ACC/Revit Worksharing Implementation Manual: Full Text Compilation

Here is the complete, compiled text of all SOPs and Guides, structured according to the Table of Contents, ready for you to copy and paste into your final document.

Part 1: Foundational Standard Operating Procedures (SOPs)

1.1 SOP: Setup & Management of Revit Worksharing in ACC

Subject: Setup and Management of Revit Worksharing in Autodesk Construction Cloud (ACC)

Version: 1.0

Date: December 17, 2025

1. Objective

To define the standard protocol for initiating Revit Cloud Worksharing, utilizing the Desktop Connector for non-Revit links, and maintaining the Revit Personal Accelerator to ensure optimal model performance and data integrity within the Autodesk Construction Cloud (ACC) environment.

2. Prerequisites

- **Software:** Autodesk Revit (Consistent version across team), Autodesk Desktop Connector (Latest approved version).

- **Licenses:** Autodesk BIM Collaborate Pro (for all Revit users co-authoring models).

- **Permissions:** "Edit" or higher permissions in the destination ACC project folder.

- **Internet:** Stable high-speed internet connection.

3. Procedure

Phase 1: Project Initiation & Worksharing Setup

This phase is performed by the BIM Lead or Model Manager.

1. **Open the Local Model:** Open the detached or new Revit model you intend to host on the cloud.

2. **Enable Worksharing:** Navigate to the **Collaborate** tab > **Manage Collaboration** panel. Click **Collaborate**.

3. **Configure Standard Worksets:** Open the **Worksets** dialog. Rename default worksets and create new ones based on project standards (e.g., Z-Linked Models, Z-CAD Links).

4. **Initiate Cloud Worksharing:** Go to **Collaborate** tab > **Manage Collaboration** panel > **Collaborate**. Select **In the Cloud**. Navigate to the correct **Account** > **Project** > **Project Files** > **Architecture Folder**. Click **Save / Initiate**.

Phase 2: Linking Models (The "External Resource" Rule)

1. **Linking Revit Models (RVT):** Go to **Insert** > **Link Revit**. **DO NOT** browse to the Desktop Connector drive. **DO** click on the **External Resource** icon (cloud icon) in the left sidebar. Navigate through the ACC path to select the cloud-hosted model.

2. **Linking Non-Revit Files (CAD, PDF, etc.):** These files must be linked using the method defined in Phase 3.

Phase 3: Using the Autodesk Desktop Connector

1. **When to use it:** Linking DWG, PDF, TIFF, IFC, and Keynote text files.

2. **Setup:** Ensure the project is selected/synced in the Desktop Connector settings.

3. **Linking Workflow:** Go to **Insert** > **Link CAD** (or relevant link type). Navigate to **This PC** > **Autodesk Docs** > **[Account Name]** > **[Project Name]**. Select the file.

WARNING: Never link a Cloud Workshared Revit model using the Desktop Connector path (e.g., C:\Users...\Autodesk Docs...). This causes massive performance lag. **[See Guide 2.1 for more details on linking]**

Phase 4: Revit Personal Accelerator (PAC)

The PAC is a background service that pre-fetches data to speed up sync times.

1. **Verification:** Check your Windows Taskbar System Tray for the **Revit Personal Accelerator** icon.

2. **Troubleshooting:** If syncing is slow, close Revit, end the RevitAccelerator.exe task in Task Manager, and restart the accelerator manually.

4. Summary Table: Linking Logic

File Type	Connection Method	Path Selection
Revit (Workshared)	External Resource	External Resources Icon in Dialog

File Type	Connection Method	Path Selection
CAD (DWG/DXF)	Desktop Connector	Autodesk Docs Drive in Explorer

1.2 SOP: Implementation and Enforcement of ACC Standards

Subject: Implementation and Enforcement of Revit Worksharing Standards in ACC

Version: 1.0

Date: December 17, 2025

1. Objective

To establish a governance framework for the storage, distribution, and enforcement of the *Revit Worksharing SOP* within the ACC environment.

