Structure:** Create the complete, required folder hierarchy under the **Project Files** area. This should always include:
 - **WIP (Work in Progress):** Where authoring teams store their live files (e.g., Revit models, AutoCAD files).
 - **Shared:** Where teams formally exchange models and data for collaboration.
 - **Published/Issued:** For final, contractual documentation and coordinated models.
 - **Standards/Company Content:** Folders for essential company libraries, title blocks, and templates.
- **Attributes:** Define mandatory file attributes (metadata) that users must input when uploading or creating files. This helps with future searches and filtering.
 - *Examples:* Discipline, Revision, Status (e.g., Shared, Checked, Approved).

2. User Access & Permissions (Project Admin)

This ensures every person knows their "seat at the table" and can only access the data relevant to their scope, minimizing the risk of accidental deletion (preventing a "Butters" moment).

- **Standard Roles:** Pre-define all typical roles within your projects.

- *Examples:* Architect, Structural Engineer, General Contractor, Client, Subcontractor.
 - **Role-Based Permissions:** This is the most critical setup. **Never set permissions for individuals in the template.** Instead, set permissions for the **Roles**.
 - *Example Setup:* The **Structural Engineer** Role has **View/Upload** access to the entire **Shared** folder but only **View** access to the **Architect** WIP folder.
 - **Company Settings:** Pre-load the names and details of frequently used design firms, consultants, and subcontractors into the template.
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3. Workflow Automation (Build, Docs, Model Coordination)

These components automate common administrative tasks, turning manual effort into streamlined digital processes.

- **Issue Templates (Docs/Build):** Create standard issue types and root causes.
 - *Examples:* **Design Issue** (Root Cause: Clash), **Safety Issue** (Root Cause: Fall Hazard), **RFI** (Root Cause: Missing Detail). This ensures all issues are categorized consistently for analytics.
- **RFI/Submittal Workflows (Build):** Define the official, step-by-step review path for RFIs and Submittals.
 - *Example RFI Path:* Creator \rightarrow Package Manager \rightarrow Architect \rightarrow Response. This saves Project Managers from manually building the review loop every time.
- **Form Templates (Build):** Pre-load all company-standard field forms, checklists, and daily reports.
 - *Examples:* Daily Log, Site Safety Audit Checklist, Concrete Pour Inspection Form.
- **Model Coordination Spaces (Model Coordination):** Define the **Coordination Spaces** that map to the relevant BIM model folders (e.g., mapping the "Shared" folder to a coordination space) to automatically trigger clash detection against the live models