

CLEEVES RIVERSIDE QUARTER
LIMERICK

CRQ-SA-X-X-XXX-PZ-ADX-IM-0003
InformationManagementAssignmentMatrix-P1-D-0



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Information management assignment matrix (ISO 19650-2 Annex A template)

Key: Information management responsibility matrix template

AP = Appointing Party/Third Party	PL = Prospective Lead appointed Party	LA = Lead appointed Party
PT =Prospective Task Team	TT = Task Team (Appointed Party)	DT = Delivery Team (all Appointed Parties)

R - Responsible for undertaking activity / A - Accountable for activity completion / C -
Consulted during activity / I - Informed following activity completion

Activities	Description	Appointing party (LTT)	Appointing Party Third Party IM (TBC)	Lead appointed party (each stage TBC)	Appointed Party (all stages)
1	Information management process Assessment and need				
1.1	Appoint individuals to undertake the information management function	R/A	C/I		
1.2	Establish the project's information requirements	C	R/A		
1.3	Establish the project's information delivery milestones	C	R/A		
1.4	Establish the project's information standard	C	R/A		
1.5	Establish the project's information production methods and procedures	C	R/A		
1.6	Establish the project's reference information and shared resources	C	R/A		
1.7	Establish the project's common data environment	R/A	C		
1.8	Establish the project's information protocol	C	R/A		
2	Information management process Invitation to tender				
2.1	Establish the appointing party's exchange information requirements	C	R/A		
2.2	Assemble reference information and shared resources	C	R/A		
2.3	Establish tender response requirements and evaluation criteria	C	R/A		
2.4	Compile invitation to tender information	R/A	C	I	I
3	Information management process Tender response				
3.1	Nominate individuals to undertake the information management function	I	I	R/A	C
3.2	Establish the delivery team's (pre-appointment) BIM execution plan	I	I	R/A	C
3.3	Assess task team capability and capacity	I	I	A	R
3.4	Establish the delivery team's capability and capacity	I	I	R/A	C
3.5	Establish the delivery team's mobilization plan	I	I	R/A	C
3.6	Establish the delivery team's risk register	I	I	R/A	C
3.7	Compile the delivery team's tender response	I	I	R/A	C
4	Information management process Appointment		I		
4.1	Confirm the delivery team's BIM execution plan	I	I	R/A	C
4.2	Establish the delivery team's detailed responsibility matrix	I	I	R/A	C
4.3	Establish the lead appointed party's exchange information requirements	I	I	R/A	C
4.4	Establish the task information delivery plan(s)	I	I	A	R
4.5	Establish the master information delivery plan	I	I	R/A	C
4.6	Complete lead appointed party's appointment documents	R/A	I	C	I
4.7	Complete appointed party's appointment documents	C	I	R/A	C
5	Information management process Mobilization		I		
5.1	Mobilize resources	I	I	R/A	C
5.2	Mobilize information technology	I	I	R/A	C
5.3	Test the project's information production methods and procedures	I	I	R/A	C
6	Information management process Collaborative production of information				
6.1	Check availability of reference information and shared resources	I	C	A	R
6.2	Generate information	I	C	A	R
6.3	Undertake quality assurance check	I	C	A	R
6.4	Review information and approve for sharing	I	C	A	R
6.5	Information model review	I	C	A/R	C
7	Information management process Information model delivery				
7.1	Submit information model for lead appointed party authorization	I	C	A	R
7.2	Review and authorize the information model	I	I	R/A	C
7.3	Submit information model for appointing party acceptance	I	I	R/A	C
7.4	Review and accept the information model	R/A	C	I	I
8	Information management process Project close-out				
8.1	Archive the project information model	R/A	C	C	C
8.2	Capture lessons learned for future projects	R/A	C	C	C