



# The Office Space:

Utilizing “other” areas of the Fusion 360  
Manage client for your business

MFG501232

Timothy Curry

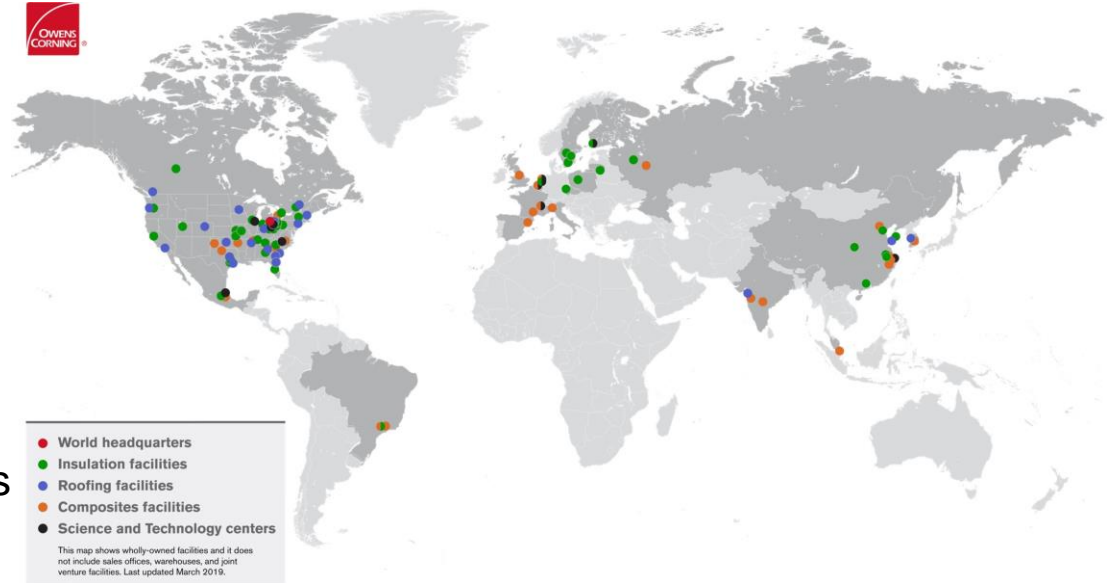
PLM Systems Lead | @TCofBRow  
Owens Corning

# Class Summary

- Information about;
  - Owens Corning
  - Our Capital Delivery teams
  - Where we were
  - Where we needed to go
  - Our initial steps to get there
  - What happened after we started progressing and growing
- Owens Corning will demonstrate how they use Autodesk Fusion 360 Manage software workspaces, outside of their main project (engineering) workspaces.
- The processes used to develop a new workspace from scratch to suite our needs
- The recommendations we have for others from our lessons learned.

# Owens Corning is in 33 Countries

- World Headquarters
  - Toledo, Ohio
- Facilities
  - Americas
  - Europe
  - Asia Pacific
- Science and Technology Centers
  - Granville, Ohio
  - Chambery, France
  - Shanghai, China

