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| Information management assignment matrix | | | | | | | |
| **ID** | **Key** |  | Appointing party | Appointing party's third party | Lead appointed party(s) | Lead appointed party(s)'s third party | Appointed party(s) |
| R Responsible for undertaking activity/task |  |
| A Accountable for activity/task completion |  |
| C Consulted during activity/task |  |
| I Informed following activity/task completion |  |
| **Activity/task** | **Source** |
| **1** | **Information management process - Assessment and need** | **ISO 19650-2; 5.1 & ISO 19650-5** |  |  |  |  |  |
| **1.1** | **Appoint individuals to undertake the information management function** | **ISO 19650-2; 5.1.1** |  |  |  |  |  |
| 1.1.1 | Appoint individuals to undertake the information management function | ISO 19650-2; 5.1.1 | A/R |  |  |  |  |
| 1.1.2 | Establish a scope of services for the information management function (if appointing a third party) | ISO 19650-2; 5.1.1 | A/R |  |  |  |  |
| 1.1.3 | Establish the tasks to be provided as part of the scope of services (if appointing a third party) | ISO 19650-2; 5.1.1 | A/R |  |  |  |  |
| 1.1.4 | 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) | ISO 19650-2; 5.1.1 | A/R |  |  |  |  |
| 1.1.5 | Establish the competency (knowledge or skills) that the individuals undertaking the function will need (applicable whether delegating or not) | ISO 19650-2; 5.1.1 | A/R |  |  |  |  |
| **1.2** | **Establishing the need for a security-minded approach** | **ISO 19650-5** |  |  |  |  |  |
| 1.2.1 | Determine the range of security risks that arise through greater availability of information, integration of services and systems, and the increased dependency on technology-based systems | ISO 19650-5; 4.2 | A/R |  |  |  |  |
| 1.2.2 | Undertake the security triage process and record the outcome | ISO 19650-5; 4.7 and 4.8 | A/R |  |  |  |  |
| 1.2.3 | If applicable: Develop and maintain a security strategy | ISO 19650-5; 6 | A/R |  |  |  |  |
| 1.2.4 | If applicable: Develop and maintain a security management plan | ISO 19650-5; 7 | A/R |  |  |  |  |

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| **1.3** | **Establish the project's information requirements** | **ISO 19650-2; 5.1.2** |  |  |  |  |  |
| 1.3.1 | Establish the project's information requirements | ISO 19650-2; 5.1.2 | A/R |  |  |  |  |
| **1.4** | **Establish the project's information delivery milestones** | **ISO 19650-2; 5.1.3** |  |  |  |  |  |
| 1.4.1 | Ensure that the project's information delivery milestones are included within the project programme | ISO 19650-2; 5.1.3 | A/R |  |  |  |  |
| **1.5** | **Establish the project's information standard** | **ISO 19650-2; 5.1.4** |  |  |  |  |  |
| 1.5.1 | Establish the project's information standard and (if applicable) review the security management plan | ISO 19650-2; 5.1.4 | A/R |  |  |  |  |
| **1.6** | **Establish the project's information production methods and procedures** | **ISO 19650-2; 5.1.5** |  |  |  |  |  |
| 1.6.1 | Establish the project's information production methods and procedures and (if applicable) review the security management plan | ISO 19650-2; 5.1.5 | A/R |  |  |  |  |
| **1.7** | **Establish the project's reference information and shared resources** | **ISO 19650-2; 5.1.6** |  |  |  |  |  |
| 1.7.1 | Establish the project's reference information and shared resources | ISO 19650-2; 5.1.6 | A/R |  |  |  |  |
| **1.8** | **Establish the project's common data environment** | **ISO 19650-2; 5.1.7 & ISO 19650-5** |  |  |  |  |  |
| 1.8.1 | Consider the security management plan (if applicable) in the context of the project's common data environment | ISO 19650-5 | A/R |  |  |  |  |
