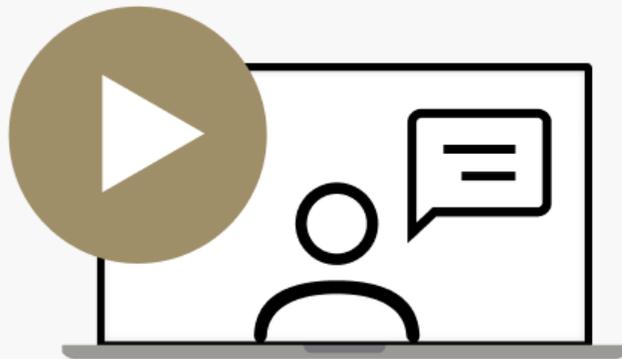


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 CERTIFIED  
**LEVEL 3**  
Information Manager



**Expert**  
following ISO 19650

## **LESSON 2 : Information Requirements**

*Start ISO 19650 Project Confidently*



*Assessment and  
Need/Invitation to  
Tender tasks*

# When Assessment and Need Are Overlooked



# Challenges

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- ✘ Teams backtrack and rework information
- ✘ Misunderstandings in tendering process
- ✘ Misalignment with project goals
- ✘ Impact on cost and timeline

ASSESSMENT

TENDER

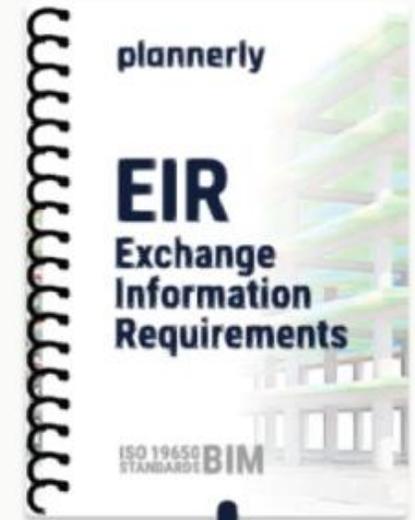
APPOINTING  
PARTY

APPOINT  
INFORMATION  
MANAGER

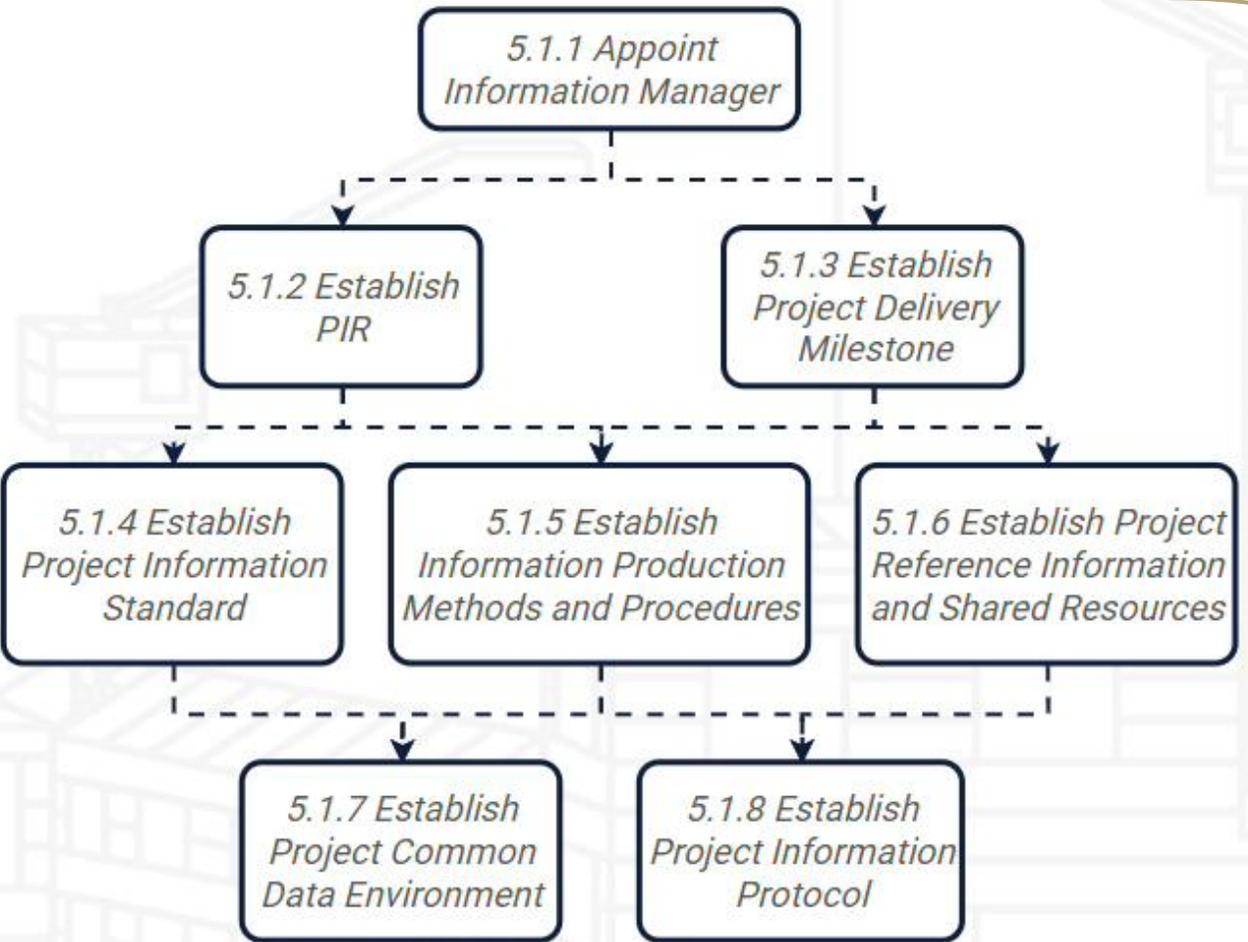
**OIR**  
Organizational Information  
Requirements