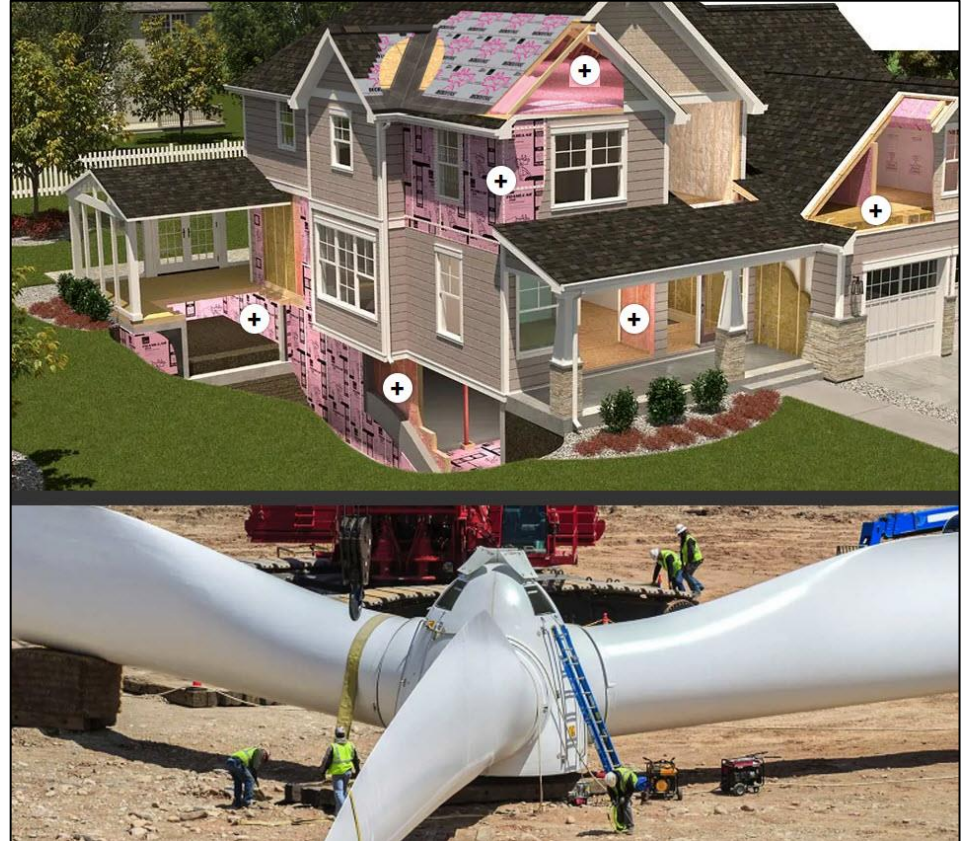


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# Owens Corning

## Capital Delivery

- Divisions of Operation
  - Composites
  - Insulation
  - Roofing and Asphalt
- Who we are, and what we do
  - Design / Build team
  - Varying
    - Cultures
    - Languages
    - Levels of experience
    - Amount of time before retirement
  - Projects over \$1MM



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# Where were we? Our Challenges

- Global Company
- Information Security
  - Email traffic for everything
  - Files residing on (ex-)Employee hard drives, restrictive server drives
  - Transferring large files via Thumb drives or CDs
- Documentation Loop
  - Create/Publish, Print, Sign, Scan, Send, Repeat
  - Varying styles/forms per individual
- Connections Speeds
  - Home
  - Office
  - Plants



# Our expectations and what we needed

These were just a few key items or features that were needed



## **Something Cloud Based**

With working in multiple regions of the world, access and collaboration is key



## **Easily Configurable**

Building it to model how we functioned in our processes of project delivery



## **Cellular (Mobile) Access**

As a team that is constantly traveling, project information needs to be readily available

# Digital Accomplishments

2013-2014



## Started Small

Contract Change Proposals  
Design Change Alerts  
Project Document Library

2015-2018



## Accelerated Growth

Project Management  
Dashboard  
Standards Document Library

2019-2021



## (Pre) Pandemic

Incident Investigation  
Accident Reports  
Requests for Information

2022+



## Digital Platform

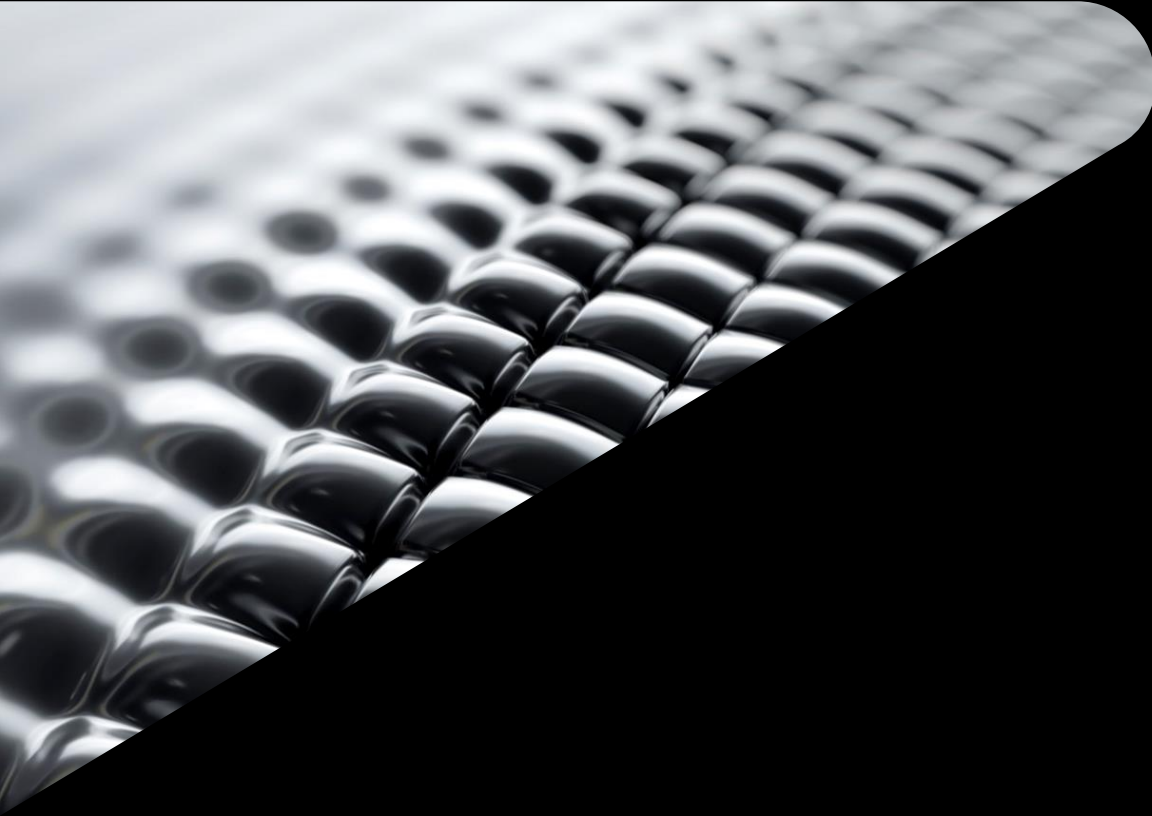
User Profiles  
Requests for Quote  
Daily Construction Reports  
Platform Connections  
Vault and ePLAN

