

Doc Name:	Microvellum – Design to Production Lifecycle
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02. OVERVIEW

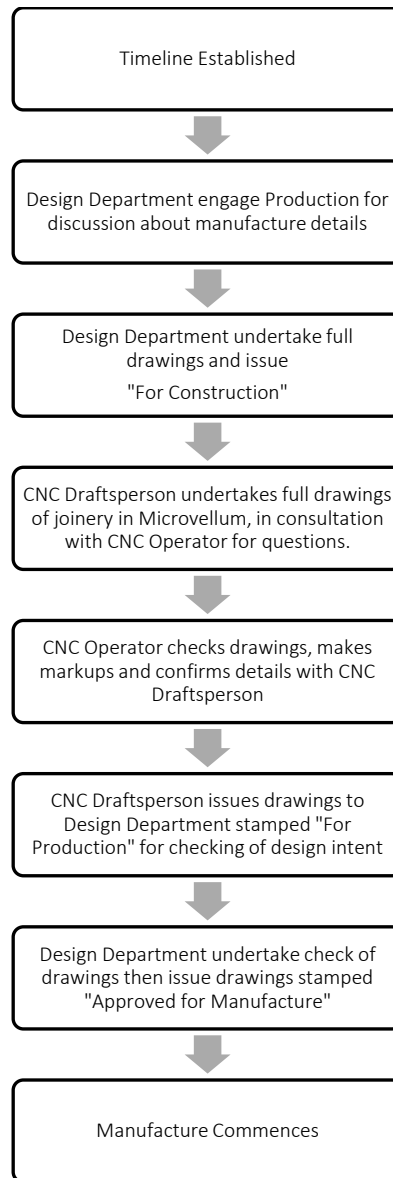
➤ What is Microvellum?

Microvellum is a software package that connects to the RJA CNC machine, allowing production of materials to be a more automated process. For any joinery items that are being produced via CNC, the RJA Design Department are first required to undertake drawings of this joinery in Microvellum.

➤ Purpose of this Process?

This process is to assist the smooth transition and coordination between the Design Department and the Production Department, enabling both departments to work cohesively and effectively.

03. FLOWCHART FOR REFERENCE



04. LIFECYCLE OF THE MICROVELLUM PROCESS

➤ **Timeline is established:**

1. A master timeline needs to be established as the very first step. This master timeline will be in line with the clients expectations and will be used to ensure the project dates are met.
2. Timeline to include the following key critical dates for Design and Production departments:
 - a) Date that design is starting
 - b) Date that drawings are issued to the client
 - c) Date for client comments to be issued back to RJA Design Department
 - d) Date when drawing changes are made by to be issued back to client
 - e) Date when “For Construction” drawings are to be issued
 - f) Date for Microvellum Drawings to be started
 - g) Date for Microvellum Drawings to be completed
 - h) Date for Production to start manufacture of joinery
 - i) Date for when joinery manufacture is required to be completed and delivered to site
3. The master program will be determined by the Project Manager and will flow on to include all critical construction dates. For the purpose of this Process the above dates are a snapshot only of the critical dates required by the Design and Production Departments.

➤ Design Department engages Production

1. Email is sent from Design Department to Production Manager to request a meeting with CNC Operator (currently Cristen).
2. Meeting is set between Design Department and CNC Operator to discuss details of the project and details of how the joinery is to be manufactured. This will set the parameters for the drawings to be undertaken in Microvellum. As many details as possible should be discussed in this meeting such as junction details, gables, setbacks, hinges, draw runners, clearances and opening sizes, to name a few. Master Timeline is viewed by both departments and agreed to. Any concern on Master Timeline is required to be raised immediately with the Project Manager.
3. Design Department then issue out an email with all details that have been agreed to, providing a complete summary of the project along with the timeframe to provide notice that drawings are imminent. This email will include the CNC Draftsperson (currently Jeeboy) and the CNC Operator (currently Cristen). From this point the CNC Operator and CNC Draftsperson will engage in direct conversation to discuss ongoing details and questions during the joinery drawing process in Microvellum.
4. It is noted that the design intent cannot be altered or compromised. Should details or manufacture methods require design intent changes, approval must be received from the Design Department before proceeding.

➤ Design Department undertakes full drawings of the project:

1. Drawings are undertaken in AUTOCAD for the entire project, including all plans, elevations, details as requested or required by the client.
2. Drawings are sent to the client for comments or approval.
3. Comments are addressed and changes are made.
4. Drawings are sent back to the client for full approval.
5. Drawings are stamped "For Construction" and issued to the CNC Draftsperson to undertake Microvellum Drawings

➤ Completion of Drawings

1. Once the CNC Draftsperson has finalised the Microvellum drawings, these will be issued to the CNC Operator to check and make alterations if required
2. Following the above, the CNC Draftsperson will issue the drawings to the Design Department noting these drawings are approved.
3. The Design Department will undertake one final check of the drawings to ensure the design intent has not been changed or compromised. Changes, if required, will be made. Changes to the design intent must be noted to the client.
4. The drawings will then be issued by the Design Department to the CNC Operator “Approved for Manufacture”. This will be an email from the Design Department to the CNC Operator with the Project Manager and the Production Manager on copy.

05. IMPORTANT NOTES

During the Microvellum Lifecycle process it is important to note that at all times the dates of the Master Schedule must be maintained. Once agreed to, these dates cannot be compromised or changed without prior discussion with the Project Manager.

It is also important to note that that the design intent is critical and can never change without Design Department approval. This will often involve client approval.

Related Resources, Tools and Links

- N/A

Contact & Further Information

For further assistance please contact your direct manager.

Process Owner

Directors – RJA

Note: This document does not form part of any contract between you and RJA. It summarises the guidelines and procedures to be followed when undertaking the onboarding process of a new employee. Review in accordance with applicable legislation, and is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this document is not intended to give rise to contractual obligations binding on the Company. This document may be varied from time to time.