

Exercise duration: ~15 minutes

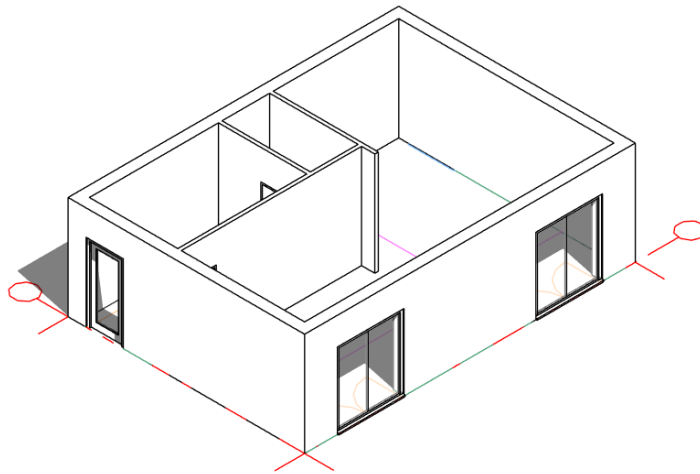
Practice exercise

Collaborate with a cloud workshared central model

Open an existing local 3D Revit project model and upload it to the cloud for others to collaborate with you. Adhere to BIM and project standard naming conventions and open a workshared central model.

Learning objectives:

- Open an existing Revit 3D project model.
- Collaborate with others in Autodesk Construction Cloud.
- Adhere to project naming standards.
- Apply metadata to a workshared central model.
- Open a workshared central model.



The completed exercise

1. In Revit, open the provided dataset file, **Base level complete.rvt**.

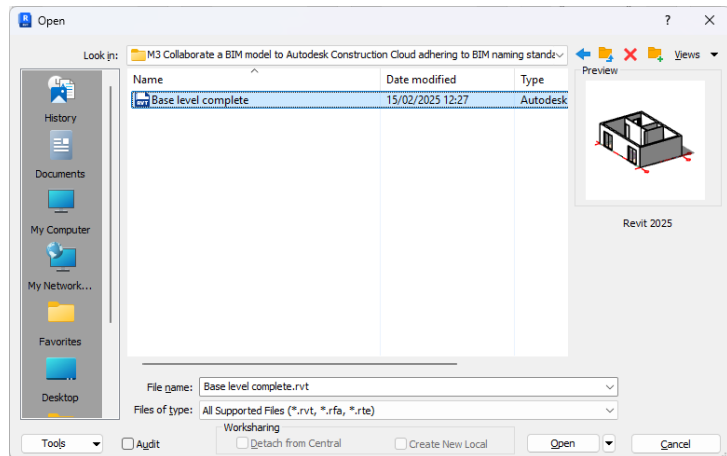
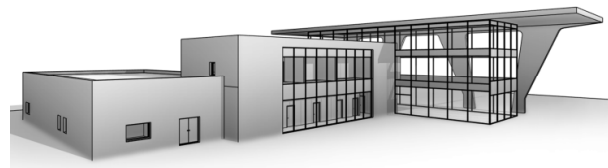


Figure 1. Downloaded dataset files.

2. Open the supplied **BIM Execution Plan.pdf** (BEP) file from the dataset.



BIM Execution Plan
Autodesk School of Design
PRJ001-CON-XX-XX-SP-Z-0002
PRJ001

Figure 2. BIM Execution Plan.

3. Scroll to the section of the BEP that specifies how files should be named in this project.

Note that this project uses the ISO 19650 U.K. National Annex.