# Areas for Thought

## Our Office Procedures

- Going forward in this session you will be presented with workspaces that have helped us work “in the office”.
  - Project Initiation
  - Time Sheets – project billing
  - Travel Requests – domestic and international
  - Employee Travel Records
  - Passport and Visa Requests/Renewals
  - New Employee Onboarding
  - Catering Requests
  - Office Requests and Purchases





# **A Look at our Workspaces**

# Project Initiation

- 1 workspace to start tying many together.
- Information needed to create a “project”
  - Is it Billable?
  - Capital or Expense?
  - Is it being paid for by a Project or a Cost Center?
  - How is the Project Work Breakdown Structure (WBS) set up?
    - How big is the project
  - What division is this for?
  - Where is the project going to be located?
  - Who is responsible?
  - Can someone charge time to it?

The screenshot shows the 'New Orleans - Autodesk University 2022 - 20220928' project initiation form. The form is divided into several sections: 'Project Information (1 of 4)', 'Project Financial Setup (2 of 4)', 'Admin Items - Document Library (3 of 4)', and 'Project Listing'. The 'Project Information' section includes fields for 'Funded (Billable)', 'Capital or Expense', 'Project or Cost Center', 'Project File Number', 'Cost Center with GL Account', 'Project Type', 'Project Category - 3rd Element of WBS', 'Project Category Code', 'Shoulder Tap', 'Division', 'Project Location', 'Project Name', 'Requestor', 'Leader', 'OC Project Support', 'Billing Admin', and 'Admin'. The 'Project Financial Setup' section includes 'Chargeable'. The 'Admin Items - Document Library' section includes 'Document Library Completed', 'Document Library Date', 'Is a Document Library Needed', 'Project Listing', 'Start Date', 'Document Library', and 'Template'. The form is titled 'New Orleans - Autodesk University 2022 - 20220928' and has a 'Create Project for Timesheet' button. The 'Workflow actions' dropdown is set to 'Workflow actions' and the 'Revert workflow action' button is visible.

Home > Project Initiation for Time Sheet Listing

New Orleans - Autodesk University 2022 - 20220928 - ★ ⋮ ⌵ ⌵ ⌵ ⌵

Create Project for Timesheet Workflow actions Revert workflow action

Item Details Workflow Actions Change Log

Edit

Project Information (1 of 4)

Funded (Billable) Yes

Capital or Expense Expense

Project or Cost Center Project

Project File Number 20220928

Cost Center with GL Account

Project Type 6. Larger Capital Project (6th level setup) 00000000(C/E).900.00.97.WC

Project Category - 3rd Element of WBS -- Not Using 7th Level Sage Structure

Project Category Code --

Shoulder Tap No

Division Corporate

Project Location New Orleans, Louisiana, United States of America

Project Name New Orleans - Autodesk University 2022

Requestor Curry, Timothy -

Leader Curry, Timothy -

OC Project Support Curry, Timothy -

Billing Admin

Admin Curry, Timothy -

Project Financial Setup (2 of 4)

Chargeable Yes

Admin Items - Document Library (3 of 4)

Document Library Completed Document Library Date

Is a Document Library Needed

Project Listing

Start Date

Document Library Standard

Template

# Time Sheets – project billing

Curry, Timothy

Home > Time Sheet

Curry, Timothy - 2022-05-08 - 2022-05-14

Create

Workflow actions

Item Details

Time Entry (12)

Workflow Actions

Change Log

Edit

Details (1 of 2)

