Construction Industry Council

OUTLINE SCOPE OF SERVICES FOR THE ROLE OF INFORMATION MANAGMENT

CIC/INF MAN/S
first edition 2013

Building Information Modelling (BIM) Task Group

The CIC acknowledges the technical input and leadership provided by the BIM Task Group in support of the production of CIC BIM documentation.

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1. Guidance

This summary role description has been prepared for use on projects where appointments are based on individual scopes of service.

Note: The role of Information Management is expected to be delivered as part of an existing appointment by a capable resource.

The role of Information Management will be incorporated into a wider appointment and the obligations described here will be added to that agreement.

This role description is based on the General Obligations defined in the CIC Report, 'Scope of Services for the Role of Information Management'.

2. Definitions

CIC: the Construction Industry Council.

Common Data Environment: a single source of information for the Project which collects, manages and disseminates relevant approved documents relating to the project.

Design Lead: the role of setting design standards and co-ordinating the design.

Information Model: all documentation, non-graphical information and graphical information which the Project Team is required to provide into the Information Model by the Scope of Services for the Project Team and which is provided for the purpose of delivering Project Outputs.

Project Information Plan: the plan for the structure and management and exchange of information from the Project Team in the Information Model and the related processes and procedures.

Asset Information Plan: the specific information plan for the Information Model used to manage, maintain and operate the asset.

Project Outputs: configured information delivered from the Information Model for a specific Permitted Purpose eg Stage Outputs, Employer information exchanges, submissions for planning, procurement, construction.

Project Team: comprised of the Project Team Members.

Project Team Member: any person having responsibilities in relation to the production, delivery and/or use of the content of the Information Model and appointed by the Employer in relation to the Project.

Project BIM Protocol: the Project Specific BIM Protocol setting out the obligations of the principal members of the Project Team in respect of the use of BIM on the Project.

3. Outline Scope of Services for Information Management

Common Data Environment Management

- Establish a Common Data Environment including processes and procedures to enable reliable information exchange between Project Team Members, the Employer and other parties

- Establish, agree and implement the information structure and maintenance standards for the Information Model

- Receive information into the Information Model in compliance with agreed processes and procedures. Validate compliance with information requirements and advise on non-compliance

- Maintain the Information Model to meet integrity and security standards in compliance with the employer's information requirement

- Manage Common Data Environment processes and procedures, validate compliance with them and advise on non-compliance

Project Information Management

- Initiate, agree and implement the Project Information Plan and Asset Information Plan covering:

  » information structure across roles e.g. software platforms (all levels of supply chain) appropriate to meet Employer requirements and Project Team resources

  » responsibility for provision of information at each Stage

  » level of detail of information required for specific Project Outputs e.g. Planning, Procurement, FM Procurement

  » the process for incorporating as-constructed, testing, validation and commissioning information

- Enable integration of information within the Project Team and co-ordination of information by Design Lead

- Agree formats for Project Outputs

- Assist Project Team Members in assembling information for Project Outputs

Collaborative working, information exchange and project team management

- Support the implementation of the Project BIM protocol including updating the Appendices

- Liaise with and co-operate with Project Team Members and the Employer in support of a collaborative working culture

- Assist the Project Team Members in establishing information exchange processes, including:

  » define and agree procedures for convening, chairing, attendance and responsibility for recording "information exchange process meetings"

- Participate in and comply with project team management procedures and processes including:

  » risk and value management

  » performance management and measurement procedures

  » change management procedures including adjustments to budgets and programme

  » attendance at project and design team meetings as required

  » agree and implement record keeping, archiving and audit trail for Information Model

Additional Services:

- Provide the services to host the Common Data Environment