 

v2.0 – March 2016

**BIM Management Plan**

**Executive Summary**

|  |  |
| --- | --- |
| Project Reference: |  |
| Project name: |  |
| Project address/location: |  |
| Brief project description: |  |
| Client: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision | Date | Prepared by | Approved by | Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**NATSPEC BIM Management Plan Template**

First published 2012

This edition: v2.0 March 2016

Publisher: Construction Information Systems Limited ABN 20 117 574 606

**Copyright**

This Document is protected by Copyright © 2016. You may use this Document for your own purposes. You may distribute this Document to other persons provided that you attribute the Document as having been generated by NATSPEC and that the document is available free of charge at [www.natspec.com.au](http://www.natspec.com.au/). Click on the ‘NATSPEC BIM’ logo.

**Disclaimer**

This Document is intended for use by professional personnel competent to evaluate the significance and limitations of its content and able to accept responsibility for the application of the material it contains.

NATSPEC and its contributors hereby disclaim all warranties and conditions with regard to this information and related graphics, including all implied warranties, fitness for a particular purpose, workmanlike effort, title and non-infringement. In no event shall NATSPEC be liable for any direct, indirect, punitive, incidental, special, or consequential damages or damages for loss of profits, revenue, data, down time, or use, arising out of or in any way connected with the use of the Document or performance of any services, whether based on contract, tort, negligence, strict liability or otherwise. NATSPEC disclaims any responsibility to update any information, including with respect to any new legal, business, or technology developments. If you are dissatisfied with any portion of the Document, or with any of these terms of use, your sole and exclusive remedy is to discontinue using the Document.

**Text formatting used in this NATSPEC Template**

The boxed green text is ‘Hidden text’ which serves as *Guidance* for the Template user. This is how it should appear:

|  |
| --- |
| *Guidance* text is not intended to be seen by the final recipients of the document and is turned off or deleted prior to the issue of the completed Template. As the *Guidance* is quite extensive, it can be useful to turn it off every now and again to see what the finished document will look like. |

To show this *Guidance* text in the document:

* **Word 2003** users: Go to the **Tools** menu, choose **Options** (last item), click on the **View** tab and make sure that **Hidden text** is ticked (under the **Formatting marks** heading).
* **Word 2007** users: Click on the **Office button**, choose **Word options** (last item), click on **Display** and make sure that **Hidden text** is ticked.
* **Word 2010** users: Go to **File** menu, choose **Options** (last item), click on **Display** and make sure that **Hidden text** is ticked.

If you still have problems viewing *Guidance*, please contact NATSPEC on 02 9321 7200.

Dark red text followed by: [complete/delete] indicates that information prompted by the text should be entered after the colon. If the wording of the item is not appropriate for the project, it can be edited to suit. If the item is not relevant, simply delete it.

Normal italicised text, *e.g. NATSPEC National BIM Guide* indicates the name of a document or standard.

Bold text, e.g. **BIM meeting schedule** indicates a cross reference to a Section, clause or schedule elsewhere in the document.

**Document references**

In this document:

* The ‘*BMP Template’* or ‘*Template*’ means the *NATSPEC BIM Management Plan Template*.
* The ‘*BIM Plan’* or ‘*BMP*’ means the *BIM Management Plan* (for a specific project).
* The ‘*National BIM Guide’* or ‘*Guide*’ means the *NATSPEC National BIM Guide*.

**Acknowledgements**

NATSPEC thanks the numerous individuals and organisations who contributed to the development of this document through material they provided and/or comments they made on drafts.

**Comments**

NATSPEC welcomes comments or suggestions for improvements to this document and encourages readers to notify us immediately of any apparent inaccuracies or ambiguities. NATSPEC also encourages users to share their experiences of applying it on projects with us. The input of industry stakeholders helps keep NATSPEC’s documents relevant to current practice and useful.

Contact us via email at [bim@natspec.com.au](mailto:bim@natspec.com.au).

