

Appendix A

CADD Standards Review Committee Structure and Process

Overview

The CADD Advisory Committee is ultimately responsible for the creation, acceptance, maintenance, publishing, and updating the CADD Standards. To facilitate these functions the CADD Advisory Committee formed a CADD Standards Review Sub-committee, which acts on the behalf of the CADD Advisory Committee in fulfilling the role of establishing City-wide CADD standards. The CADD Standards Review Committee is responsible for proposing, reviewing, and approving changes to the approved and published CADD Standards. The sections that follow describe how this sub-committee conducts the business of keeping the CADD Standards current.

Committee Structure

The CADD Standards Review Committee consists of the CADD Coordinators from the CADD Advisory Committee or their designated representative, and up to two additional representatives from each City Division, which participates in the CADD Advisory Program. The Divisional Representatives are designated by their respective CADD Coordinators based on input from the Division users, IT staff, and management.

It is the responsibility of each CADD Standards Representatives to represent all CADD users, engineers, and managers in their Division or Department. They are responsible for insuring that the needs of their Division or Department's use of CADD Standards are adequately represented to the CADD Advisory Committee through CADD Standards Review Committee.

The CADD Advisory Committee also designates a CADD Standards Coordinator to help facilitate meetings, manage the on line forum, independently review proposed changes to insure they are in line with approved standards, and provide technical advice and direction to the CADD Standards Representatives. The CADD Standards Coordinator may delegate duties to a technical specialist.

CADD Standards Representatives serve at the discretion of the CADD Advisory Committee with no set time limit or term. These representatives should be experienced CADD users and be familiar with their Division or Department's workflows. Preferably, if there are two representatives from the same Division, they should represent different functional groups (e.g. planning and design instead of two from design).

Roles and Responsibilities

CADD Standards Representatives

The CADD Standards Representatives have the specific responsibilities outlined below and any additional ones that the CADD Advisory Committee deems necessary to support the objectives of the CADD Standards Review Committee:

- Support, promote, and encourage the use of CADD Standards to their Division's CADD users, consultants and contractors.
- Solicit and accept recommendations from their Division's CADD users, engineers, and managers for changes to the current CADD Standards.
- Prepare appropriate documentation on proposed changes per CADD Standard guidelines and submit proposed changes on behalf of their Division.
- Attend all meetings of the CADD Standards Review Committee and actively participate in discussions and reviews.
- Stay current with postings to the CADD Standards Review Committee online forum on a regular basis. Actively participate in forum discussions, surveys, and information sharing.
- Organize and track internal Divisional reviews of proposed changes and obtain Division approval or rejection of changes in a timely manner as defined by the CADD Standards Review Committee.
- Disseminate information to their Division's end users, engineers, managers, and others on new standards proposed, accepted, under consideration, or rejected.
- Provide regular updates on the activities of the CADD Standards Review Committee to their Division's end users, engineers and managers.
- Complete any action items assigned by the Committee.
- Solicit and act on feedback from end users, engineers, managers, and others in their Division on the usefulness and effectiveness of the CADD Standards Review Committee.

CADD Standards Coordinator

The CADD Standards Coordinator has the specific responsibilities outlined below and any additional ones that the CADD Advisory Committee deems necessary to support the objectives of the CADD Standards Review Committee:

- Support, promote, and encourage the use of CADD Standards to all CADD users at the City of San Diego, outside consultants and contractors.

- Attend all meetings of the CADD Standards Review Committee and actively participate in the discussions and reviews.
- Manage the CADD Standards on line forum to insure that new entries are posted correctly, old entries are removed when no longer relevant, calendars are updated, and other relevant documentation is provided to the CADD Standards Representatives.
- Assist CADD Standards Representatives in disseminating information to end users, engineers, managers, and others on new standards proposed, accepted, under consideration, or rejected.
- Schedule and facilitate meetings of the CADD Standards Review Committee and publish meeting minutes.
- Complete any action items assigned by Committee.
- Provide independent technical review of proposed changes to insure that they meet existing guidelines, contain all necessary information, and are consistent with current CADD Standards.
- Incorporate approved changes in the official CADD Standard file store.
- Update approved changes to the CADD Standard Documentation.
- Provide technical advice and recommendations to the Committee on proposed changes and proactively provide recommendations to make the Standard more effective.
- Act as liaison between the CADD Standards Review Committee and the CADD Advisory Committee

CADD Advisory Committee

The CADD Advisory Committee has the specific responsibilities outlined below (in relation to the CADD Standards Review Committee) and any additional ones that the CADD Advisory Committee deems necessary to support the objectives of the CADD Standards Review Committee:

- Support, promote, and encourage the use of CADD Standards to all City of San Diego CADD users, outside consultants and contractors.
- Assist CADD Standards Representatives in disseminating information to end users, engineers, managers, and others on new standards proposed, accepted, under consideration, or rejected.
- Update CADD Standards Review Committee on any activities pertaining to CADD Standards, which are being considered by the CADD Advisory Committee.