| 1.8.2 | Implement the project's common data environment | ISO 19650-2; 5.1.7 | A/R |  |  |  |  |
| 1.8.3 | Configure the project's common data environment for the project | ISO 19650-2; 5.1.7 | A/R |  |  |  |  |
| 1.8.4 | Provide support for the project's common data environment | ISO 19650-2; 5.1.7 | A/R |  |  |  |  |
| 1.8.5 | Host the project's common data environment | ISO 19650-2; 5.1.7 | A/R |  |  |  |  |
| 1.8.6 | Manage the project's common data environment | ISO 19650-2; 5.1.7 | A/R |  |  |  |  |
| 1.8.7 | Provide training for the project's common data environment | n/a | A/R |  |  |  |  |
| **1.9** | **Establish the project's information protocol** | **ISO 19650-2; 5.1.8 & Information Protocol** |  |  |  |  |  |
| 1.9.1 | Establish the project's information protocol | ISO 19650-2, 5.1.8 | A/R |  |  |  |  |
| 1.9.2 | Complete the Information Particulars for the project's information protocol (for the specific project) | Information Protocol supporting BS EN ISO 19650-2 | A/R |  |  |  |  |

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| **2** | **Information management process - Invitation to tender** | **ISO 19650-2; 5.2 & ISO 19650-5** |  |  |  |  |  |
| **2.1** | **Establishing the appointing party's exchange information requirements** | **ISO 19650-2; 5.2.1** |  |  |  |  |  |
| 2.1.1 | Establish the appointing party’s exchange information requirements and review the security management plan (if applicable) | ISO 19650-2; 5.2.1 | A/R |  |  |  |  |
| 2.1.2 | Establish the appointing party’s information requirements to be served during the appointment | ISO 19650-2; 5.2.1 a) | A/R |  |  |  |  |
| 2.1.3 | Establish the level of information need required to meet each information requirement | ISO 19650-2; 5.2.1 b) | A/R |  |  |  |  |
| 2.1.4 | Establish the acceptance criteria for each information requirement | ISO 19650-2; 5.2.1 c) | A/R |  |  |  |  |
| 2.1.5 | Establish the supporting information that the prospective lead appointed party might need, to fully understand or evaluate each information requirement or its acceptance criteria | ISO 19650-2; 5.2.1 d) | A/R |  |  |  |  |
| 2.1.6 | Establish the dates, relative to the project’s information delivery milestones and appointing party’s key decision points, that each requirement has to be met | ISO 19650-2; 5.2.1 e) | A/R |  |  |  |  |
| **2.2** | **Assemble reference information and shared resources** | **ISO 19650-2; 5.2.2** |  |  |  |  |  |
| 2.2.1 | Assemble the reference information or shared resources that the appointing party intends to provide to the prospective lead appointed party during the tender process or appointment | ISO 19650-2; 5.2.2 | A/R |  |  |  |  |
| 2.2.2 | Establish the suitability for which the information can be used by the prospective lead appointed party, by assigning appropriate status codes to all reference information and shared resources to indicate how they can be used | ISO 19650-2; 5.2.2 | A/R |  |  |  |  |
| 2.2.3 | Make reference information and shared resources available to tendering organizations in a secure environment, such as the project's common data environment | ISO 19650-2; 5.2.2 | A/R |  |  |  |  |
| **2.3** | **Establish tender response requirements and evaluation criteria** | **ISO 19650-2; 5.2.3 & ISO 19650-5** |  |  |  |  |  |
| 2.3.1 | Establish the tender response requirements with an information sharing agreement (as applicable) | ISO 19650-2; 5.2.3 and ISO 19650-5; 9.1.1 | A/R |  |  |  |  |
| 2.3.2 | Establish the evaluation criteria to be used to assess the tender response | ISO 19650-2; 5.2.3 | A/R |  |  |  |  |
