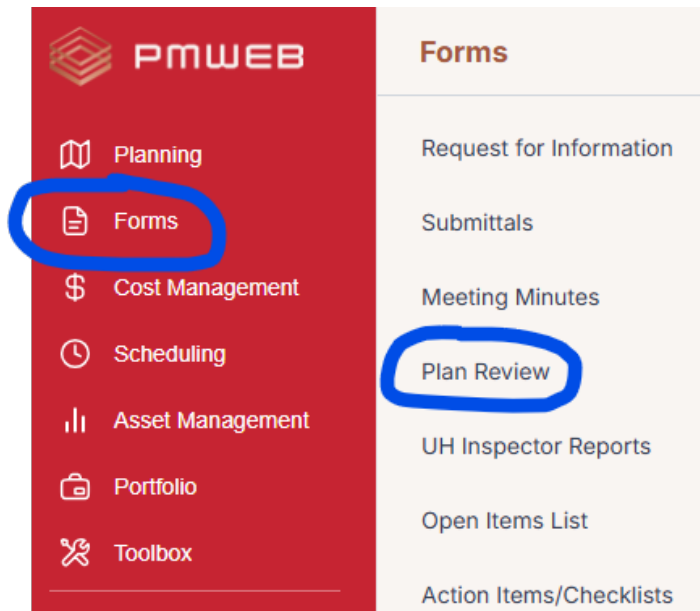


Plan Review

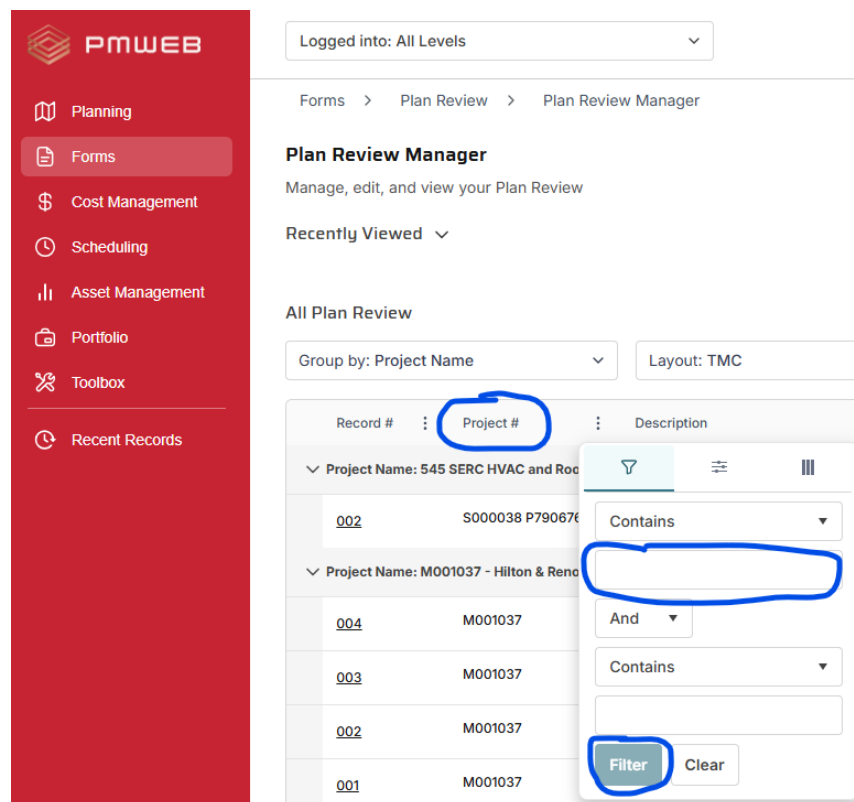
Overview: This guide is for any University reviewer reviewing design drawings or specifications. It guides the process to review and then enter any comments. Reviewers have up to two weeks to review after which the record automatically locks and returns to the A/E firm.

