
Overview

This unit is about the operating of a project information system in accordance with agreed procedures. You will need to record, collate and store the information and offer guidance to users of the system. You will also need to keep records up to date by archiving any redundant information.

Performance criteria

You must be able to:

- P1 confirm the **requirements** for **project information storage systems**
- P2 confirm and agree valid procedures for obtaining, selecting, classifying and recording **information**
- P3 assess the relevance of **information** and classify the relevant **information** using the agreed **system**
- P4 record **information** accurately and store it using the agreed procedures
- P5 collate **information** and organise it into a suitable form for display and use
- P6 advise and offer guidance to people who are unable to find the **information** they need and suggest alternative sources
- P7 operate the **project information system** by following procedures which have been agreed so that the **project information system** remains reliable and secure
- P8 set up and operate appropriate and valid procedures for maintaining up to date **information**, remove information which is not needed and archive redundant **information**
- P9 identify and retrieve, summarise and disseminate **information** which might be of use to others

Knowledge and understanding

You need to know and understand:

- K1 how to confirm the **requirements** for **project information storage systems** (application)
- K2 how to confirm valid procedures for obtaining, selecting, classifying and recording **information** (application)
- K3 how and why to agree valid procedures for obtaining, selecting, classifying and recording **information** (evaluation)
- K4 how and why to assess the relevance of **information** and classify the relevant **information** using the agreed **system** (analysis)
- K5 how to record **information** accurately and store it using the agreed procedures (application)
- K6 how to collate **information** and organise it into a suitable form for display and use (application)
- K7 how and why to advise and offer guidance to people who are unable to find the **information** they need and suggest alternative sources (synthesis)
- K8 how to operate the **project information system** by following procedures which have been agreed so that the **project information system** remains reliable and secure (application)
- K9 how and why to set up and operate appropriate and valid procedures for maintaining up to date **information** (evaluation)
- K10 how to operate appropriate and valid procedures for maintaining up to date **information** and remove information which is not needed and archive redundant **information** (application)
- K11 what to identify as **information** which might be of use to others (understanding)
- K12 how to retrieve, summarise and disseminate **information** which might be of use to others (synthesis)

Scope/range

- 1 Requirements:
 - 1.1 scope
 - 1.2 contents
 - 1.3 users
 - 1.4 operation
 - 1.5 maintenance
 - 1.6 classification system
 - 1.7 legal controls (e.g. Data Protection Act, patents, regulations, copyright law)
- 2 Project information storage systems:
 - 2.1 paper based (e.g. manual files, technical library)
 - 2.2 photo reduced (e.g. microfiche)
 - 2.3 electronic (e.g. computer database, CD ROM, on-line)
- 3 Types of information:
 - 3.1 providers
 - 3.2 product documentation
 - 3.3 standard drawings
 - 3.4 specifications
 - 3.5 technical books
 - 3.6 product information
 - 3.7 government and statutory publications
 - 3.8 research and advisory data
 - 3.9 reports
 - 3.10 periodicals
 - 3.11 abstracts
 - 3.12 samples
 - 3.13 project documentation
 - 3.14 organisational documentation (e.g. pro forma)
 - 3.15 published information
- 4 Commission the technical information system:
 - 4.1 company devised
 - 4.2 commercial information service
- 5 Classify by:

Scope/range

- 5.1 project file
- 5.2 alphanumeric
- 5.3 organisational system
- 6 Use of the technical information storage system:
 - 6.1 technical reference
 - 6.2 current record
 - 6.3 archive record
 - 6.4 knowledge management
 - 6.5 personal development (including Continuing Professional Development)
 - 6.6 access controls

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