

COSBEDMO25 - SQA Unit Code HG4J 04

Manage project building information modelling protocols in built environment design management



Overview

This unit is about managing building information modelling protocols. You will need to ensure that processes and procedures for managing project information are agreed with project stakeholders. You will need to maintain records of project information development and delivery. You will also need to monitor and review the effectiveness of the information exchange processes. Finally, you will also need to recommend and implement any agreed improvements.

**Performance
criteria**

You must be able to:

- P1 ensure that the parties accountable for information management throughout the project and at each **project stage** are confirmed with the client and **project stakeholders**
- P2 advise the client on information requirements and ensure that **processes and procedures** are agreed between the client and **project stakeholders** in order to manage project information
- P3 discuss and agree with the client and **project stakeholders** the structure and the content of the **project information** and how the information is to be used
- P4 initiate, agree and implement the **Project Information Plan** with **project stakeholders** and ensure that it meets the client's requirements and is achievable
- P5 liaise with **project stakeholders** to verify that agreed information management systems are functioning properly
- P6 monitor information systems operation to ensure that there is reliable project information exchange between **project stakeholders**
- P7 ensure that project information is configured to deliver required outputs
- P8 maintain records of project information development and delivery in order to provide an information audit
- P9 monitor and review the effectiveness of the **Project Information Plan** and information exchange processes and recommend and implement any agreed improvements

Knowledge and understanding

You need to know and understand:

- K1 how to ensure that the parties accountable for information management throughout the project and at each **project stage** are confirmed with the client and **project stakeholders** (application)
- K2 how and why to advise the client on information requirements and ensure that **processes and procedures** are agreed between the client and **project stakeholders** in order to manage project information (synthesis)
- K3 how and why to discuss with the client and **project stakeholders** the structure and the content of the **project information** and how the information is to be used (synthesis)
- K4 how and why to agree with the client and **project stakeholders** the structure and the content of the **project information** and how the information is to be used (evaluation)
- K5 how and why to initiate the **Project Information Plan** with **project stakeholders** and ensure that it meets the client's requirements and is achievable (synthesis)
- K6 how and why to agree the **Project Information Plan** with **project stakeholders** and ensure that it meets the client's requirements and is achievable (evaluation)
- K7 how to implement the **Project Information Plan** with **project stakeholders** and ensure that it meets the client's requirements and is achievable (application)
- K8 how to liaise with **project stakeholders** to verify that agreed information management systems are functioning properly (application)
- K9 how to monitor information systems operation to ensure that there is reliable project information exchange between **project stakeholders** (analysis)
- K10 how to ensure that project information is configured to deliver required outputs (application)
- K11 how to maintain records of project information development and delivery in order to provide an information audit (application)
- K12 how and why to monitor and review the effectiveness of the **Project Information Plan** and information exchange processes and recommend and implement any agreed improvements (analysis)

Scope/range

- 1 Project stakeholders:
 - 1.1 the client
 - 1.2 CDM coordinator
 - 1.3 financial advisers
 - 1.4 consultants
 - 1.5 potential contractors
 - 1.6 potential sub-contractors and suppliers
 - 1.7 facilities/asset maintenance managers
 - 1.8 users
- 2 Project stages:
 - 2.1 Stage 0 (Strategy)
 - 2.2 Stage 1 (Brief)
 - 2.3 Stage 2 (Concept)
 - 2.4 Stage 3 (Definition)
 - 2.5 Stage 4 (Design)
 - 2.6 Stage 5 (Build and Commission)
 - 2.7 Stage 6 (Handover and Closeout)
- 3 Processes and procedures:
 - 3.1 employer's obligations
 - 3.2 project team member obligations (including production and delivery of information)
 - 3.3 electronic data exchange
 - 3.4 Model Delivery Table (including required models, model originators, definition of required levels of detail at project stages, model use/purpose at each project stage)
 - 3.5 Project Information Plan
- 4 Project Information Plan:
 - 4.1 how models are to be developed at project stages
 - 4.2 project procedures/protocols (eg. clash detection, model review)
 - 4.3 software requirements
 - 4.4 model/information structure across roles
 - 4.5 information status structure
 - 4.6 information transfer structure
 - 4.7 information change management

Scope/range

- 4.8 capture process for as-constructed information
- 4.9 capture process for testing & validation information
- 4.10 capture process for commissioning information
- 4.11 reconfiguration of information for As Constructed information
- 4.12 reconfiguration of information for In-Use stage
- 4.13 access rights
- 5 Required outputs:
 - 5.1 Project development/design
 - 5.2 Project construction
 - 5.3 Project use/operation
 - 5.4 Statutory requirements (e.g. approvals, Health & Safety file, Building Log book)
 - 5.5 procurement
 - 5.6 employer information exchanges
 - 5.7 stakeholder information exchanges

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