Employee

Curry, Timothy

Manager

CD Engineering - Digital Engineering -

Labor Rate

1,000,000.00

Currency

USD - \$

Cost Center

96401028

Week of

05/14/2022

Start Date

05/08/2022

End Date

05/14/2022

1st Submission

Hidden Employee

Curry, Timothy -

OC Leader 4A

OC Director 3B

OC Director 3A

Curry, Timothy - 2022-05-08 - 2022-05-14									
<a href="#">Workflow actions</a>									
Item Details Time Entry (2) Workflow Actions Change Log									
Edit Add Remove									
On-Site	Project Name	Hours	Work Center	Project Type	Division	Project	Labor Cost	WBS	
<input type="checkbox"/>	New Orleans - Autodesk University 2022 - 00220628 -	28.00	T4 - Software / Subhost (PLM Administrator)	6-Larger Capital Project (6th level setup) 000000000; ES 600 00 97 NC	Corporate	Project	\$400	20220628E 900-Q2 97 NA	
<input type="checkbox"/>	Grenville - Digital Engineering - Digital Platform Creation -- 00000000	2.00	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	Adv Mfg	Cost Center	600	00000000	
<input type="checkbox"/>	Grenville - Digital Engineering - Autodesk Lifecycle Programming -- 00000000	1.50	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	Adv Mfg	Cost Center	450	00000000	
<input type="checkbox"/>	Non-Billable - Odeya Meeting -- 00000000	1.50	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	CSE	Cost Center	450	00000000	
<input type="checkbox"/>	Non-Billable - Autodesk Vault -- 00000000 / 000000	1.25	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	Adv Mfg	Cost Center	375	00000000 / 000000	
<input type="checkbox"/>	Grenville - Digital Engineering - Weekly Huddle -- 00000000	1.00	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	Adv Mfg	Cost Center	300	00000000	
<input type="checkbox"/>	Non-Billable - Town Hall Meeting -- 00000000	1.00	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	Corporate	Cost Center	300	00000000	
<input type="checkbox"/>	Non-Billable - Lifecycle Training -- 00000000	1.00	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	Corporate	Cost Center	300	00000000	
<input type="checkbox"/>	Non-Billable - Mentorship -- 00000000 / 000000	1.00	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	Corporate	Cost Center	300	00000000 / 000000	
<input type="checkbox"/>	Grenville - Digital Engineering - Autodesk Lifecycle Clean-up -- 00000000	0.75	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	Adv Mfg	Cost Center	225	00000000	
<input type="checkbox"/>	Non-Billable - Touchbase -- 00000000 / 000000	0.50	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	Corporate	Cost Center	150	00000000 / 000000	
<input type="checkbox"/>	Non-Billable - On-Site (Cultural, health, 100 Etc.) Teams -- 00000000 / 000000	0.50	T4 - Software / Subhost (PLM Administrator)	0-Cost Center	Corporate	Cost Center	150	00000000 / 000000	
<input type="checkbox"/>	Total Billable Hours: 40						Total Labor Cost: 28000		

# Travel Requests – domestic and international

- Purposes of the Travel Request
  - Reduces unnecessary project travel
  - Informs project teams of whom will be coming to the site / when
  - Creates a list of costs associated with project travel for future projects
- Clarity for Leadership of employee whereabouts
- COVID regulations/restrictions, corporate travel approvals

The screenshot shows a web interface for a travel request. At the top, there's a navigation bar with a hamburger menu, the Autodesk University logo, and a breadcrumb trail: Home > Travel Request. Below this, the title of the request is 'Curry, Timothy - - 'United States of America - 2022-09-26 - 2022-09-30'. There are three buttons: 'Create Request' (disabled), 'Workflow actions' (active), and 'Revert workflow action' (disabled). Below the navigation bar, there are four tabs: 'Item Details' (active), 'Workflow Actions', 'Attachments (0)', and 'Change Log'. Under the 'Item Details' tab, there is an 'Edit' button. The main content area is titled 'Request (1 of 4)' and contains a list of fields and their values:

Requestor	Curry, Timothy -
Confirm link to Passport Stamp and Visa profile	Curry, Timothy - United States of America - 2028-10-10
Requested Departure Date	09/26/2022
Requested Return Date	09/30/2022
Country of Visit	'United States of America
State of Visit	Louisiana
City of Visit	New Orleans
Reason for Travel	Presenting at AU 2022
Drive or Flight Request	Flight
Flight: Class of Travel	Economy
Flight: Cost of Airline Travel	\$55.00
Drive: Personal or Rental	*N/A*
Project Name	New Orleans - Autodesk University 2022
OC Leader 4A	
OC Director 3B	
OC Director 3A	
OC Vice President	
OC Divisional President	

- Passport

- The only information we keep is from what country and the expiration date
  - This helps with defining how long someone can be gone for company business regarding regions or countries.

- Stamps

- A record of Stamps is generated from the Post-Trip Actuals on the Travel Request.
  - These help in autogenerated reports for reporting length of stays.

- Visas

- A list of current Visas allows leadership to find the correct individuals to travel at a last-minute notice in case of emergencies.