Reference: UHS Design Guidelines Section 3.0: Project Reviews

1. Navigate to the review package utilizing the link in the notification e-mail, clicking on the Record in your PMWeb Workflow Inbox, or utilizing the navigation process below.
2. Click **FORMS** on the menu button on the left menu and select **Plan Review**.



3. Select the project to be reviewed by right-clicking on **Project #**. A pop-up will appear. Enter the project number or name into the **empty cell** and click **filter**.

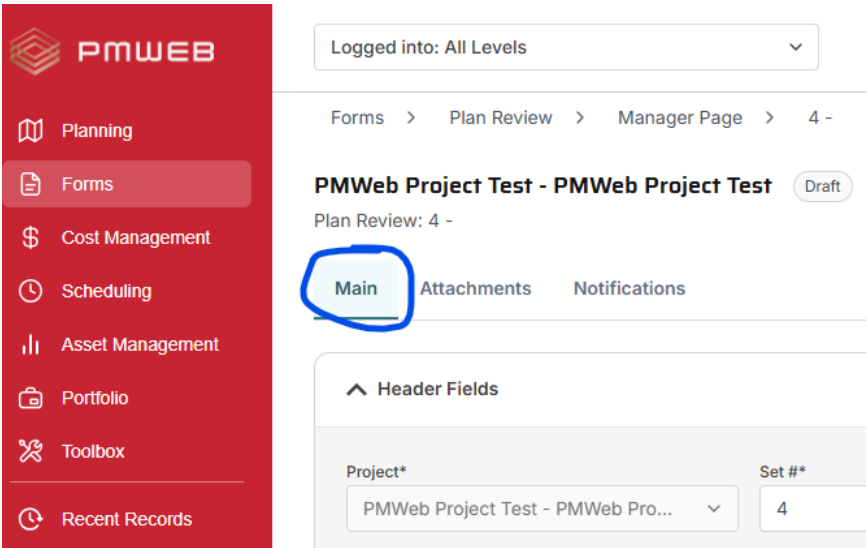


4. Select the desired design package to review from the generated list by clicking on the appropriate **Record #**.

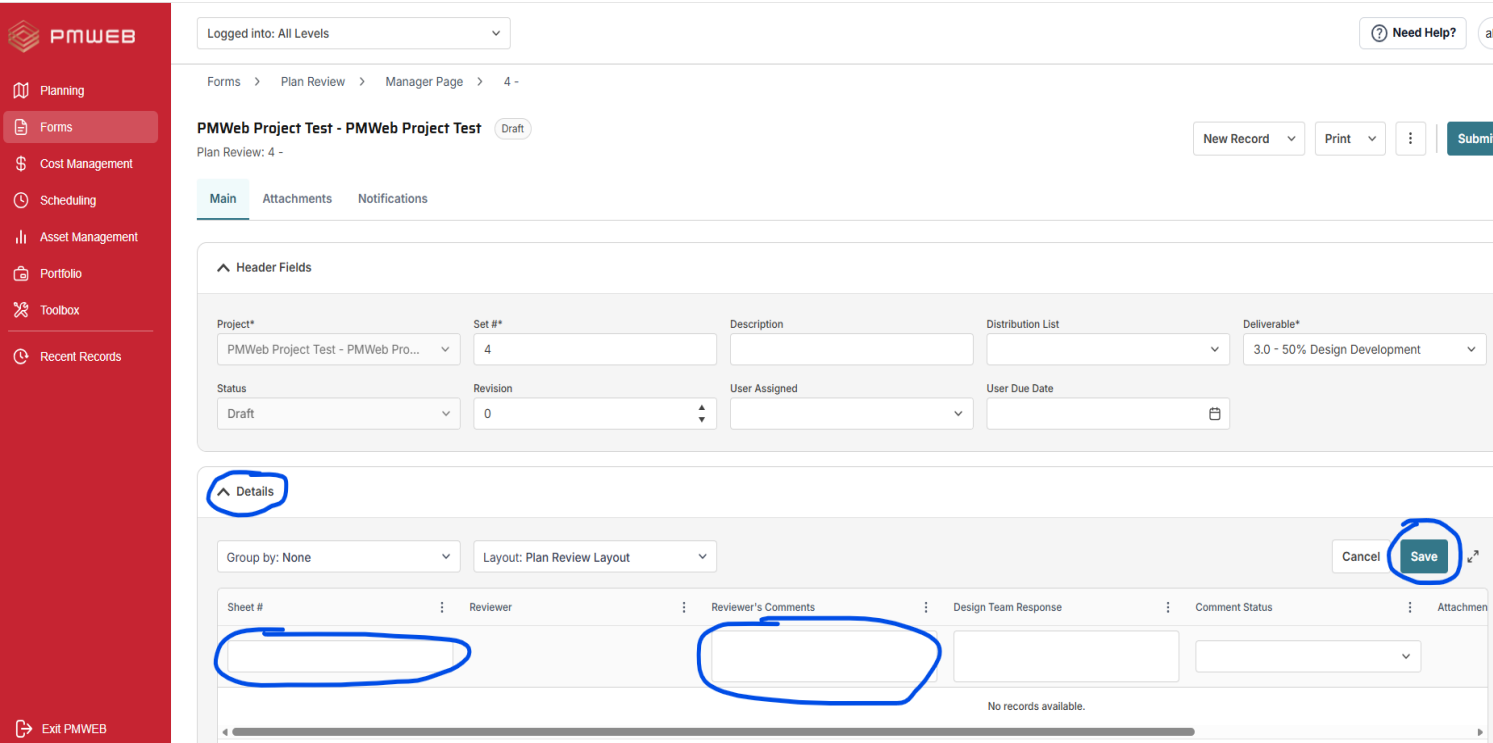
5. Select the **Attachments** tab, then select the appropriate attachment then click the **Download** button.



