

Information Management

Information Management can come in many forms and have different ownership, the role is usually part of the client’s team ensuring the deliverables meet the requirements defined in the project EIR or AIR, but it could be part of the delivery team with the design lead or main contractor. Wherever information is being generated and or distributed to, it needs to be managed and audited. This is where Excitech offer a service where we become embedded in the project teams to ensure alignment and compliancy with the required data.

As part of the information management role, Excitech consider the requirements from many perspectives and how we mitigate the risk of the area being overlooked. The table helps us to understand areas that we need to consider.

Information management assignment matrix					
Table A.1 — Information management responsibility matrix template					
ID	Task	Appointing party	Third party	Lead appointed party	Appointed party
5.1.1	Appoint individuals to undertake the information management function				
5.1.2	Establish the project’s information requirements				
5.1.3	Establish the project’s information delivery milestones				
5.1.4	Establish the project’s information standard				
5.1.5	Establish the project’s information production methods and procedures				
5.1.6	Establish the project’s reference information and shared resources				
5.1.7	Establish the project’s common data environment				
5.1.8	Establish the project’s information protocol				

As for the role of the information manager we can break this down into an outline scope of 3 main areas:

Common Data Environment

- Establish a Common Data Environment (CDE) including processes and procedures to enable reliable information exchange between Project Team Members, the Employer and other parties
- Establish, agree and implement the information structure and maintenance standards for the Information Model
- Receive information into the Information Model in compliance with agreed processes and procedures. Validate compliance with information requirements and advise on non-compliance
- Maintain the Information Model to meet integrity and security standards in compliance with the employer’s information requirement

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

Project Information Management

- 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
- Enable integration of information within the Project Team and co-ordination of information by Design Lead
- Agree formats for Project Outputs
- Assist Project Team Members in assembling information for Project Outputs

Collaborative working, information exchange and project team management

- Support the implementation of the Project BIM protocol including updating the Appendices
- Liaise with and co-operate with Project Team Members and the Employer in support of a collaborative working culture
- 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”
- 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 adjustment 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

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