# Passport and Visa Requests/Renewals

- Both are very similar process
- This used to be email traffic between the requestor and the office administrator
- Employees can now see the process of where their passports or visas are at
- Ensures that nothing is missed that can cause the process for request or renewal to be slowed down or rejected/returned

The screenshot displays a web application interface for managing passport and visa requests. The header shows the user's name, "Curry, Timothy", and a location pin icon. Below the header, there are tabs for "Item Details", "Workflow Actions", "Relationships (0)", "Attachments (0)", and "Change Log". The "Workflow Actions" tab is selected, showing a process workflow for "Passport in Hand".

The workflow section, titled "Process Workflow (1 of 4)", includes a table with columns for "Requestor", "Admin", "Initial Request", "Reply with Actions", "Actions Complete", "Passport Application Submitted", "Passport Approved/Rejected", and "Passport Returned". The table shows a single row of data with dates and checkboxes indicating the status of each step.

The "Initial Information (2 of 4)" section contains fields for "Country of Passport", "My Contact Number", "Job Title and Company", "My Company uses a Passport/Visa Agency", and "Date of Next Travel".

The "Items Supplied (3 of 4)" section includes a table with columns for "Passport Photos" and "Passport Instruction Kit", showing the status of each item.

The "Passport Information (4 of 4)" section includes fields for "Issue Date" and "Expiration Date".

	Requestor	Admin	Initial Request	Reply with Actions	Actions Complete	Passport Application Submitted	Passport Approved/Rejected	Passport Returned
Complete	Curry, Timothy	Lantz, Olivia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date	09/19/2018	10/03/2018	10/03/2018	10/05/2018	10/15/2018	10/15/2018		

	Passport Photos	Passport Instruction Kit
Supplied	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Issue Date: 10/11/2018  
Expiration Date: 10/10/2028

# New Employee Onboarding

- Purpose: Not losing tribal knowledge from past office administrators
- 4 weeks prior to start
  - Name, Position Title, Start Date, Seating Location, Visas needed, Training Resources
- 2 weeks prior to start
  - Employee ID#, Network ID, Onboarding Plan with Leadership, Org Announcement/Headshot, Standing Meeting invites, Equipment Requests, Software Requests
- 1 week prior to start
  - Guard House Notification, Site Notification
- Starting week
  - Orientations (Safety, IP, Group, Job Software & Site), Badge and parking access, Resources, Additional Software

The screenshot shows a software interface for a new employee onboarding process. The header bar is dark blue and contains the text "Timothy Curry - 2020-02-03" in white. To the right of the header are several icons: a star, a menu icon, a refresh icon, a close icon, and a window icon. Below the header bar, there is a status bar with a lock icon and the text "Locked", a location pin icon and the text "Create", and a dropdown menu showing "No workflow actions available". Below the status bar, there are three tabs: "Item Details" (selected), "Attachments (0)", and "Change Log". Below the tabs, there is a blue "Edit" button. Below the button, there is a list of 11 items, each with a title, a progress indicator, and a dropdown arrow. The items are: "Employee Information (4 Weeks) (1 of 11)", "Onboarding Information - Others (2 of 11)", "Resources (4 Weeks) (3 of 11)", "Employee Information (2 Weeks) (4 of 11)", "Equipment Request (2 Weeks) (5 of 11)", "Software (2 Weeks) (6 of 11)", "Employee Information (1 Week) (7 of 11)", "Employee Information (Start Week) (8 of 11)", "Equipment Request (Start Week) (9 of 11)", "Resources (Start Week) (10 of 11)", "Software (Start Week) (11 of 11)", and "Owner and Change Summary".

# Catering Requests

- Old Conversation:
  - Can you order us food for next week's meeting?
    - What would you like?
  - Something good.
    - For how many people?
    - Is it for a project? What's the billing info?
    - Where are you having the meeting?
    - Any special requests or things to note?
- By moving this to a PLM request, as mundane as it seems, this saves time and communication traffic.
- It keeps the requestor informed of the cost and they can pick what they want from our company's catering menu, along with the status of the order.

The screenshot shows a web application interface for a 'Catering Request'. At the top, there's a breadcrumb 'Home > Catering Request' and a navigation bar with 'Item Details' (active), 'Workflow Actions', 'Grid', and 'Change Log'. Below the navigation bar are 'Save' and 'Cancel' buttons. The form is divided into sections: 'Required Information (1 of 4)' with fields for Requestor, Room #, Required # of People, Requested Meal, Date Needed, and Office Admin; 'Requested Meal (2 of 4)' which is a table with columns for Item #, Meal Option, Descriptions, Cost Per, How Priced, Quantity Needed, and Total Cost, containing 9 rows and a TOTAL row; 'Outside Option if AV1 can't cater'; 'Workflow (3 of 4)' with 'Submitted' and 'Ordered' checkboxes and a 'Confirmation' field; and 'Additional Information (4 of 4)' with a 'Notes' field.