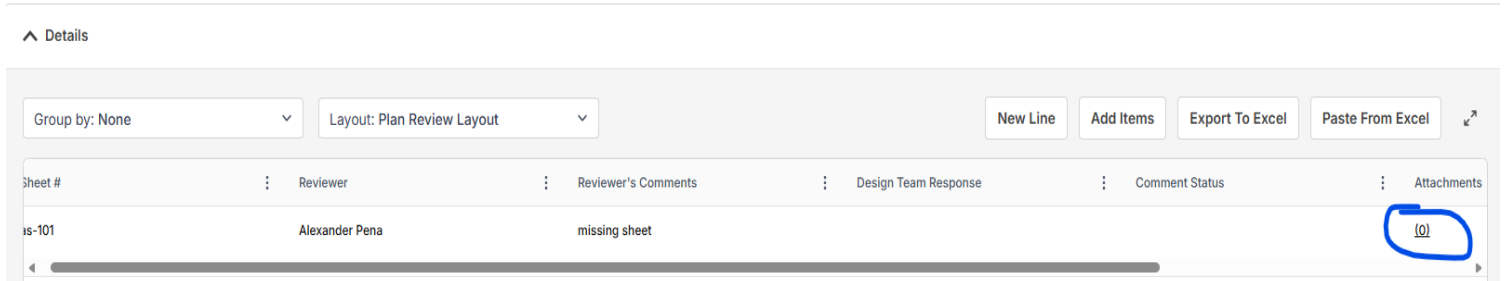
6. To add comments, navigate to the **Main** tab in the top navigation bar.



