The Outline Scope of Services for the Role of Information Management has been drafted by BL Consult and Beale and Company on behalf of the CIC and the BIM Task Group.

© Construction Industry Council 2013

Construction Industry Council
26 Store Street, London WC1E 7BT
tel 020 7399 7400, fax 020 7399 7425
www.cic.org.uk

First published February 2013

The publisher makes every effort to ensure the accuracy and quality of information when it is published. However, it can take no responsibility for the subsequent use of this information, nor for any errors or omissions that it may contain.

Design by Astwood Design Consultancy
www.astwood.co.uk

Printed in Great Britain
OUTLINE SCOPE OF SERVICES FOR THE ROLE OF INFORMATION MANAGEMENT

Full members of the Construction Industry Council • Association of Building Engineers • Association of Consultant Architects • Association of Consultant Approved Inspectors • Association for Consultancy and Engineering • Association for Project Management • Association for Project Safety • British Institute of Facilities Management • British Institute of Interior Design • Building Research Establishment • Building Services Research and Information Association • Chartered Institute of Architectural Technologists • Chartered Institution of Building Services Engineers • Chartered Institute of Building • Chartered Institution of Highways & Transportation • Chartered Institute of Plumbing and Heating Engineering • Construction Industry Research and Information Association • Consultant Quantity Surveyors Association • Ground Forum • The Higher Education Academy (Built Environment Discipline) • Institution of Civil Engineers • Chartered Institution of Civil Engineering Surveyors • Institute of Clerks of Works and Construction Inspectorate • Institute of Highway Engineers • Institute of Specialist Surveyors and Engineers • Institution of Structural Engineers • Local Authority Building Control • Landscape Institute • National House-Building Council • Royal Institute of British Architects • Royal Institution of Chartered Surveyors • Royal Town Planning Institute • Associate members • Adjudication Society • British Association of Construction Heads • British Board of Agrément • British Standards Institute • Chartered Institute of Marketing (Construction Industry Group) • Conference on Training in Architectural Conservation • Construction Youth Trust • National Housing Federation • Society of Construction Law • SPONGE • UK Green Building Council

CIC/INF MAN/S first edition 2013
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


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