

COURSE TEMPLATE

Application Details	
*Category	INDUSTRY_SPECIFIC
*Focus Area/Industry	CONSTRUCTION
*Sector	Other specialized construction activitie

Course Details			
*Course Name	Autodesk Construction Cloud - Autodesk Docs		
*Course Overview	Autodesk Docs, a core module within Autodesk Construction Cloud (ACC), is a centralized document management solution designed to streamline collaboration and ensure all project stakeholders work with up-to-date information. This course introduces Autodesk Docs and its role within ACC, covering essential topics such as setting up projects, organizing documents, managing permissions, and ensuring data security. Participants will learn to view and mark up 2D and 3D files, share documents, and track issues in real time. The course also explores integration with other ACC tools, reporting features, and best practices for optimizing workflows. By the end, attendees will be equipped to manage construction documents efficiently, enhance collaboration, and leverage Autodesk Docs for project success.	*Course Objective	The objective of the Autodesk Docs course is to equip participants with the knowledge and skills needed to effectively manage, organize, and collaborate on construction documents within the Autodesk Construction Cloud (ACC) platform. The course aims to ensure participants can navigate Autodesk Docs, set up projects, control document permissions, utilize markup and collaboration tools, integrate with other ACC modules, and apply best practices to optimize workflows. Ultimately, the goal is to enable users to streamline document management, improve team collaboration, and enhance overall project efficiency.
*Target Group (By designation)	Project managers. BIM/VDC coordinators. Construction professionals. Document controllers and administrators.	Minimum Training Requirement (If any)	

*Course Learning Outcome (CLO)	*CLO Statement		*Learning Domain
	Upon completion of this course, participants will be able to:		
	CLO 1	Able to establish a structured document management system for a project, ensuring all stakeholders have access to the latest files and organized folders tailored to project requirements.	Skill - Level 2
	CLO 2	Able to collaborate with internal teams and external partners by sharing documents, assigning tasks, and tracking issues, ensuring smooth communication and reduced project delays.	Knowledge - Level 2
	CLO 3	Maintain a single source of truth by managing file versions, ensuring that teams always work with the most current drawings, models, and specifications.	Knowledge - Level 2
	CLO 4	Use markup tools to review, annotate, and compare design iterations directly within the platform, facilitating faster decision-making and approval processes.	Skill - Level 2
	CLO 5	Generate actionable reports to monitor document activity, identify bottlenecks, and improve project performance using real-time insights.	Skill - Level 2
	CLO 6		Please choose one
	CLO 7		Please choose one
	CLO 8		Please choose one
	CLO 9		Please choose one
	CLO 10		Please choose one

Mapping of Training Modules and CLO					
*Module	*CLO	*Theory Duration (Hours)	*Practical Duration (Hours)	Total Hours	Practical Elements (if any)
Autodesk Construction Cloud (Account Admin) 1.Account Admin Module •Setting up ACC Account •Project Management •User Management •License Management •User Roles Management •Project Templates Management	1,5	1		1	
Autodesk Docs 2.Files •Folder Structure •File Permission Settings •File Naming Convention •Upload and Download Files •Review 3D Model and Drawing	2,3	1		1	
Autodesk Docs 3.Review •Approval Workflow •Private and Published Markups •Review Action •Issues Lifecycle •Transmittals	2,3,4	1		1	
Autodesk Docs 4.Issues •Permission Settings •Create Issues •Manage Issues	2,4	1		1	
				0	

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				0	
				0	
				0	
				0	
				0	
				0	
Total Hours		4	0	0	
Grand Total Hours				4	

PRACTICAL CENTRIC:

N/A

Mapping of CLO with Training Strategies and Assessment Method

*CLO	*Training Strategy	*Assessment Method	*Assessment Weightage (%)
1	Hands-on	Demonstration	20
2	Role Play	Demonstration	20
3	Hands-on	Demonstration	20
4	Group Activity	Demonstration	20
5	Hands-on	Demonstration	20
	Please choose one	Please choose one	
	Please choose one	Please choose one	
	Please choose one	Please choose one	
	Please choose one	Please choose one	
	Please choose one	Please choose one	
Total Weightage			100

Note:

- *compulsory field to be filled.
- Fill the course details carefully in this excel document (soft copy) and submit this template via online submission form