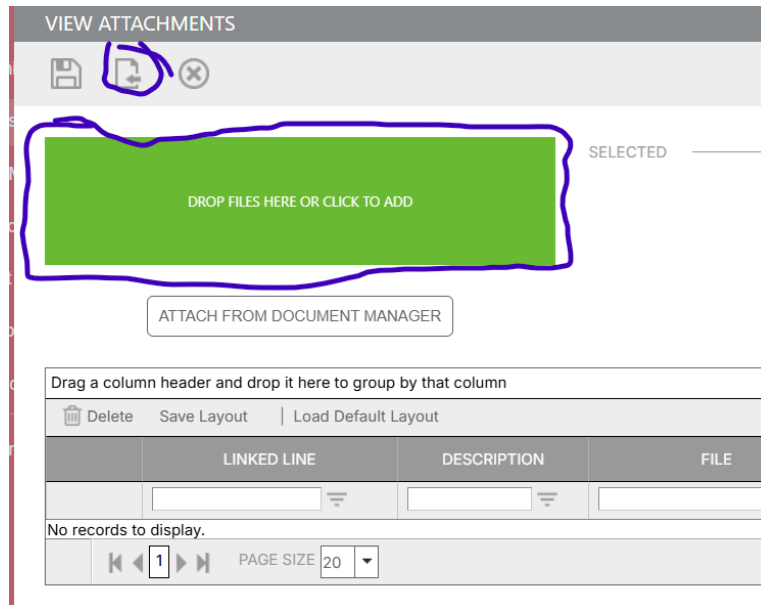
7. Under the **Details** section, select **New Line**. Enter the **Sheet #** (if applicable) and your **Comment** in the appropriate boxes. Then click the **Save** button. Repeat this step for all comments.



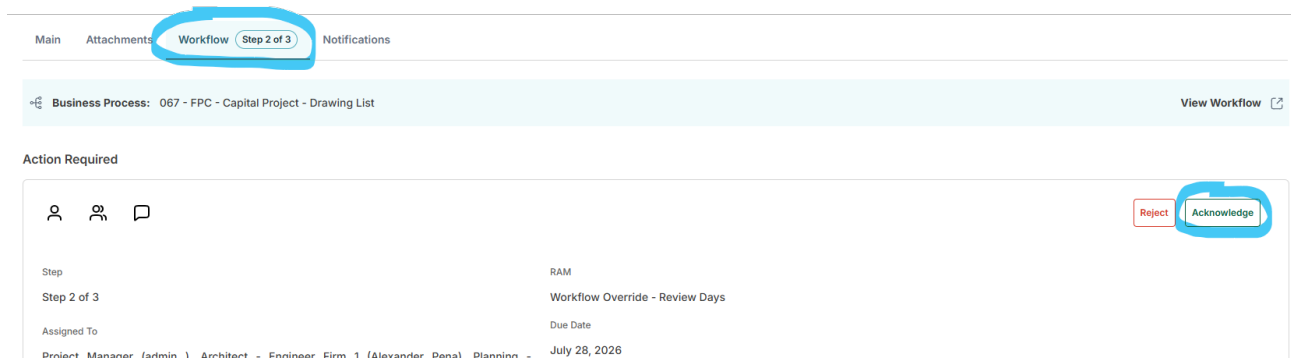
8. To add attachments to a comment, click the link under the Attachments column on the row where the comment was made.



9. A pop-up will appear. Drag any attachments to the green **DROP FILES HERE** box. Click **Save & Exit** when all attachments have been added.



10. Once the review process is completed, select the **Workflow** tab, select **Acknowledge**.



11. A pop-up will appear. **Do not enter any comments or add any attachments.** Click the **Next** button.

Approve

Business Process: 067 - FPC - Capital Project - Drawing List [View Workflow](#)

Email Details

Additional CC

Email Subject
PMWeb Approval Request: Plan Review - PMWeb Project Test - test

Comments

Attachments

Select files... Drop files here to upload

Cancel **Next**

12. Another pop-up will appear. Click the **Approve** button.

Approve

Business Process: 067 - FPC - Capital Project - Drawing List [View Workflow](#)

Email Preview



A [Plan Review](#) has been Approved by Alexander Pena.

Workflow Document Information:

- Document Name: PMWeb Project Test
- Document type: Drawing Lists
- Project Manager: Alexander Pena (University of Houston)
- Document Description: test
- Action Date: 07-14-2026
- Due Date: Tuesday, July 28, 2026
- Comments:

Click the Document [Link](#) to open it for review.

Back Cancel **Approve**

13. **Process Complete.**

