

PDC PROJECT MANAGEMENT GUIDE

PMG-E01: BIM 360 SYSTEM

PURPOSE: To describe the use of BIM 360, as mandated on all UF projects, to outline the process for gaining access, and to provide document management and communication.

A. Introduction

UF Planning Design & Construction (PDC) uses **Autodesk BIM 360** to manage Plans and Project Files for all University projects. BIM 360 is a cloud-based system that is designed to facilitate and support the sharing of information and communication. This software supports the flow of information, sharing of tasks, UF internal reviews and document management.

B. Instructions for Obtaining Access

- 1) External users are not required to obtain a UF ID and GatorLink account. Each external user must provide their name, title, company, phone number and email address to the Project Manager.
- 2) An external user team member will receive a notification email invitation to sign in to the BIM360 project site.

C. BIM 360 Navigation

- 1) Project sites are created from a template to ensure consistency of folder and file structure across projects, and every project structure contains two major categories of file types by default; **Plans** and **Project Files**. The Plans folder is where design documents produced by professional consultants are stored and reviewed. The Project Files folder is where all other documents are stored, in one of four subfolder categories: General, Financial, Design, and Construction.
- 2) Access to the various folders within the BIM 360 file structure is based on the user’s role on the project team. A security matrix template identifies each user role and the applicable access permissions.

D. Using BIM 360

- 1) BIM 360 works best when accessed through Chrome or Firefox. Guidelines are available to provide detailed user instructions. Request the most current documentation of the Project Manager.
- 2) The Project Files folder for the project site may also be accessed through the BIM 360 Desktop Connector Add-In in the Windows Explorer environment.
- 3) Once in a subfolder, depending on access permissions, users can upload new documents by using the upload button or dragging and dropping files.
- 4) BIM 360 utilizes a versioning system that provides display of the most current version of a document or plan sheet, as long as each upload of the document retains its original file name.
- 5) Document types (Word, Excel, PDF, etc.), AutoCAD and Revit (BIM) files can be viewed from BIM 360. Project teams should discuss and thoroughly plan the protocols for the proper upload and naming conventions of BIM 360 files. The Project Manager will provide a copy of PMG-I21, Project Filing System, for the naming convention and filing guidelines of project related documents. The

filing guidelines are also available on the PDC website at the following location, <https://facilities.ufl.edu/projects/forms-standards/>

- 6) BIM 360 Support, Information, & Training can also be found on the PDC website at the following location, <https://facilities.ufl.edu/projects/bim360/>