Item #	Meal Option	Descriptions	Cost Per	How Priced	Quantity Needed	Total Cost
Item #1	Select					
Item #2	Select					
Item #3	Select					
Item #4	Select					
Item #5	Select					
Item #6	Select					
Item #7	Select					
Item #8	Select					
Item #9	Select					
TOTAL						



# Office Requests and Purchases

- Restrictions
  - Limited access to onsite service requests
  - Most employees don't have "Purchase Cards"
- Helps to clearly define the original request

The screenshot shows a web application interface for 'P-Card Purchase Requests'. The top navigation bar includes a menu icon, the Autodesk logo, and a user profile icon. Below the navigation bar, the breadcrumb trail reads 'Home > P-Card Purchase Requests'. The main content area has tabs for 'Request Details', 'Workflow', 'Workflow Actions', 'Multiple Item Order List', and 'Change Log'. The 'Request Details' tab is active, showing a form with 'Save' and 'Cancel' buttons at the top. The form is divided into three sections: 'Required Information (1 of 3)', 'Additional Information (2 of 3)', and 'Status (3 of 3)'. The 'Required Information' section includes fields for 'Single or Multiple Item Order' (a dropdown menu), '\* Item' (a text input), 'Quantity Requested' (a text input), 'Estimated Product Cost' (a text input), 'Admin' (a dropdown menu), 'Requestor' (a dropdown menu), and 'Date Requested' (a text input). The 'Additional Information' section includes a 'Link to Item if available' (a text input), 'Date Needed' (a date picker), and 'Notes' (a text area). The 'Status' section includes a table with columns for 'Submitted', 'Completed', 'Date', and 'Estimated Delivery Date'. The 'Submitted' and 'Ordered' rows have checkboxes, and the 'Ordered' row has a date picker.

Home > P-Card Purchase Requests

Request Details Workflow Workflow Actions Multiple Item Order List Change Log

Save Cancel

Required Information (1 of 3)

Single or Multiple Item Order Select

\* Item

Quantity Requested

Estimated Product Cost

Admin Select

Requestor Select

Date Requested

Additional Information (2 of 3)

Link to Item if available

Date Needed mm/dd/yyyy

Notes

Status (3 of 3)

	Submitted	Completed	Date	Estimated Delivery Date
	<input type="checkbox"/>			
	<input type="checkbox"/>			mm/dd/yyyy

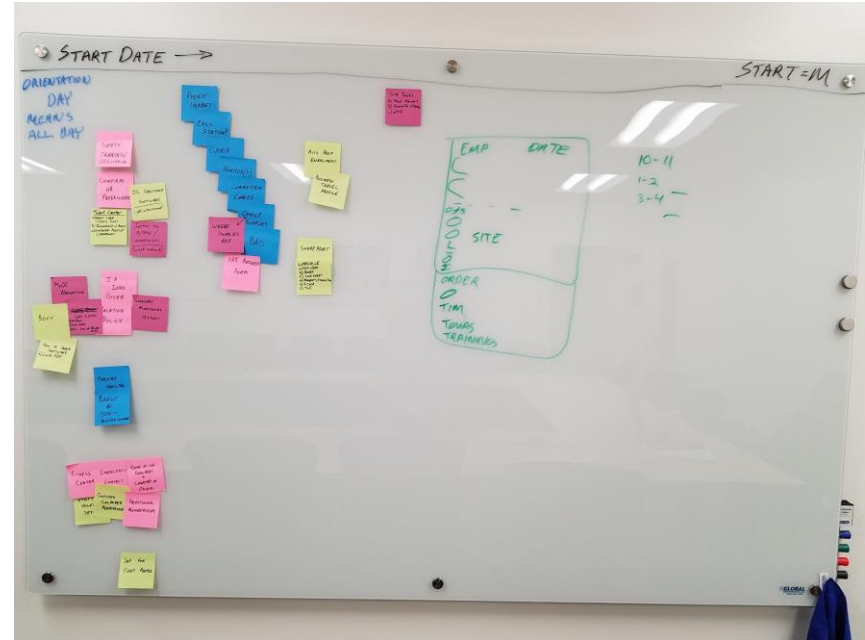
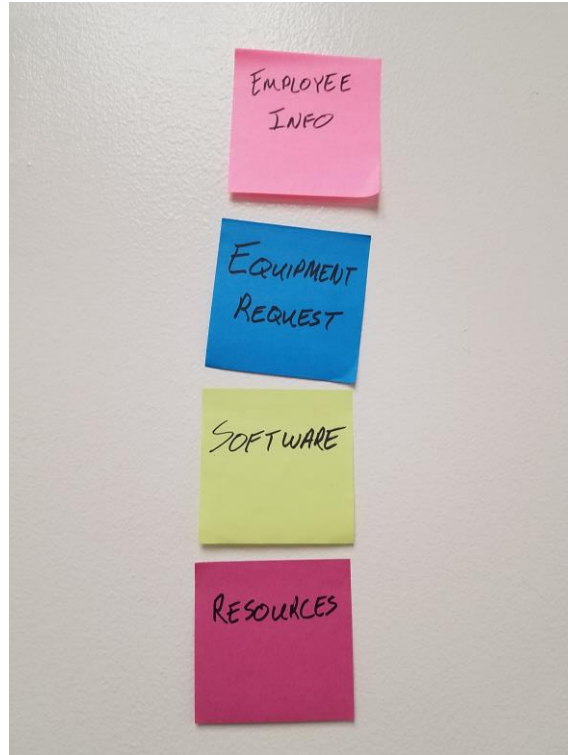