TABLE OF CONTENTS

[1 Project Information 1](#_Toc443995879)

[1.1 Project team members 1](#_Toc443995880)

[1.2 Roles and responsibilities 1](#_Toc443995881)

[1.3 Project goals 2](#_Toc443995882)

[1.4 Project procurement 2](#_Toc443995883)

[1.5 Project schedule 2](#_Toc443995884)

[2 BIM Management 2](#_Toc443995885)

[2.1 Purpose of the BIM Management Plan 2](#_Toc443995886)

[2.2 Application of the BIM Management Plan 3](#_Toc443995887)

[2.3 BIM Management Plan development 3](#_Toc443995888)

[2.4 Updating the BIM Management Plan 3](#_Toc443995889)

[3 Collaboration Procedures 3](#_Toc443995890)

[3.1 BIM Management Plan references 3](#_Toc443995891)

[3.2 BIM meeting strategy 3](#_Toc443995892)

[3.3 Collaboration resource providers 3](#_Toc443995893)

[4 Modelling Requirements 3](#_Toc443995894)

[4.1 BIM Management Plan references 3](#_Toc443995895)

[5 Model Structure, Sharing and Development 3](#_Toc443995896)

[5.1 BIM Management Plan references 3](#_Toc443995897)

[6 Specific Uses of BIM 4](#_Toc443995898)

[6.1 Project requirements 4](#_Toc443995899)

# Project Information

## Project team members

The contact details for key stakeholders who will be involved on this project are:

| Role | Discipline | Name | Company/  Organisation | Email |
| --- | --- | --- | --- | --- |
| Client representative |  |  |  |  |
| Project Manager |  |  |  |  |
| Lead consultant |  |  |  |  |
| Design BIM Manager |  |  |  |  |
| Construction BIM Manager |  |  |  |  |

Add or amend roles to table as required, e.g. Information Manager for projects managed in conformance with PAS 1192-2.

Insert the details documented in the *Project BIM Brief*, Highlight any amendments.

## Roles and responsibilities

Roles and responsibilities shall be assigned to project team members, as required, in accordance with **Table 4.1 – BIM Roles and Responsibilities** of the NATSPEC National BIM Guide.

|  |  |
| --- | --- |
| Amendments to BIM Roles and Responsibilities described in the *National BIM Guide*: |  |

Record any amendments to *National BIM Guide* roles and responsibilities in this table. Identify the role and clause number. Include the whole revised clause with amendments highlighted. If there are no amendments, delete the table.

Project team structure: Organisational relationships between team members are summarised in the chart below.

Edit the chart to illustrate the project team’s organisational and/or contractual relationships. Enter team member details such as role, name and/or organisation in each box. Refer to Microsoft Word Help for guidance on editing the chart.

## Project goals

The client’s goals for the project are:

|  |  |  |
| --- | --- | --- |
| Priority | Goal description | BIM Uses |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Insert the details documented in the *Project BIM Brief*, Highlight any amendments.

**Priority:** e.g. High, Medium, Low.

**Goal description:** e.g. Increase cost certainty.

**BIM uses:** List uses which support the goals described, e.g. 5D and cost planning.

## Project procurement

|  |  |
| --- | --- |
| Proposed project procurement strategy: |  |
| Contractor engagement: indicative date: |  |

Insert the details documented in the *Project BIM Brief*, e.g. Design Bid Build, Design and Construct, Integrated Project Delivery*.* Highlight any amendments. The procurement strategy will determine if a single or multiple BIM management Plans (BMP) are required and when/how the responsibility is handed over. Refer *National BIM Guide* clause 2.1 and Table 4.1

## Project schedule

The estimated dates for major project milestones are:

| Project phase or milestone | Estimated start date | Estimated completion date |
| --- | --- | --- |
| Project Planning |  |  |
| Conceptual Design |  |  |
| Schematic Design |  |  |
| Design Development |  |  |
| Contract Documentation |  |  |
| Construction |  |  |
| Handover |  |  |
| Operation |  |  |

This table is for summarising key project dates. Make sure they do not conflict with those documented elsewhere. If they are, e.g. in a programme, it may be preferable to append it or cross reference it rather than use the table.

