*ADDITIONAL DUTY: INFORMATION MANAGEMENT

Common Data Environment Management

1. The Employer will provide a Collaboration Extranet Tool from RIBA Stages 3 onwards. Prior to this implementation, the Consultant shall provide an interim Common Data Environment for the use of the Project that shall be used by all disciplines. At the end of RIBA stage 2 the IPR and all data collated will become the property of the Employer.

2. If an additional system is required to enable the live BIM environment, then this is to be provided by the Multidisciplinary Design Team.

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

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

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

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

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

Project Information Management

8. 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.

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

10. Agree formats for Project Outputs.

11. Assist Project Team Members in assembling information for Project Outputs.

Collaborative Working, Information Exchange and Project Team Management

12. Support the implementation of the Project BIM protocol, including updating Appendices.

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

14. 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".

15. 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.