

Know where each part of the work belongs.

A shared review for project, BIM and IT decision-makers.

Map the layers

01 Workstation compute

Confirm the proposed provider, processing location and the configuration to be used for the accepted scope.

02 Workspace and caches

Identify working disks, caches and temporary files. Record the retention period and who can administer the environment.

03 Customer-approved storage

Identify the authoritative project repository, collaboration system and permission owner. Compute location does not determine every connected service location.

04 Backups, logs and support

Review backup copies, operational logs, monitoring and remote support separately. Ask where they are processed and who has access.

Project notes

Assign the responsibilities

Keep the review specific to the accepted project scope.

05 Identity and access

Record named users, authentication requirements, administrator access and the process for adding and removing contributors.

06 Application and client rights

Confirm the customer can use the applications and project material in the agreed environment. Avoid credential or licence sharing.

07 Recovery and incidents

Define the scope of backup, restoration tests, escalation and incident communication. A persistent workspace is not itself a recovery guarantee.

08 Export and project completion

Agree which files will be exported, who verifies the result and how access, residual copies and retention are handled.

Keep the website enquiry separate

Business contact information submitted through a website follows that website's privacy notice. It is not the same data flow as future workstation or client-model processing.

Discuss your project: info@vivacore.ca