



AUGUST 2026 · PROJECT PLANNING

Get more value from an external CAD and documentation team

External support works best when it has a clear place in the customer's workflow. The goal is to add production capacity while keeping technical decisions, review responsibilities and release authority visible.

Clear information. Confident next steps.

Eight-page reading booklet
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01 / UNDERSTAND

Start with a clear foundation

Start with a defined package

Choose a bounded job with representative inputs and deliverables. Share templates, naming rules and a clear contact list. Agree which queries need the customer's decision and which editorial choices the production team can make. A small first package helps establish working expectations before a larger backlog is transferred.

Measure progress by deliverables

Agree milestones such as source review, first draft, consolidated comments and final issue. An hourly rate alone does not describe the total effort or value. Complexity, source quality, illustration work and review changes affect the scope. Request an estimate and written agreement before work starts, then track changes against that baseline.



02 / APPLY

Turn information into action

Plan the handback

Confirm native files, neutral exports, linked assets and registers that must be delivered. Agree file ownership and permitted use in the engagement terms rather than assuming them. Keep customer approval separate from the production team's completeness checks so everyone understands what the final issue represents.

Compare capacity on a fair basis

An external team can provide flexible production hours without two permanent roles, but a fair comparison needs equivalent work and quality expectations. Estimate the productive hours required, the responsibilities retained in-house and the review effort. Compare salary, superannuation and relevant overhead with scoped external fees, taxes and any specialist costs. Starting rates are not a promise that every assignment can be completed at the minimum price. Use a representative pilot to clarify the real workload.



03 / LOOK CLOSER

Manage the handoff deliberately

Offshore production with Australian coordination works best when inputs, templates and review responsibilities are explicit. Agree the communication channel, consolidated comment process and treatment of urgent questions. Confirm confidentiality and permitted access locations before sensitive files are shared. The client retains engineering decisions and sign-off; the production team should flag uncertainty rather than improvise. A well-run engagement creates usable deliverables and a repeatable process, not just a large number of billed hours.

- Which user needs this information most urgently?
- Which source is authoritative, and who can approve it?
- What would make a small pilot useful to your team?

**04 / WORKSHOP**

Make it a team conversation

Use one small, approved example from your own organisation. Nominate a document owner and a reviewer, then apply the checklist below. Record the initial problem, the proposed improvement and the evidence needed to confirm it. Keep the exercise separate from any live equipment activity or production change until the appropriate authority approves it. Discuss what became clearer, which inputs were missing and whether the same approach can be repeated. A modest improvement that your team actually uses is a stronger starting point than an ambitious system with no agreed owner.

- Name the document owner and technical reviewer.
- Write down one unresolved source-information question.
- Agree one measurable information-finding task.
- Record what changed after the review.



05 / WORK WITH CDX

A practical delivery partnership

CDX can help organise the source material, prepare a representative layout, produce the agreed CAD or documentation outputs and maintain a comment register through review. Offshore production is coordinated by Australian management under a defined scope. We do not provide engineering sign-off or create evidence of inspections that have not occurred. Bring the approved source information, your intended audience and the required deliverable list to the discussion. We will identify the preparation work, unresolved questions and review responsibilities before agreeing the production scope.

- Supporting documentation from AUD \$10/hr + GST.
- CAD drafting & modelling from AUD \$16/hr + GST.
- Technical documentation from AUD \$16/hr + GST.
- 12-month work warranty; scope and conditions apply.



06 / CHECK & ACT

Your next step

Prepare a short backlog with priority, available inputs and desired outputs for each job. It provides a more useful starting point for outsourced support than a folder of unclassified files.

- Define a representative first package.
- Provide templates and a single review contact.
- Agree deliverables, rates and scope-change handling.
- Track milestones and unresolved queries.
- Confirm final files and technical approval.



07 / TAKE IT FORWARD

A one-page improvement brief

Use these prompts to start a focused discussion with your team. Keep confidential equipment details inside your approved project channels.

- Problem: what information is difficult to find or trust?
- Reader: who needs it and at what point in their work?
- Source: which approved files and records exist?
- Deliverable: what would make the information usable?
- Review: who will confirm the technical content?
- Success: how will you check whether it helped?

Start a scoped conversation

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General educational material. CDX prepares work for review and does not provide engineering sign-off. Your responsible authority approves equipment-specific instructions and technical decisions.