# Our Design Process

Whiteboarding

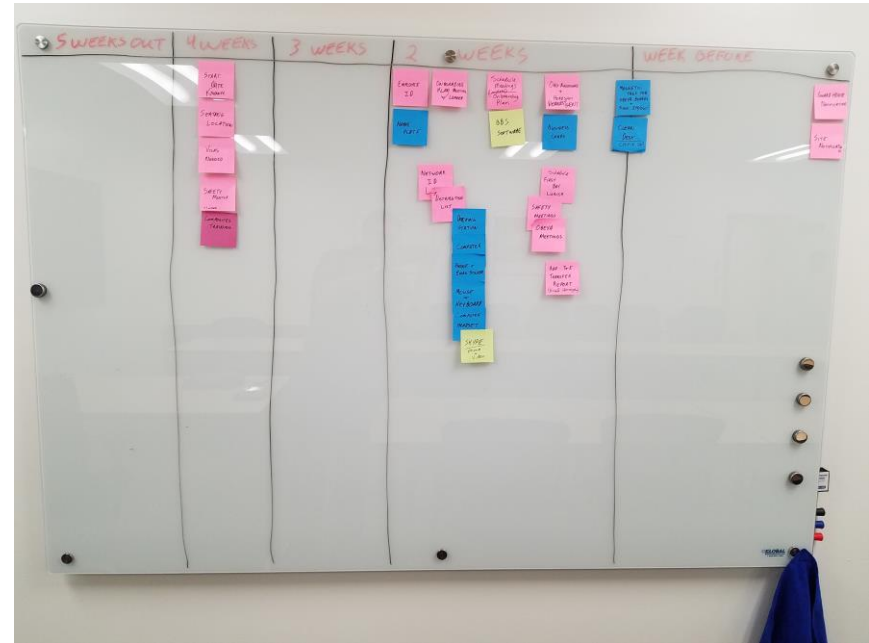
# Develop the Categories and Workflow

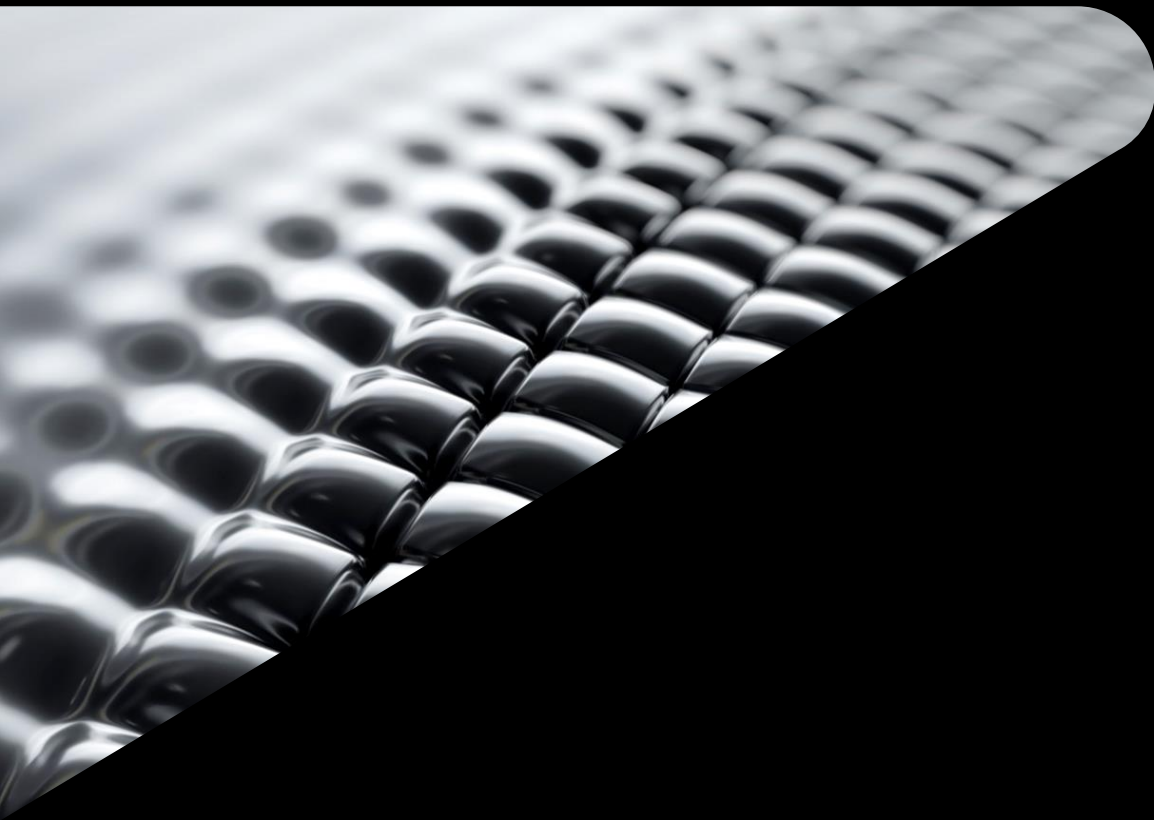
Digital or Physical Whiteboarding makes programming easier