| **2.4** | **Compile invitation to tender information** | **ISO 19650-2; 5.2.4** |  |  |  |  |  |
| 2.4.1 | Compile the information to be included within the invitation to tender package, including: | ISO 19650-2; 5.2.4 | A/R |  |  |  |  |
| 2.4.2 | Ensure that the appointing party’s exchange information requirements are included within the invitation to tender package | ISO 19650-2; 5.2.4 | A/R |  |  |  |  |
| 2.4.3 | Ensure that the relevant reference information and shared resources (within the project's common data environment) are included within the invitation to tender package | ISO 19650-2; 5.2.4 | A/R |  |  |  |  |
| 2.4.4 | Ensure that the tender response requirements are included within the invitation to tender package | ISO 19650-2; 5.2.4 | A/R |  |  |  |  |
| 2.4.5 | Ensure that the project's information delivery milestones are included within the invitation to tender package | ISO 19650-2; 5.2.4 | A/R |  |  |  |  |
| 2.4.6 | Ensure that the project's information standard is included within the invitation to tender package | ISO 19650-2; 5.2.4 | A/R |  |  |  |  |
| 2.4.7 | Ensure that the project's information production methods and procedure included within the invitation to tender package | ISO 19650-2; 5.2.4 | A/R |  |  |  |  |
| 2.4.8 | Ensure that the project's information protocol is included within the invitation to tender package | ISO 19650-2; 5.2.4 | A/R |  |  |  |  |
| 2.4.9 | Ensure that any other information required for the invitation to tender package is included | n/a | A/R |  |  |  |  |
| **3** | **Information management process - Tender response** | **ISO 19650-2; 5.3** |  |  |  |  |  |
| **3.1** | **Nominate individuals to undertake the information management function** | **ISO 19650-2; 5.3.1** |  |  |  |  |  |
| 3.1.1 | Appoint individuals to undertake the information management function | ISO 19650-2; 5.3.1 |  |  | A/R |  |  |
| 3.1.2 | Establish a scope of services for the information management function (if appointing a prospective appointed party or third party) | ISO 19650-2; 5.3.1 |  |  | A/R |  |  |
| 3.1.3 | Establish the tasks to be provided as part of the scope of services (if appointing a prospective appointed party or third party) | ISO 19650-2; 5.3.1 |  |  | A/R |  |  |
| 3.1.4 | Establish the authority that the lead appointed party will delegate to the prospective appointed party or third party (if appointing a prospective appointed party or third party) | ISO 19650-2; 5.3.1 |  |  | A/R |  |  |
| 3.1.5 | Establish the competency (knowledge or skills) that the individuals undertaking the function will need (applicable whether delegating or not) | ISO 19650-2; 5.3.1 |  |  | A/R |  |  |
| 3.1.6 | Establish probity arrangements if potential conflicts of interest may arise (if appointing a prospective appointed party or third party where probity may be an issue) | ISO 19650-2; 5.3.1 |  |  | A/R |  |  |
| **3.2** | **Establish the delivery team's (pre-appointment) BIM execution plan** | **ISO 19650-2; 5.3.2** |  |  |  |  |  |
| 3.2.1 | Establish the delivery team's (pre-appointment) BIM execution plan | ISO 19650-2; 5.3.2 |  |  | A/R |  | C |
| **3.3** | **Assess task team capability and capacity** | **ISO 19650-2; 5.3.3** |  |  |  |  |  |
| 3.3.1 | Undertake an assessment of capability and capacity to deliver information in accordance with the appointing party's exchange information requirements and the delivery team's proposed (pre-appointment) BIM execution plan | ISO 19650-2; 5.3.3 |  |  |  |  | A/R |
| **3.4** | **Establish the delivery team's capability and capacity** | **ISO 19650-2; 5.3.4** |  |  |  |  |  |