APPENDIX A – CONTAINER NAMING

Project Code		Originator		Functional Breakdown		Spatial Breakdown		Form		Discipline		Number
Code	Code	Code	Company	Code	Volume	Code	Level	Code	Document Type	Code	Role	Number
PRJ001	ADSK	Autodesk		ZZ	All / multiple volumes	ZZ	Multiple levels	M3	Native 3D Model File (Revit 2025)	A	Architectural	0001
	CDN	Contractor Company		XX	No volumes	XX	No level applicable	MR	IFC Model Rendition exported from native model	B	Building Control	0002
	ARC	Architecture Company		01	Volume 1	00	Base floor level (ground floor)	MCR	Model used for Clash detection purposes	C	Civil Engineer	0003
	STR	Structure Company		02	Volume 2	01	Upper floor level	DG	2D Drawing	D	Drainage, Highways Engineer	Etc.
	BSC	Building Services Company		03	Volume 3	R1	Roof level	M2	2D Model File	E	Electrical Engineer	
	LAN	Landscape Company				F1	Foundations	IE	List Information Exchange (COBie data sheet)	F	Facilities Manager	
	MEP	Mechanical Electrical and Plumbing Company						TSP	Text Specification (Validation checklist)	G	Geographical & Land Surveyor	
								LRP	List based Reports (Including zipped clash reports)	H	Heating& ventilation	
								LDB	List: Database	K	Client	
								HS	Health and safety	L	Landscape Architect	
								MI	Minutes / action notes	M	Mechanical Engineer	
								TRP	Representation Programme	P	Public Health Engineer	
								RD	Room data sheet	Q	Quantity Surveyor	
								R1	Request for Information	S	Structural Engineer	
								TRP	Textual : Report	W	Contractor	
								SA	Schedule of accommodation	X	Subcontractor	
										Y	Specialist Designer	
										Z	General	

Figure 3. Project naming convention.

4. Rename the Revit project so that it meets the naming standard as per the BEP.

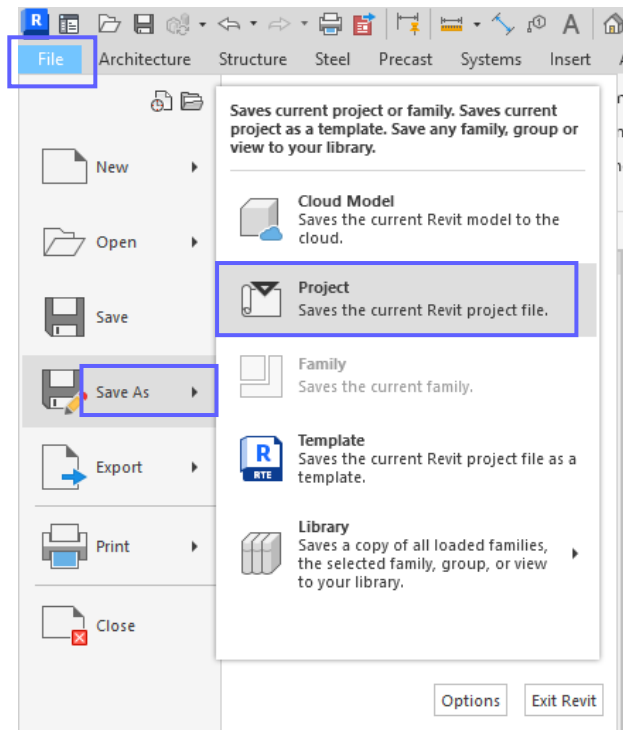


Figure 4. Save As > Project.