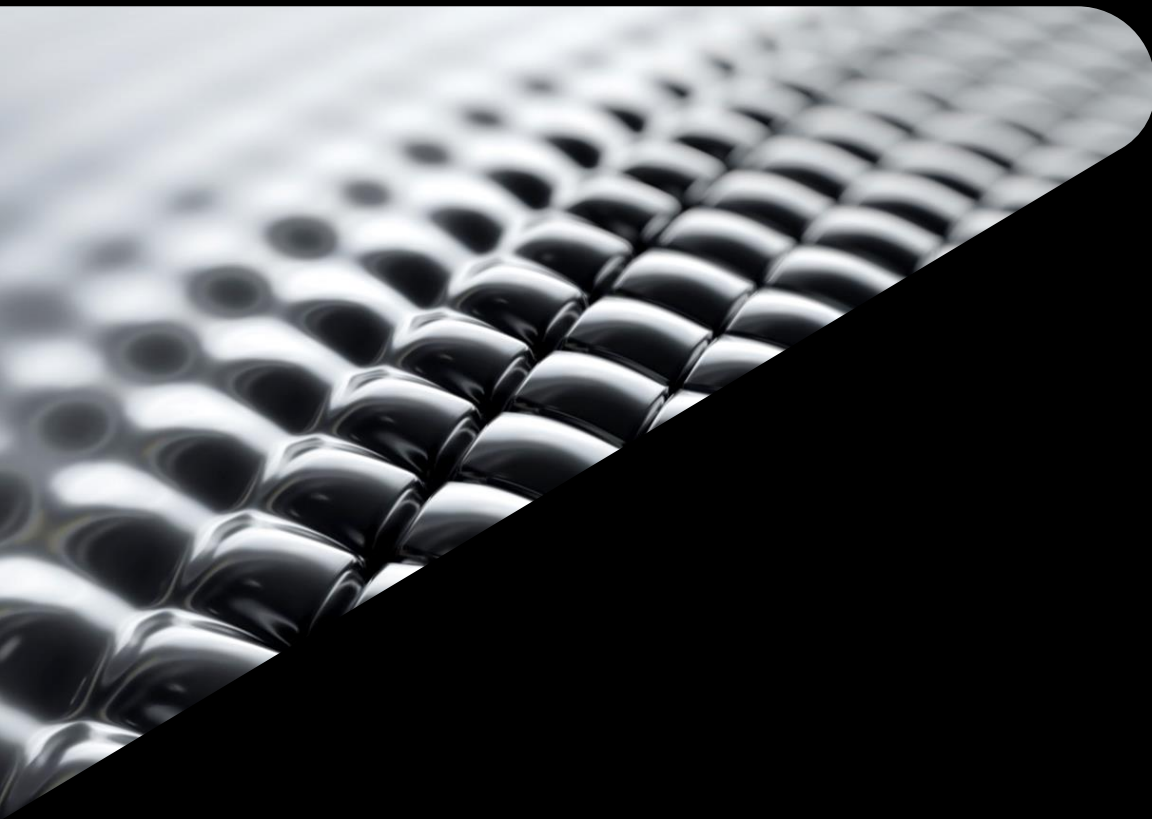
# Segregate the Process

- Take the items/tasks and break them into timeframes, IF this should be repeatable.
- It was deemed for “New Employee On-Boarding” that a single workflow would not be the best option.
- Why?
  - Because if not everything is complete, workflows may not proceed.
  - Or, items can be missed if glossed over based on the desired timing.





**Demo**



# Questions



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