



Defence
Infrastructure
Organisation

OFFICIAL-SENSITIVE

Works Contractor BIM Information Manager Roles & Responsibilities

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BIM Information Management Roles and Responsibilities

The *Contractor* will act as the Information Manager for the project, liaising with the DIO PM as required. The *Contractor* will take on the Project BIM Information Management role and responsibilities and will liaise with the DIO (Employers) BIM Information Manager.

The *DIO BIM Team or a delegated representative*, will undertake the BIM assurance activities, liaising with the delivery teams as appropriate.

The Contractor's BIM Information Manager is responsible for Ensuring the Employer Information Requirements (EIR) are met for the project and appropriate information is profiled and evidenced, managed, accepted, assured and stored for the project and whole life requirements, including

- a. Scoping the project information requirements and the Information Delivery Plan (IDP) to meet the gateway Plain Language Questions (PLQ) as defined in the IDP, including liaising with internal parties and stakeholders to include stakeholder information delivery and information requirements for each stage of the project in the IDP,
- b. Nominating the required responsible staff including a Supplier Information Manager to be responsible for delivering supplier collaborative information output,
- c. Preparing, delivering and implementing a Post Contract BIM Execution Plan (BEP), to be updated as a live document appropriate for each stage of the project, in accordance with the Supplier Framework BEP and EIR, including updated Volume & Location Strategy,
- d. Preparing and delivering a Master Information Delivery Plan (MIDP) that fully meets the requirements of each appointed deliverable of the IDP, EIR and Post BEP,
- e. Receiving, evaluating, distributing as appropriate, reviewing and feeding back comments, shared status, and assuring, verifying and validating, and publishing published status information delivery items (files) into the Employer project workspace Common Data Environment (CDE) to meet the MIDP and as described in each supplier BIM Execution Plan,
- f. Ensuring all project email correspondence is copied into the project workspace email address to act as a full journal record of project activity, decisions and discussions but excluding delivering any IP/MIDP deliverables,
- g. Verifying supplier delivered published items meet the MIDP, the delivered published stage COBie sheet is complete, and validating the delivered supplier published items and COBie sheet meets the PLQ, rejecting, feeding back variance, or updating the project risk register where delivered items fails or falls short, and updating the stage PLQ report sheet in the IDP, at each stage gateway,
- h. acting to complete the post appointment and each stage 360 BIM Maturity Assessment sheet and name and store each in the Employer CDE.