# BIM Management

## Purpose of the BIM Management Plan

This BIM Management Plan defines the execution, monitoring and control of BIM for this project.

See *National BIM Guide* clause 3.1. The scope of the BIM Management Plan (BMP) can extend across the project’s stakeholder supply chain; particularly for complex projects involving a large number of stakeholders or placing unusual demands on the supply chain.

## Application of the BIM Management Plan

Applicable project phases:

Examples of options – adjust wording to suit project:

* This BIM Management Plan applies to the design phases only of the project, up to and including the handover of models from the Design team to the Construction team.
* This BIM Management Plan applies to the construction phases only of the project, from the handover of models from the Design team to the Construction team and up to and including the handover of models from the Construction team to the operators of the completed building.
* This BIM Management Plan applies to the design and construction phases of the project, up to and including the handover of models from the Design and Construction teams to the operators of the completed building.

The last option offers the most opportunities to realise the potential benefits of BIM.

## BIM Management Plan development

Strategy for developing the BIM Management Plan:

Describe the process for developing the BIM Management Plan (BMP) including:

* whether a pre-contract edition will be developed;
* the make-up and organisation of the BMP development working group;
* communication methods to be used by the working group;
* a development schedule.

## Updating the BIM Management Plan

BIM Management Plan review and update strategy:

Describe how the BIM Management Plan will be reviewed and updated to make sure the project remains on schedule and meets the brief requirements. Include the proposed method for facilitating this, e.g. scheduled review meetings. Include review meetings in the **Meeting schedule**.

# Collaboration Procedures

## BIM Management Plan references

Refer to the *BIM Management Plan* for details of:

* Collaborative information management.

Align items listed with those in the *BIM Management Plan*.

## BIM meeting strategy

BIM management meeting strategy:

e.g. incorporated in general project management meetings, separate BIM-specific meetings.

Refer to **Meeting schedule** and **Model coordination meetings** in the *BIM Management Plan*.

## Collaboration resource providers

Refer to **Model coordination meetings** and **Collaboration resources** in the *BIM Management Plan* for details of the resources and those responsible for providing them.

# Modelling Requirements

## BIM Management Plan references

Refer to the *BIM Management Plan* for details of:

* Model geographic location.
* Discipline modelling standards.
* Model quality control.

Align items listed with those in the *BIM Management Plan*.

# Model Structure, Sharing and Development

## BIM Management Plan references

Refer to the *BIM Management Plan* for details of:

* Project object library.
* Model sharing protocols.
* Model handovers.

Align items listed with those in the *BIM Management Plan*.

# Specific Uses of BIM

## Project requirements

The uses of BIM applicable to the project are listed below. They correspond to those recorded in the *Project BIM Brief* and any amendments agreed prior to issuing this document. Refer to the *BIM Management Plan* for details including the scope of each and how they will be applied and managed.

Insert a copy of the list of BIM uses from the *Project BIM Brief* above. Highlight any amendments since its issue and delete uses not required.

Changing uses of BIM during the project changes the scope of service previously agreed and documented, and has contractual implications. To reduce the risk of disputes, manage changes in conformance with the terms and conditions of agreements and contracts and keep a cumulative record of agreed changes in a constant location, e.g. the *Project BIM Brief*. Agree where they will be recorded during the development of the *Project BIM Brief.*

Each edition of the *BIM Management Plan* should highlight changes agreed since the issue of the previous edition.

**REFERENCED DOCUMENTS**

**The following documents are incorporated into this BIM Management Plan by reference:**

National BIM Guide 2011 NATSPEC

Project BIM Brief 2016 NATSPEC

**The following documents are mentioned only in the *Guidance* text:**

PAS 1192-2 2013 Specification for information management for the capital/delivery phase of construction projects using building information modelling