

Contents		Page
Foreword		v
Introduction		vi
1	Scope	1
2	Normative references	1
3	Terms, definitions and symbols	1
3.1	Terms and definitions	1
3.1.1	General terms	1
3.1.2	Terms related to assets and projects	2
3.1.3	Terms related to information management	2
3.2	Symbols	2
4	Information management during the delivery phase of assets	3
5	Information management process during the delivery phase of assets	3
5.1	Information management process — Assessment and need	3
5.1.1	Appoint individuals to undertake the information management function	3
5.1.2	Establish the project's information requirements	4
5.1.3	Establish the project's information delivery milestones	4
5.1.4	Establish the project's information standard	4
5.1.5	Establish the project's information production methods and procedures	5
5.1.6	Establish the project's reference information and shared resources	5
5.1.7	Establish the project's common data environment	5
5.1.8	Establish the project's information protocol	6
5.1.9	Activities for assessment and need	6
5.2	Information management process — Invitation to tender	7
5.2.1	Establish the appointing party's exchange information requirements	7
5.2.2	Assemble reference information and shared resources	8
5.2.3	Establish tender response requirements and evaluation criteria	8
5.2.4	Compile invitation to tender information	8
5.2.5	Activities for invitation to tender	9
5.3	Information management process — Tender response	9
5.3.1	Nominate individuals to undertake the information management function	9
5.3.2	Establish the delivery team's (pre-appointment) BIM execution plan	10
5.3.3	Assess task team capability and capacity	10
5.3.4	Establish the delivery team's capability and capacity	11
5.3.5	Establish the delivery team's mobilization plan	11
5.3.6	Establish the delivery team's risk register	12
5.3.7	Compile the delivery team's tender response	12
5.3.8	Activities for tender response	12
5.4	Information management process — Appointment	13
5.4.1	Confirm the delivery team's BIM execution plan	13
5.4.2	Establish the delivery team's detailed responsibility matrix	13
5.4.3	Establish the lead appointed party's exchange information requirements	14
5.4.4	Establish the task information delivery plan(s)	15
5.4.5	Establish the master information delivery plan	15
5.4.6	Complete lead appointed party's appointment documents	16
5.4.7	Complete appointed party's appointment documents	16
5.4.8	Activities for appointment	16
5.5	Information management process — Mobilization	17
5.5.1	Mobilize resources	17
5.5.2	Mobilize information technology	17
5.5.3	Test the project's information production methods and procedures	17
5.5.4	Activities for mobilization	17
5.6	Information management process — Collaborative production of information	18

5.6.1	Check availability of reference information and shared resources.....	18
5.6.2	Generate information.....	18
5.6.3	Undertake quality assurance check.....	19
5.6.4	Review information and approve for sharing.....	19
5.6.5	Information model review.....	20
5.6.6	Activities for collaborative production of information.....	20
5.7	Information management process — Information model delivery	20
5.7.1	Submit information model for lead appointed party authorization	20
5.7.2	Review and authorize the information model.....	20
5.7.3	Submit information model for appointing party acceptance.....	21
5.7.4	Review and accept the information model.....	21
5.7.5	Activities for information model delivery.....	21
5.8	Information management process — Project close-out.....	22
5.8.1	Archive the project information model.....	22
5.8.2	Capture lessons learned for future projects.....	22
5.8.3	Activities for project close-out.....	22
Annex A (informative) Information management assignment matrix		24
Bibliography		26