



VirtualBuilding studio®
Drawing together

**Helping Architecture Firms Scale with On-Demand,
US-Trained Remote Architects (Level I, II & III)**

Architectural Drafting Workflow Audit Checklist

Identify and eliminate inefficiencies in your drafting process

Repetitive Task Check

- ☐ Are floor plans, sections, or elevations redrawn from scratch each time?
- ☐ Do you manually tag elements or recreate schedules in every project?
- ☐ Are standard details or views rebuilt for each job?

Error Pattern Recognition

- ☐ Do you frequently find inconsistencies in tags, annotations, or dimensions?
- ☐ Are errors caught late in the QA process?
- ☐ Is there confusion over which content is the "latest version"?

Team Feedback Review

- ☐ Have staff raised concerns about tedious or redundant tasks?
- ☐ Are common complaints related to slow drafting or rework?
- ☐ Does the team know where to find shared templates and libraries?

Project Timeline Analysis

- ☐ Are documentation phases regularly delayed?
- ☐ Is time tracking used to analyze drafting durations?
- ☐ Are resource allocations consistent with project outcomes?

Next Steps

- ☐ Document top 3 bottlenecks
- ☐ Assign ownership for resolution
- ☐ Set time-saving goals like reduced CD phase time by 10%, etc.
- ☐ Re-audit after 1–2 completed projects



Scan to Download Our Brochure