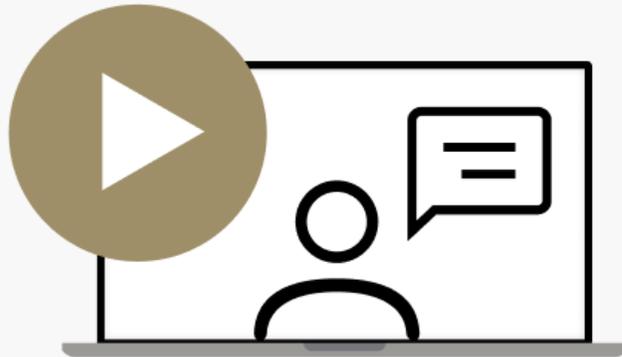


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LEVEL 3
Information Manager



Expert
following ISO 19650

LESSON 4 : How to Appoint

ISO 19650 Dream Team

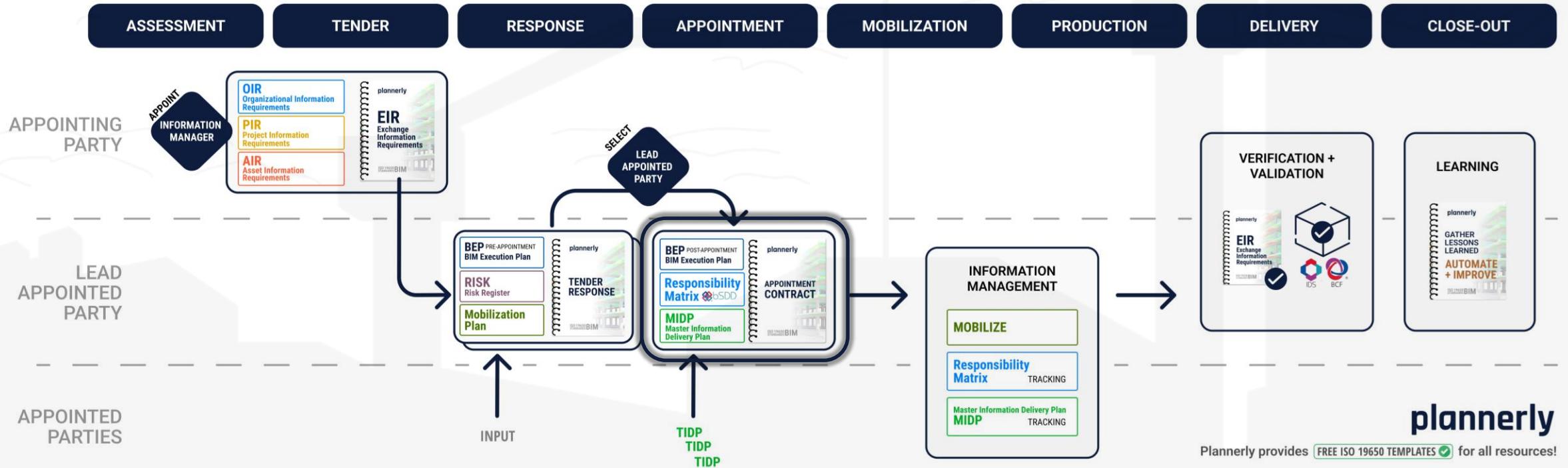


Appointment

ISO 19650 Workflow

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More Simple Than You Think!



Appointment

More Simple Than You Think!

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Challenges

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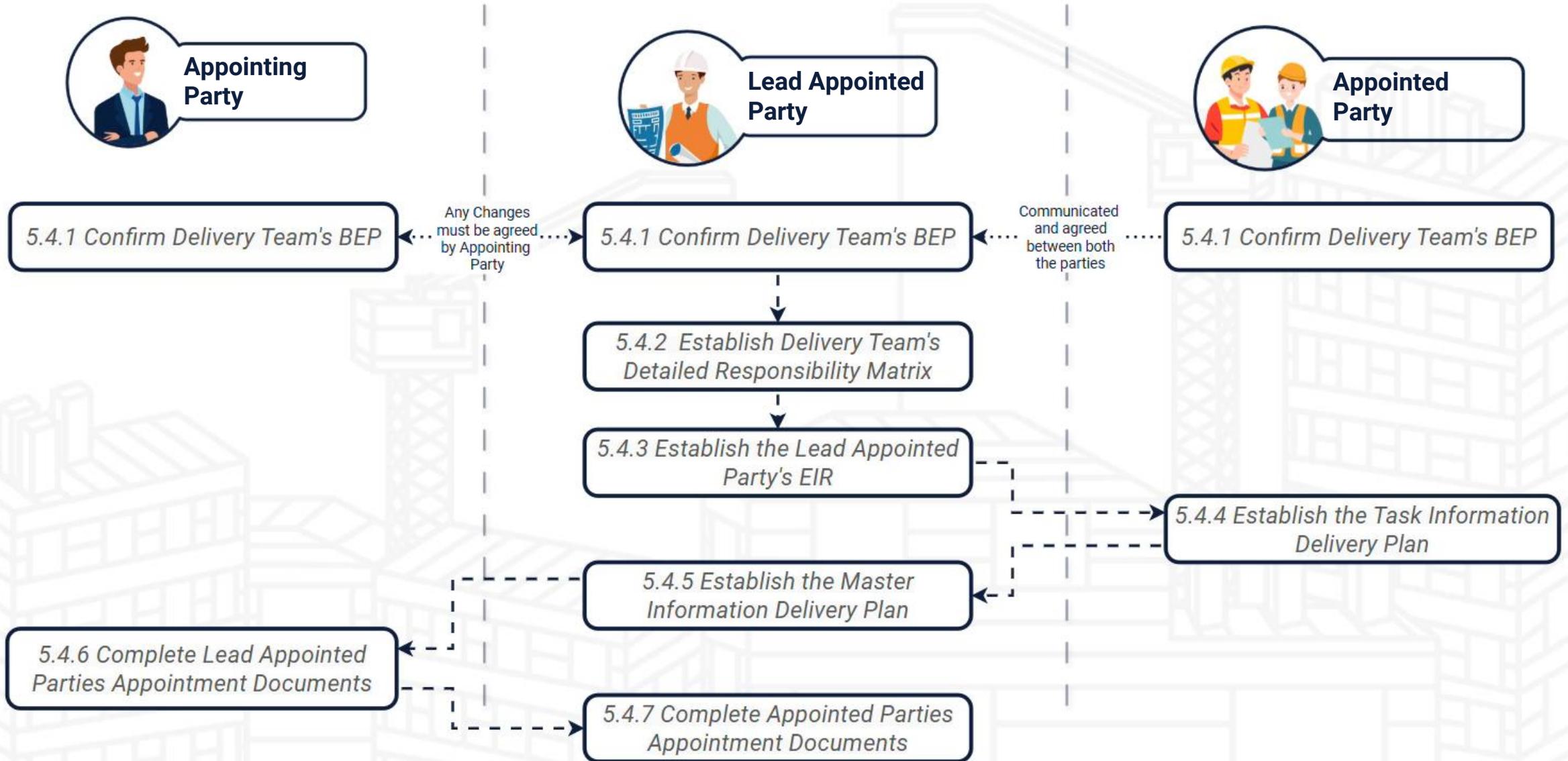
- ✘ Lack of clarity in roles and responsibilities
- ✘ Poorly defined information requirements
- ✘ Inadequate information planning
- ✘ Lack of comprehensive documentation