3. Procedure

Phase 1: Storage & Access Control

1. **Folder Creation:** In **Docs** > **Project Files**, create a folder named 00_BIM_Resources.

2. **Upload:** Upload the *Revit Worksharing SOP* PDF here.

3. **Permissions:** Set Revit Users/External Consultants to View / Download.

Phase 2: Distribution & Visibility

1. **Project Home Dashboard:** Add a direct link to the SOP file location on the Project Home Dashboard using a "Useful Links" card.

2. **Onboarding Invitation:** Use the discipline-specific welcome emails **[See Guide 2.3]** when adding new members to the project.

Phase 3: Enforcement via ACC Issues

1. **Audit Routine:** BIM Manager performs a bi-weekly "Model Health Check."

2. **Creating an Issue:** If a user violates the SOP (e.g., incorrect link path):

   o **Create an Issue** using the **Coordination** or **Model Quality** type.

   o **Description:** Reference the specific SOP violation (e.g., "Reload using the Desktop Connector method as defined in the Worksharing SOP Phase 3").

  o **Reference:** Attach a link to the SOP file in the "References" section. **[See Guide 2.2 for Issue creation]**

Phase 4: Updates & Versioning

1. **Updating the SOP:** Upload the revised PDF with the **exact same name** to the 00_BIM_Resources folder. ACC Docs will automatically version the file (V1 -> V2).

Part 2: Designer & BIM Manager Guides

2.1 Guide: Revit Worksharing Daily Sync Best Practices

Target Audience: All Revit Users (Architectural, Structural, MEP)

Daily Work Protocol

Step	Action	Focus / Why it Matters
1. Open Local File	Open Revit first, then go to **File > Open > ACC Project**.	Creates a clean Local File, avoiding corruption.
2. Review Links	Check that all Revit links are using the **ACC "External Resource" path**.	**Critical:** Ensures streaming, not massive download.
4. The Sync Process	Click **Synchronize with Central. Check the box for "Compact Central Model" at least once per week.**	Reduces the file size and improves long-term model performance.
5. After Syncing	Immediately close your Local File (**File > Close**). **Do not save the file locally when closing.**	Prevents accidental reopening of an outdated file.

The Use and Importance of the Publish Button

The **Publish** function is separate from "Synchronize with Central." Publishing copies a snapshot of the Central Model to the ACC Docs environment.

Why Publish Is Critical

- **Coordination (Clash Detection):** ACC's **Model Coordination** module only recognizes the *Published* version of the model. **[Feeds Guide 2.2]**

- **External Linking:** External consultants and non-Revit users view the model based on the last Published state.

Publishing Protocol

1. **Access:** Navigate to the **Collaborate** tab > **Manage Models** panel.

2. **Initiate Publish:** Click the **Publish** button.

3. **Timing: Daily Minimum:** Publish at the end of every work day. Publish immediately before any scheduled clash detection or coordination meeting.

Best Practices & Rules of Thumb

- **Release Ownership:** Click **Relinquish All Mine** before closing your file or taking an extended break.

- **Performance Optimization: Sync frequently** (every 30–60 minutes). Ensure the **Revit Personal Accelerator (PAC)** is running.

2.2 Guide: Model Coordination Setup and Clash Detection

Target Audience: BIM Manager / Project Admin

Phase 1: Setting Up Coordination Spaces

1. **Access Model Coordination:** In the left navigation, click the **Model Coordination** icon.

2. **Create Space:** Click the **Create coordination space** button.

3. **Name & Folder:** Select the exact folder (e.g., Project Files/02_Design/Coordination Models) containing the Arch, Struct, and MEP models.

Phase 2: Reviewing and Filtering Clashes

1. **Access Clashes:** Click the **Clashes** tab. Review the **Clash Matrix**.

2. **Reviewing a Clash Group:** Click on a cell in the matrix to view only the clashing elements in 3D.

3. **Filtering Noise:** Use the **Group clashes by** drop-down (e.g., by **System**) to manage the volume.

Phase 3: Formalizing Clashes into ACC Issues

1. **Select Clashes:** Select one or more related clashing elements in the 3D clash view.