- Review, approve or reject proposed changes approved by the CADD Standards Review Committee. If proposed changes are rejected, explanation on rejection must be returned to the CADD Standards Review Committee.
- Manage the governance approval process for the CADD Standards. This approval process may require presentations to the IT Governance Committee, Department head approvals, and other City governances whose approval is necessary to establish the Standard as a legal requirement.
- Each CADD Coordinator acts as a CADD Standards Review Committee Representative and may delegate this responsibility to another individual in their represented Division or Department
- Appoints the CADD Standards Coordinator.
- Each CADD Advisory Representative can appoint up to two additional CADD Standards Representatives from their represented Divisions.
- Monitors the activities of the CADD Standards Review Committee and directs changes in structure, methods, objectives, etc. as necessary to effectively manage the on going CADD Standards maintenance
- Resolves issues presented by the Committee that cannot be resolved within the CADD Standards Review Committee

Meetings and On Line Forum

The CADD Standards Review Committee meetings will be scheduled to insure all necessary business of the Committee is completed. These meetings shall not be scheduled less than once every three months. A scheduled meeting may be cancelled with the consent of the CADD Standards Representatives if there is no current business to conduct.

The Committee can use on line collaboration tools (on line forums) to conduct business, present proposals, survey CADD Standards Representatives for input and approval on proposed changes, and other communication. It is intended that as much Committee business as possible be conducted through the on line forum in order to minimize the impact on other duties also performed by the CADD Standards Representatives. The on line forum will be managed by the CADD Standards Coordinator and CADD Standards Representatives must visit and review posted material on a regular basis.

Documentation for Proposed Changes

Proposed changes to the CADD Standard must be clearly documented by the submitting CADD Standards Representative in order to effectively convey the intended change to other Committee members. The proposed change must be documented as appropriate for the particular change being proposed. It is intended that, whenever possible, this documentation be in electronic form

so that it can be easily shared via the on line forum. However, if electronic form is not possible (such as when a large number of changes need to be published in paper form) then the Committee must meet to review the documents or the submitting CADD Standards Representative must insure that each Committee member receives a copy in a timely fashion.

Appropriate documentation shall consist of, at a minimum, both a written and graphical description of the proposed change. A sample of appropriate submittal documentation is attached at end of section 1. The minimum requirements are:

- Written general description of the requested changes.
- An itemized list of each cell, line style, etc. being changed and brief description of the change.
- Names of the library or for resource file being changed.
- Submitter's name, Department & Division, and contact phone #.
- Location of the files containing the changed items. (If not included with the email)
- If the proposed change is the result of a mandate by a controlling governing agency, the written documentation will include a statement to that effect, a statement from the agency requiring the change, and documentation showing the mandated change and any time requirement.
- Graphical representations showing both current and proposed changes to cell, line style, etc.
- Graphics will have changed items clearly indicated by "clouds", notes with leader lines, color, or a combination of these and other methods.
- Graphics will clearly show the name of the cell, line style, etc. being changed or added.
- Only the changed items should be submitted – not the entire cell library, etc.
- Preferred formats are Microsoft Word for the written description and MicroStation for the graphics.

The Committee has the right to request any change submittals to be resubmitted if the original submittal documentation was not clear.

Review Process Description

The process the CADD Standards Review Committee follows for reviewing and approving proposed changes is shown in the diagram following this section. In general, the process is as described below.

1. Proposed changes are solicited by CADD Standards Representatives through each Division or Department's internal processes. The representative prepares the appropriate documentation (as described above) and sends it via email to the CADD Standards Coordinator.
2. The CADD Standards Coordinator reviews proposed changes to insure it is in compliance with CADD Standards and to determine if the documentation is sufficient to evaluate the proposed change.

If the proposed changes or documentation does not pass the CADD Standards Coordinator review, it will be sent back to the CADD Standards Representative corrections with an explanation of what is missing or required.