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Clause 5.4 – Appointment

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ISO 19650 CHECKLIST

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5.4.1 Confirm the delivery team's BIM Execution Plan

Unassigned LEAP

Description

The lead appointed party is responsible for confirming the BIM Execution Plan (BEP) to ensure it reflects the delivery team's agreed-upon strategies and complies with the appointing party's requirements.

ISO 19650-2 Clause 5.4.1

Checklist

- Confirm the names of individuals responsible for information management within the delivery team, ensuring clear roles and responsibilities.
- Update the delivery team's information delivery strategy, as required, to align with the latest project requirements.
- Refine and confirm the high-level responsibility matrix to assign accountability clearly across the delivery team.
- Verify and document the delivery team's information production methods and procedures to ensure alignment with the appointing party's standards.
- Agree with the appointing party on any additions or amendments to the project's information standard or methods as necessary.
- Confirm the schedule of software, hardware, and IT infrastructure that the delivery team will use for project activities, ensuring compatibility and readiness.
- Consult with appointed parties as necessary to confirm that all sections accurately reflect shared responsibilities, resources, and roles.

+ INFORMATION REQUIREMENTS

+ ATTACHMENTS

Activity

Comment or @mention

- bharathi changed the status of **Confirm the delivery team's BIM Execution Plan** to Proposed Oct 29, 2024 5:47 PM
- bharathi added a checklist task to **Confirm the delivery team's BIM Execution Plan** Oct 29, 2024 5:47 PM
- bharathi added a checklist task to **Confirm the delivery team's BIM Execution Plan**

Tracking:

MILESTONE
Information Management Tasks

STATUS
Proposed

DATES
None

Delete Task

5.4.2 Establish the delivery team's detailed responsibility matrix

Unassigned LEAP

Description

The lead appointed party refines the high-level responsibility matrix to develop a detailed responsibility matrix, identifying each team's specific responsibilities for producing and exchanging information.

ISO 19650-2 Clause 5.4.2

Checklist

- Identify specific information requirements for each task team, based on the project's information breakdown structure.
- Define information exchange requirements to ensure each team understands when and with whom to share data.

5.4.3 Establish the lead appointed party's exchange information requirements

Unassigned LEAP

Description

The lead appointed party develops exchange information requirements (EIR) for each appointed party, defining what information is needed to meet project objectives and align with the appointing party's standards.

ISO 19650-2 Clause 5.4.3

Checklist

- Define exchange information requirements for each appointed party based on the appointing party's EIR and any additional project needs.
- Establish the level of information need for each requirement, specifying metrics such as accuracy or format.

5.4.4 Establish the task information delivery plan(s)

Unassigned APP

Description

Each task team establishes a Task Information Delivery Plan (TIDP) to define how and when they will deliver required information containers, ensuring alignment with project milestones and the lead appointed party's requirements.

ISO 19650-2 Clause 5.4.4

Checklist

- Establish a task information delivery plan template if not provided by the appointing party within shared resources.
- List all required information containers for the task team, based on the appointing party's information requirements.
- Specify delivery milestones for each information container, aligning with the project's information delivery schedule.
- Identify dependencies and predecessors for each information container to ensure coordinated delivery across teams.
- Define the level of information need for each container, including required accuracy and detail.
- Assign responsibility for each container's creation to an information author within the task team.
- Ensure access to necessary shared resources and templates to maintain consistency and standards across deliverables.
- Confirm timelines with the lead appointed party to address any adjustments or dependencies with other teams, designating appointed parties as responsible for maintaining the task information delivery plan throughout the appointment.

Tracking:

MILESTONE
Information Management Tasks

STATUS
Proposed

DATES
None

+ INFORMATION REQUIREMENTS

+ ATTACHMENTS

Activity

Comment or @mention

- bharathi added a checklist task to **Establish the task information delivery plan(s)** Oct 29, 2024 6:00 PM
- bharathi added a checklist task to **Establish the task information delivery plan(s)**

Delete Task

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