

## MEMORANDUM

From: Code 04  
To: Code 04 All

Subj: In-House Design Policy - 65% Progress Review

1. All present and future In-House Design MILCON and high visibility projects will receive an internal 65% In-House Progress Review. Existing In-House projects beyond 80% complete will not require this review.
2. The intent of the 65% review is to provide an intermediate milestone to assist the design team as follows:
  - Ensures all designers are working at or near the same level of completion.
  - Provides concerted progress earlier in the design schedule.
  - Provides a set goal to evaluate progress and to coordinate between disciplines.
  - Identifies problems early and verifies systems selection.
  - Updates and informs Section Heads/Design Managers/Branch Managers.
3. By copy to Code 402, add the following paragraph to the AIC/EIC Guide:

### 3.4.2 65% PROGRESS REVIEW

All MILCON and high visibility projects will require a 65% In-House Progress Review. Milestone events for the review will be recorded in the Scheduling Program in DIS and are as follows:

a. **65% Plans to Section Heads**

1. The AIC/EIC will obtain or make enough copies of the drawings to distribute a multi-disciplined consolidated set to the Section Heads of the designers in each branch (Codes 401, 402, 403, 404, 405, 406, and 407) *revision (1)*, and the Branch Managers in Codes 408 and 411 by the planned milestone date.
2. The Section Heads will review the drawings and provide all interdiscipline comments on comment sheets to the AIC/EIC at least one full working day prior to the scheduled 65% Progress Review Meeting. Extent of the Section Head review is as follows:
  - Technical Review within Section Head's Discipline - Verify suitability of systems. Technical comments that do not affect other branches can be made on the drawings and need not be discussed at the Progress Review Meeting.
  - Interdiscipline Coordination Review - Review for system compatibility and plan/detail overview. Look for show-stoppers, scope growth, required permits, missed elements, etc. This is not a bubble or a dimensional check.
  - Verification of Percent Complete - Verify percent complete of your branch and record the percentage on the front of the comment sheets. The goal of this milestone is to have the overall project at least 65% complete. For example the Architectural drawings may be 70% complete and the Electrical Drawings may be 60%. No individual branch should ever be less than 50% complete.

b. **65% Progress Review Meeting**

1. The 65% Project Review Meeting should be scheduled within one week of the 65% Drawing Submission to Section Heads.
2. The AIC/EIC will consolidate the review comments and distribute a copy to the design team prior to the meeting. The entire design team including Codes 406 and 407, and the Lead Branch Section Head are required to attend the meeting.
3. The following items will result from the meeting:
  - One set of comments with resolutions noted.
  - Agreed upon overall project percent complete noted on front of comments.
  - If overall completion is less than 65%, then a list of action items and due dates will be established to get the project back on schedule.
  - (Code 406 AIC/EIC will hand out 3 product spec sections for markup.)  
*revision (1)*
  - (The team will identify any design items that have changed or have been added since the project was last cost certified. Code 407 representative will evaluate impact on the construction cost estimate. Design Manager will resolve any budget problems with the Project Manager.) *revision (1)*
4. The AIC/EIC will copy the above package for all designers and one for the job order folder. A copy will be given to the Lead Branch Section Head to update the overall percent complete in DIS and to provide update at next Design Managers meeting.



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Director  
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Copy To: Code 03 All