2. **Create Issue:** Click the **Create Issue** button (pin icon).

3. **Issue Details:** Set **Type** to **Coordination**, set **Status** to **Open**, and **Assign** to the discipline responsible for the *correction*.

4. **Issue Tracking:** The issue is now visible in the Owner's **Insight** dashboard. **[Feeds Guide 3.2]**

2.3 Welcome Emails: Discipline-Specific ACC Onboarding

1. Architecture Team

Subject: Welcome to [Project Name] – Critical Revit Setup Instructions

Body: Welcome! Before you open any models, please navigate to the folder 00_BIM_Resources and read the "Revit Worksharing SOP." Key takeaways for Architecture: Worksets, External Resources for Revit links, and Shared Coordinates.

[Link to SOP Folder]

2. Structural Engineering Team

Subject: [Project Name] – Structural Model Setup & Standards

Body: Please review the "Revit Worksharing SOP" before initiating your central model. Key takeaways for Structure: Copy/Monitor setup, Desktop Connector for CAD links, and Revit Personal Accelerator (PAC) activity.

[Link to SOP Folder]

3. MEP Team (Mechanical, Electrical, Plumbing)

Subject: [Project Name] – MEP Worksharing & Performance Guide

Body: You are required to follow the workflows in the "Revit Worksharing SOP" to prevent project-wide lag. Key takeaways for MEP: The "External Resource" Rule is mandatory for performance, and correct Worksets.

[Link to SOP Folder]

4. Civil / Site / Landscape

Subject: [Project Name] – Site Coordination & File Linking

Body: Key takeaways for Site/Civil: Desktop Connector is your primary bridge, and you must use the ACC path when linking DWGs into Revit.

[Link to SOP Folder]

Part 3: Owner / Client Data Access Guides

3.1 Guide: Owner Access and Navigation Guide for ACC Data

Target Audience: Project Owners, Client Representatives, and Leadership

3. Accessing Project Data (Docs Module)

1. **Login:** Go to the ACC portal (https://www.google.com/search?q=acc.autodesk.com).

2. **Navigate to Docs:** Click the **Docs** icon. Files are in **Project Files**.

3. **Viewing 3D Models (Revit/IFC):** Click on a model file. The model opens in the 3D viewer. Use the **Section Tool** and **Properties** to inspect elements.

4. **Downloading Documents:** Select file(s), click **More Actions** menu (…), select **Download Source File**.

4. Reviewing Project Status & Reports (Insight Module)

1. **Navigate to Insight:** Click the **Insight** icon (bar graph).

2. **Dashboard Overview:** Displays **Project Health** (open issues), **Submittal Status**, and **RFIs**.

3. **Accessing Reports:** Click **Reports** on the left. Export to CSV or PDF. **[Feeds Guide 3.2]**

5. Tracking Design Issues (Model Coordination Module)

1. **Navigate to Model Coordination:** Click the **Model Coordination** icon.

2. **Viewing Issues:** Click the **Issues** tab. Filter this list by **Status** to track progress on formal design conflicts assigned to the team.

3.2 Guide: Critical Weekly Reporting in ACC Insight

2. Critical Weekly Review Targets

Target A: Design Issue Trend Report

- **Metric: New Issues vs. Closed Issues**.

- **Actionable Indicator: RED FLAG:** If **Open Issues** are consistently rising, resolution is lagging behind identification.

Target B: RFI Response Time & Status

- **Metric: Average Response Time** and **Overdue RFIs**.

- **Actionable Indicator: RED FLAG:** Review the **Overdue RFIs** list. Any overdue RFI related to critical path items must be escalated immediately.

Target C: High-Priority Safety/Quality Issues

- **Metric:** Open Issues categorized as **High Priority** or **Urgent**.

- **Actionable Indicator:** These require immediate review and confirmation of the corrective action plan.

3. Weekly Review Protocol

1. Log into ACC and go to **Insight**.

2. Review the **Design Issue Trend Report** output.

3. Check the **RFI Status** dashboard card.

4. Review the **Overdue RFIs** list and any **High-Priority Safety Issues**.