5. Create a cloud workshared central model in Autodesk Construction Cloud.

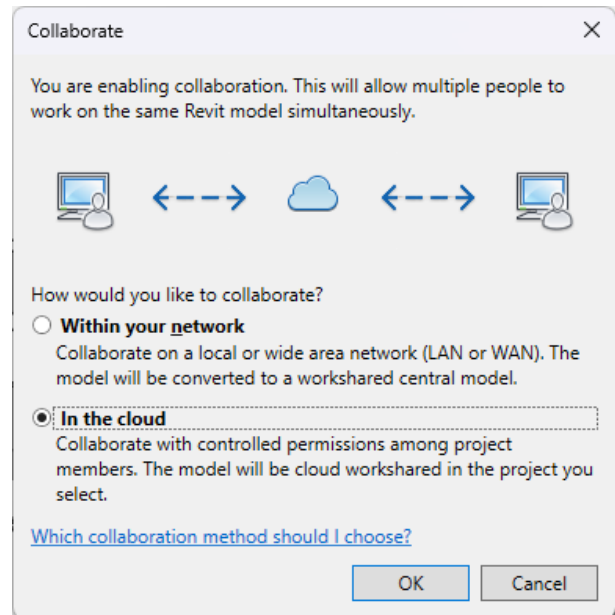


Figure 5. Collaborate > Collaborate

6. Select your ACC project and folder as specified by your educator.

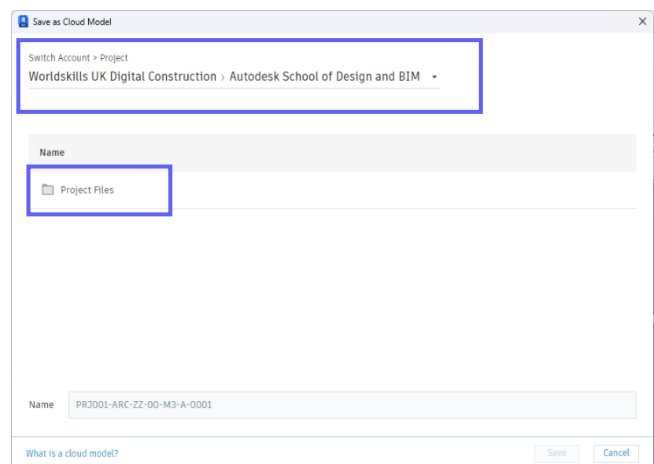


Figure 6. Specify the ACC project and folder.

7. Sign in to Autodesk Construction Cloud using your Autodesk account details.

Sign in



Email

name@example.com

Next

New to Autodesk? [Create account](#)

Figure 7. ACC sign in.

8. Navigate to Autodesk Docs.

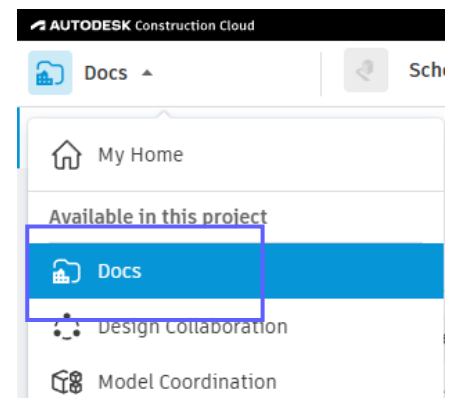


Figure 8. ACC Docs.

9. In Docs, navigate to the folder containing the workshared project model.

Files

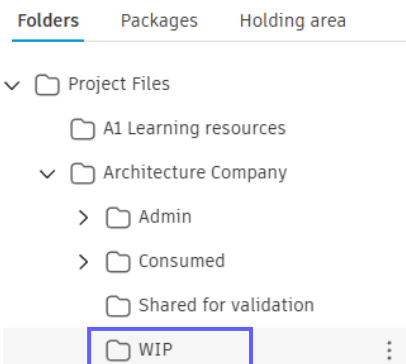


Figure 9 ACC folders within Docs Project Files area.

10. In ACC, enter the following metadata as provided in the BEP:

Classification
Status

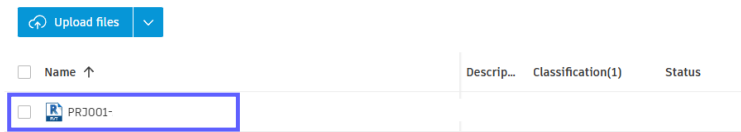


Figure 10. Revit project filename and metadata.

11. Return to Revit, make a change to the model by changing the two internal doors from type: IntSgl(1) to ExtSgl(1)

Synchronize the change to the central model that's in Docs.

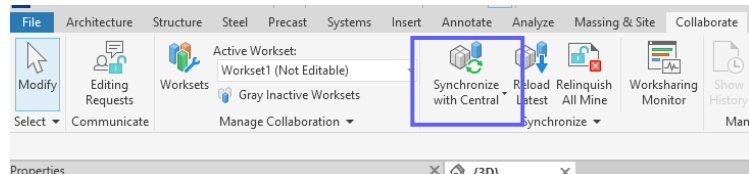


Figure 11. Synchronize and changes back to the workshared model.

12. Click to close any open tabs to close the Revit project.

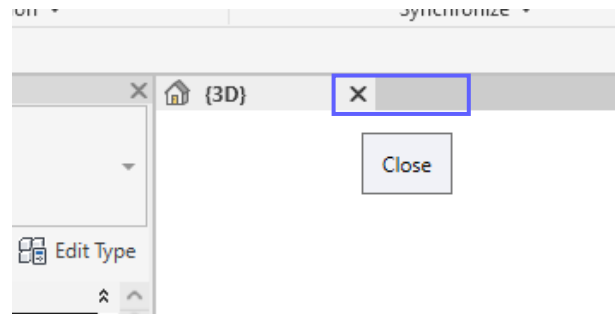


Figure 12. Close any open Revit projects.