**PIR**  
Project Information  
Requirements

**AIR**  
Asset Information  
Requirements



# CLAUSE 5.1 - ASSESSMENT AND NEED plannerly



# ISO 19650 CHECKLIST

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### 5.1.1 Appoint Information Managers

Unassigned AP

**Description**  
Identify and appoint the individuals to undertake the information management function.  
ISO 19650-2 Clause 5.1.1 / ISO 19650-3 Clause 5.1.1

**Checklist**

- List the nominated individuals from within their own organization who are responsible for the information management function.
- Define the scope of services that the information management function will provide.
- List the tasks to be provided as part of the scope of services (if appointing a third party)
- Establish the authority that the appointing party will delegate to the prospective lead appointed party or third party (if delegating the authority to a prospective lead appointed party or third party)
- Establish the competency (knowledge or skills) that the individuals undertaking the function will need (applicable whether delegating or not)

**Tracking:**  
MILESTONE  
Information Management Tasks  
STATUS  
Proposed  
DATES  
None

**Activity**  
Comment or @mention

bharathi changed the status of **Appoint Information Managers** to **Proposed**  
Oct 29, 2024 2:45 PM

Delete Task

### 5.1.2 Establish Project's Information Requirements

Unassigned AP

**Description**  
Define and establish the project's information requirements to ensure that all necessary information is clearly identified, communicated, and effectively managed throughout project delivery.  
ISO 19650-2 Clause 5.1.2

**Checklist**

- Identify the project information requirements needed to achieve successful project delivery.
- Specify the sources of information required to fulfil each information requirement.
- Define the format and standards for information to ensure consistency across project outputs.
- Set delivery milestones for each information requirement to align with project phases and decision points.

### 5.1.3 Define Information Delivery Milestones

Unassigned AP

**Description**  
Establish specific information delivery milestones to ensure that essential information is available at key decision points, supporting timely project progression and alignment with the overall project timeline.  
ISO 19650-2 Clause 5.1.3

**Checklist**

- Identify the appointing party's key decision points that require specific information to support project progress (e.g. design approvals, construction milestones).
- Define information delivery obligations for each milestone, specifying required deliverables.
- Define the types and content of information needed at each key decision point, like spatial data or performance metrics, to ensure they align with project goals.
- Set dates for each milestone to ensure information is

### 5.1.4 Establish Project's Information Standard

Unassigned AP

**Description**  
Define the project's information standards to ensure consistent structuring, classification, and secure exchange of information across all stakeholders and phases.  
ISO 19650-2 Clause 5.1.4

**Checklist**

- Define the exchange of information within the appointing party's organization to maintain internal consistency.
- Establish protocols for exchanging information with external stakeholders to ensure clear communication.
- Define standards for information exchange with operators and maintainers to support the operational phase
- Define the structure and classification for project information to maintain consistency across the project.
- Specify the method for assigning the level of information need
- Review standards against security management plan