If the proposed changes meets current standards and has appropriate documentation, the CADD Standards Coordinator will create a new separate entry in the on line forum for the proposed change, attach the documentation to the discussion item, and create a survey question for other CADD Standards Representatives to approve, reject, or call for discussion on the proposed change.

The CADD Standards Coordinator will notify the CADD Standards Representatives via email that a proposal has been made, the location of the documents and survey question, and the time frame to complete the review.

If the proposed change is a mandate from a controlling governing agency, no Committee discussion or approval is required. In this case, once the change meets the CADD Standards requirement, the CADD Standards Coordinator will prepare a package for submittal direct to the CADD Advisory Committee.

3. Each individual CADD Standards Representative will then review the proposed change and process it through their internal Division review and approval cycle. Once they have obtained the necessary comments, the individual CADD Standards Representative will document their approval, rejection, or call for additional discussion via the on line forum.
4. If all CADD Standards Representatives do not reject the change or call for further discussion via the on line forum, the change is approved and the CADD Standards Coordinator will prepare the submittal package for review and approval by the CADD Advisory Committee.

If any one member rejects the proposal or any one member calls for further discussion then the item will be brought up at the next CADD Standards Review Committee meeting. The Committee will then discuss the proposal and provide approval or request additional information and/or changes be made by the submitting CADD Standards Representative.

Approval of proposed changes is not by majority vote. Committee approval must be unanimous.

If a submittal is approved then the CADD Standards Coordinator will prepare a package for submittal to the CADD Advisory Committee for review and approval.

5. The CADD Advisory Committee will review proposed changes at their earliest possible convenience. CADD Advisory will review the proposal through the process they have established and will obtain approval as needed by the City's IT governance processes.

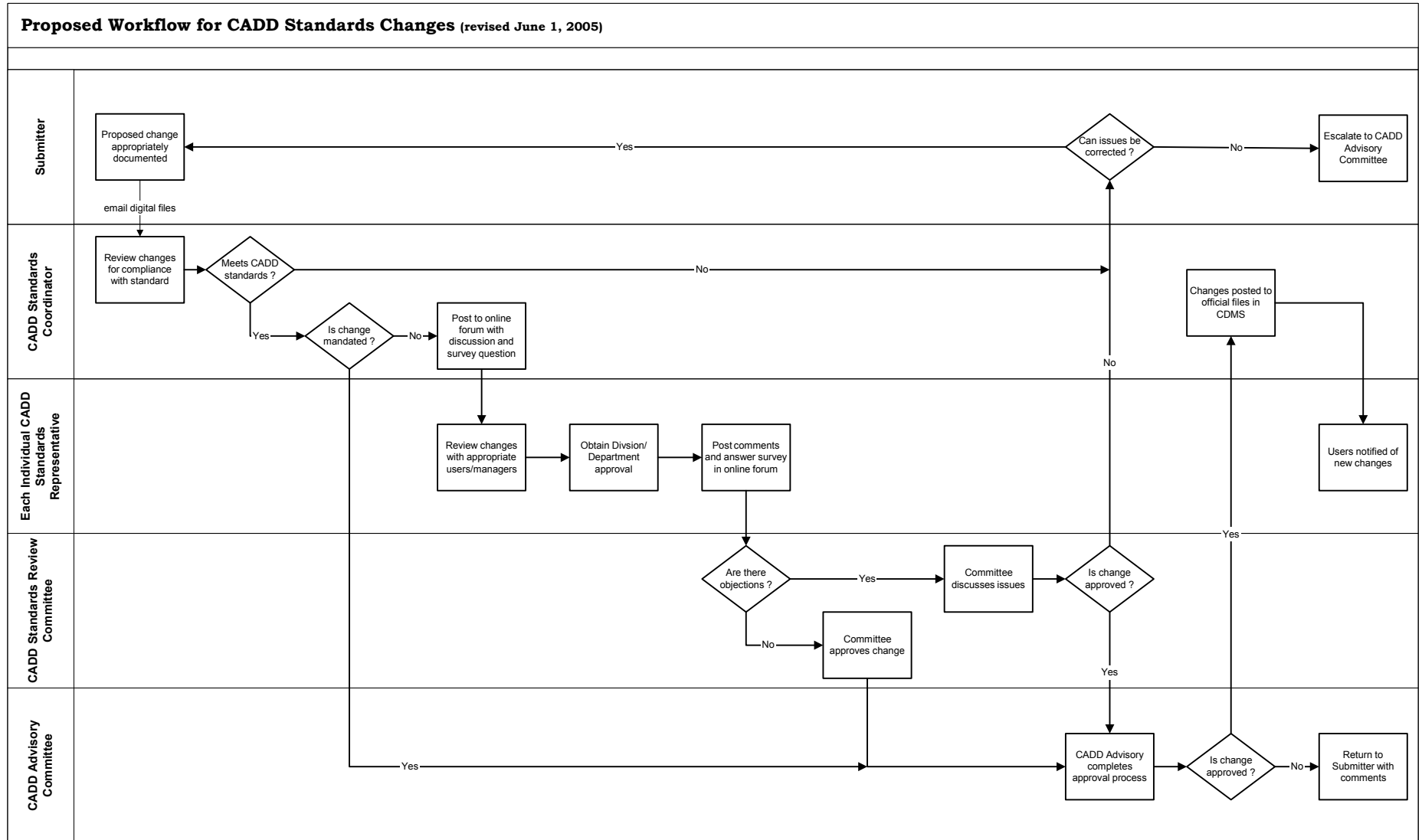
When the CADD Advisory Committee approves the change they will notify the CADD Standards Coordinator. The CADD Standards Coordinator will make changes to the original files in the standards repository and update the CADD Standards Document. The CADD Standards Coordinator will notify the individual CADD Standards Representatives that the proposal has been approved and adopted and that it is ready for distribution to end users. The CADD Standards Representatives will notify end users and update their systems with the new standard files per their internal Divisional processes and procedures.

