

A workstation plan for the temporary BIM user.

A practical checklist for principals, BIM leads and project managers.

Start with the work

01 Define the assignment

Record the expected start date, project term and the person responsible for accepting the setup.

02 Identify the applications

List application names, exact versions, plug-ins and any peripherals the user relies on.

03 Describe representative tasks

Choose ordinary modelling, navigation, coordination and document tasks—not only the easiest demonstration.

04 Count simultaneous users

Separate the total number of people from the number who need access at the same time.

Project notes

Prepare the handover

Keep the review specific to the accepted project scope.

05 Map the file path

Identify customer-approved project storage, permissions, model collaboration and local caches. Do not move client data without approval.

06 Confirm the endpoint

Review the laptop or desktop, displays, network connection and required input devices.

07 Record ownership

Identify who supplies application entitlements, creates accounts and provides each part of support.

08 Agree the project end

Record export, access revocation, retention and deletion responsibilities before the user starts.

Before deciding

Bring the application list, user count, timeline and a description of the current setup to the first discussion. No model files are needed.

Discuss your project: info@vivacore.ca