## Create the Client Information Model

- Establish governance processes to effectively manage information, referencing Asset Management Strategies and Plans
- Establish Organisational Information Requirements to meet the needs of an asset management system or organisational functions
- Envision ‘triggers’ regarding information management to inform the Asset Information Requirements
- Define asset management activities to be carried out
- Define the specific Asset Information Requirements to satisfy the Organisational Information Requirements
- Define data structure and classification of information to be included inside of the AIM
- Define the information exchange points to transfer information to and from the Asset Information Model
- Define mechanisms to create, verify/validate, store, share, archive, analyse and report on the information contained within the AIM
- Define the interfaces for exchange of data and information between the AIM and other organisational information systems
- Define the mechanisms for maintaining the quality and integrity of the data/information contained in the AIM through use of a CDE
- Ensure the roles and responsibilities for information management have been considered and defined
- Processes and Procedures for information management have been considered and specified
- Risks relating to information management have been considered
- Information exchange with other stakeholders has been considered
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Define the client/employer key strategic decision points</td>
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<td>2.</td>
<td>Define the ‘Plain Language Questions’ required to be answered using the information exchanged at the key decision points</td>
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<td>3.</td>
<td>Assign role of Project Delivery Manager to manage the authoring of the Employer Information Requirements</td>
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<td>4.</td>
<td>Ensure that the Employer Information Requirements are included in project contracts to avoid duplication of responsibilities, contents should be inclusive of Information Management, Commercial Management and Competence Assessment</td>
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<td>5.</td>
<td>Appoint a party to undertake the role of Information manager as per Construction Industry Council - Information Management Guidance</td>
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<td>6.</td>
<td>Ensure that bidders submit details of their approach to project information management in a pre-contract BEP to support answering the Plain Language Questions</td>
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<td>7.</td>
<td>Ensure bidders have the capability, competence and experience to deliver the project through review of the Project Implementation Plan (PIP) received as part of the pre-contract BEP</td>
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<td>8.</td>
<td>Outline the specific ownership and operational purposes of the proposed facility within the EIR</td>
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<td>9.</td>
<td>Collate a register of required facility assets (spatially and physical) for inclusion within the EIR</td>
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<td>10.</td>
<td>Within the EIR specify COBie as the required information delivery format from the lead consultant and/or the lead contractor</td>
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<td>11.</td>
<td>Outline the security requirements for any sensitive or confidential information within the EIR, including security strategy, policy, process and procedures</td>
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<td>12.</td>
<td>Determine the timing and content of interim and final handover information requirements from the supply chain</td>
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<td>13.</td>
<td>Specify the project information deliverables at each work stage for monitoring, assessment, performance, validation and project lifecycle decision making</td>
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<td>14.</td>
<td>Establish a suitable CDE for storage, maintenance and archiving of facility information, asset portfolio and operational applications.</td>
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<td>15.</td>
<td>Ensure internal procedural and quality systems are established for the receiving and auditing of the supply chain information transfers</td>
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### Development of a Project Technology & Systems Integration Plan

- Ensure BIM is included as part of the Tender Clauses referencing BIM Protocol when being utilised

### Test Supply Chains BIM Capability & Capacity