**Tracking:**  
MILESTONE  
Information Management Tasks  
STATUS  
Proposed  
DATES  
None

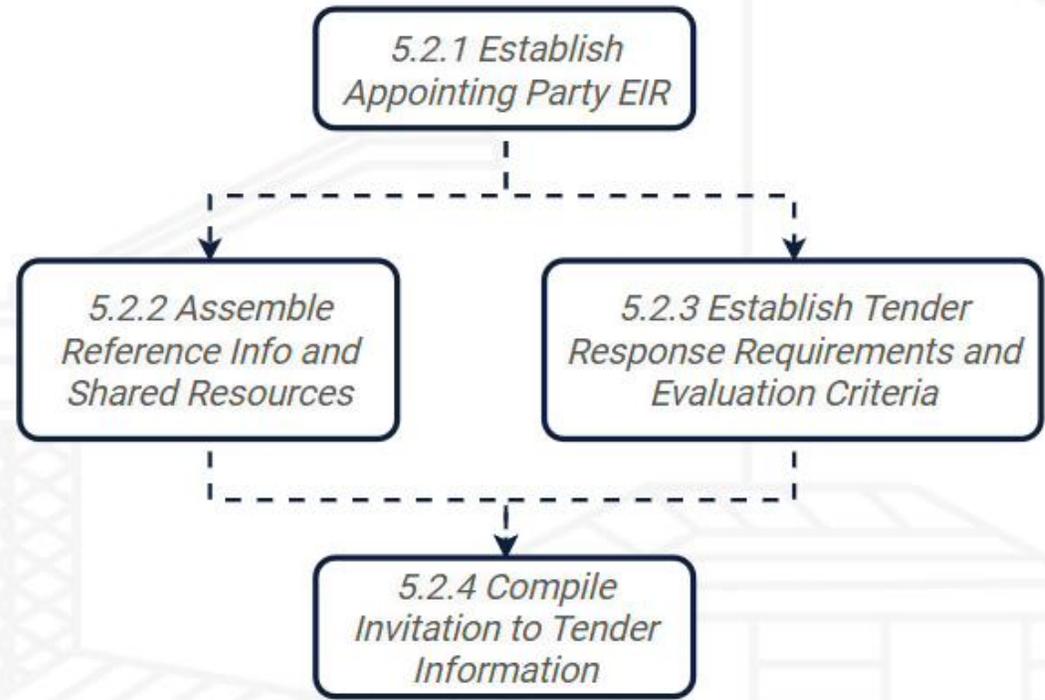
**Activity**  
Comment or @mention

bharathi added a checklist task to **Establish Projects Information Standard**  
Oct 29, 2024 2:33 PM

bharathi added a checklist task to **Establish Project's Information Standard**

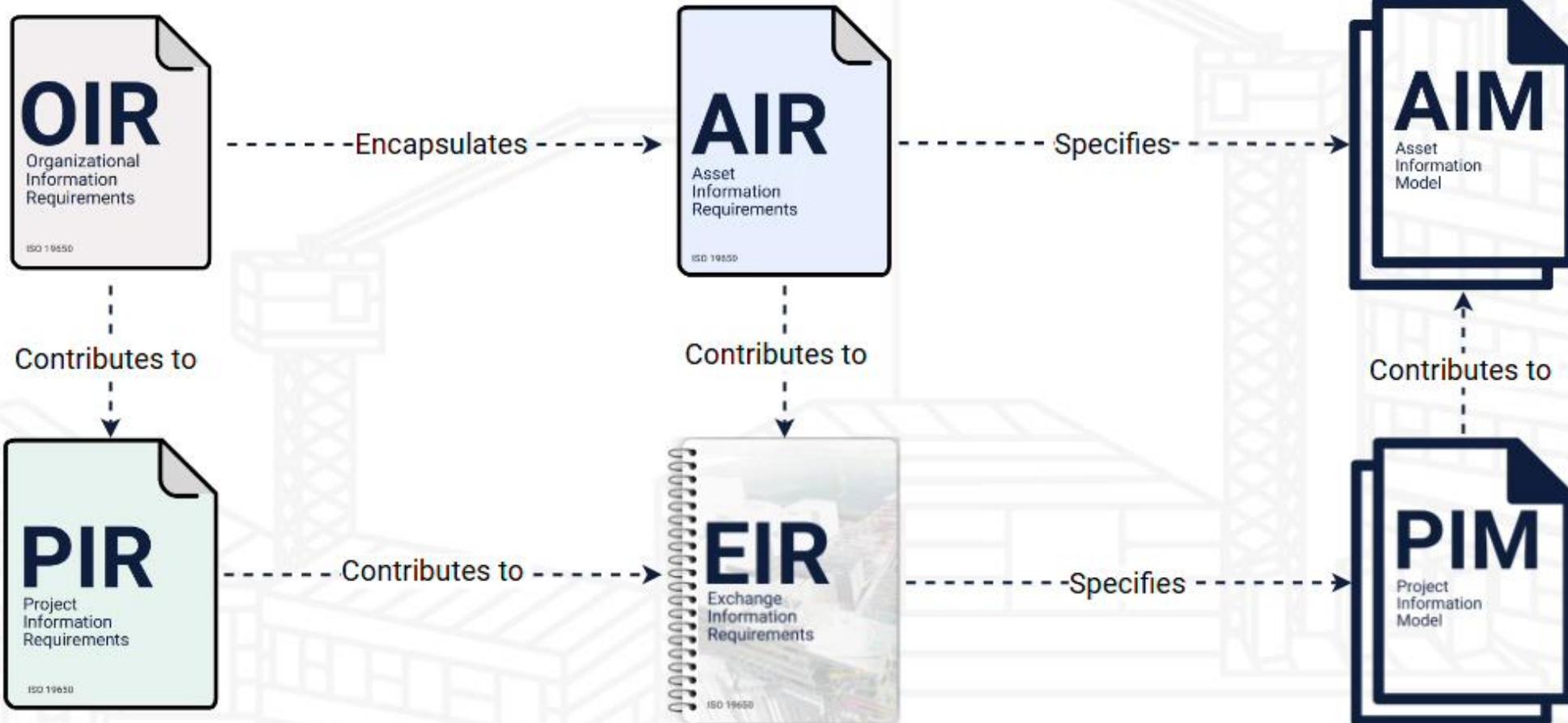
Delete Task

# CLAUSE 5.2 – INVITATION TO TENDER plannerly



# Information Requirements Overview

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