If the CADD Advisory Committee rejects the proposal, either as a part of their review or as a result of IT governance, they will prepare a written description of why the change was rejected and return the comments to the original submitter.

6. If a proposal is rejected at any step, the original submitter can make appropriate changes to remove objections and resubmit the proposal or they may escalate the issue to the CADD Advisory Committee for determination on whether or not the requested changes must be made.

The CADD Standards Review Committee may propose changes to this review and approval process. The CADD Advisory Committee must approve proposed process changes before they are implemented.

Review Process Diagram



Submittal Documentation Sample

General Description

Proposed Changes to Library V8 City Proposed.cel

1. Edit WSD cover sheet (Cell name: SHEET COVER WSD)
 - a. Changes in limits of Work table
 - i. Delete columns in table
 - b. Changes in the legend
 - i. Correct typo

Requested by:

WSD users group

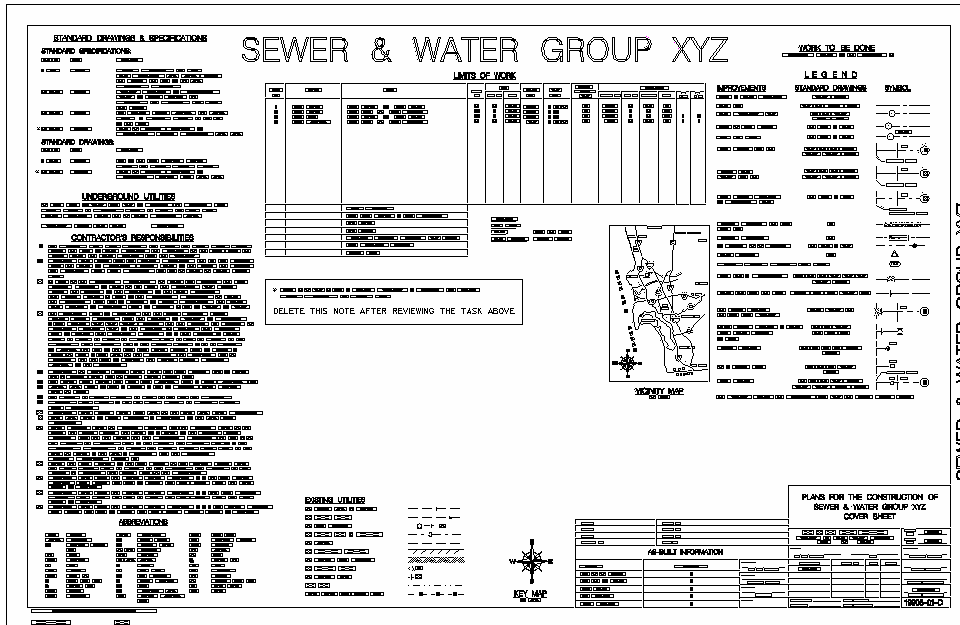
Submitted by:

Paul Bowden
CADD Analyst
Jr. - Civil Engineer
E&CP/WSD Division
(123) 456-7890

Submittal Documentation Sample

Graphical Representations

Before



After

