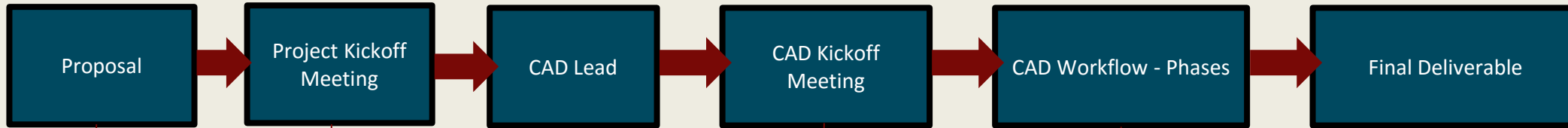


Quality CAD Deliverable Workflow



- Establish CAD / finished drawing expectations based on the project's uniqueness.

- Establish the CAD Lead: [Project CAD Lead](#)

- Every project should have some form of CAD Lead.

- [CAD Kickoff Meeting Checklist Form](#) completed for every CAD project.
- CAD Lead (working with Project Manager) to establish Project Milestone Reviews.
- Establish overall Project CAD workflow

- Maintain communication with Project Manager throughout project.
- Conduct established Project Milestone Reviews.
- Project Team to communicate major CAD issues to CAD Lead/CAD Manager as they arise.
- Each Service Area is responsible for their phase's CAD workflow and quality checks.

- [Design Drawing Checklist](#), with final reviews completed by:
 - Project Manager
 - CAD Lead
 - Sr. Level 3rd Eye Reviewer
- Was a full size printed drawing reviewed?
- Does drawing meet constructability guidelines?
- Is the drawing clear and concise?
- Was the client's expectations met?
- Does the RETTEW product look professional?

- Was the established workflow followed?
- New Hire / Mentoring program.
- Corporate Project Reviews.
- CAD Audits.
- Apply Lessons Learned.
- Revising of Standards and Procedures, as needed.
- Continuous education of staff.