| 3.4.1 | Establish the delivery team's capability and capacity by aggregating the assessments undertaken by each task team to produce a summary of the delivery team's capability to manage and produce information and its capacity for timely delivery of the information | ISO 19650-2; 5.3.4 |  |  | A/R |  |  |
| **3.5** | **Establish the delivery team's mobilization plan** | **ISO 19650-2; 5.3.5** |  |  |  |  |  |
| 3.5.1 | Establish the delivery team's proposed mobilization plan that will be initiated and implemented during mobilization | ISO 19650-2; 5.3.5 |  |  | A/R |  | C |

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| **3.6** | **Establish the delivery team's risk register** | **ISO 19650-2; 5.3.6** |  |  |  |  |  |
| 3.6.1 | Establish the delivery team's risk register containing the risks associated with the timely delivery or information, in accordance with the appointing party's exchange information requirements, and how the delivery team intends to manage these risks | ISO 19650-2; 5.3.6 |  |  | A/R |  | C |
| **3.7** | **Compile the delivery team's tender response** | **ISO 19650-2; 5.3.7** |  |  |  |  |  |
| 3.7.1 | Ensure the (pre-appointment) BIM execution plan is included within the delivery team's tender response | ISO 19650-2; 5.3.7 |  |  | A/R |  |  |
| 3.7.2 | Ensure the capability and capacity assessment summary is included within the delivery team's tender response | ISO 19650-2; 5.3.7 |  |  | A/R |  |  |
| 3.7.3 | Ensure the proposed mobilization plan is included within the delivery team's tender response | ISO 19650-2; 5.3.7 |  |  | A/R |  |  |
| 3.7.4 | Ensure the delivery risk assessment is included within the delivery team's tender response | ISO 19650-2; 5.3.7 |  |  | A/R |  |  |
| **3.8** | **Carry out tender assessment of the delivery team's tender response** | **n/a** |  |  |  |  |  |
| 3.8.1 | Check the requested tender response information has been fully provided | n/a | A/R |  |  |  |  |
| 3.8.2 | Evaluate the delivery team's tender response(s) against the tender evaluation criteria | n/a | A/R |  |  |  |  |
| 3.8.3 | Inform delivery team(s) of the outcome of the tender assessment | n/a | A/R |  | I |  |  |
| **4** | **Information management process - Appointment** | **ISO 19650-2; 5.4** |  |  |  |  |  |
| **4.1** | **Confirm the delivery team's BIM execution plan** | **ISO 19650-2; 5.4.1** |  |  |  |  |  |
| 4.1.1 | Develop the delivery team's BIM execution plan in agreement with the supply chain, including: | ISO 19650-2; 5.4.1 | I |  | A/R |  | C |
| 4.1.2 | Confirm the names of the individual(s) who will undertake the information management function | ISO 19650-2; 5.4.1 a) | I |  | A/R |  | C |
| 4.1.3 | Update the delivery team's information delivery strategy (as required) | ISO 19650-2; 5.4.1 b) | I |  | A/R |  | C |
| 4.1.4 | Update the delivery team's high-level responsibility matrix (as required) | ISO 19650-2; 5.4.1 c) | I |  | A/R |  | C |
| 4.1.5 | Confirm and document the delivery team's proposed information production methods and procedures | ISO 19650-2; 5.4.1 d) | I |  | A/R |  | C |
| 4.1.6 | Agree with the appointing party any additions or amendments to the project's information standard | ISO 19650-2; 5.4.1 e) | I |  | A/R |  | C |
| 4.1.7 | Confirm the schedule of software, hardware and IT infrastructure the delivery team will use | ISO 19650-2; 5.4.1 f) | I |  | A/R |  | C |
| **4.2** | **Establish the delivery team's detailed responsibility matrix** | **ISO 19650-2; 5.4.2** |  |  |  |  |  |
| 4.2.1 | Refine the high-level responsibility matrix to establish the detailed responsibility matrix | ISO 19650-2; 5.4.2 |  |  | A/R |  | C |
| 4.2.2 | Share the detailed responsibility matrix for supply chain review and comment | n/a |  |  | A/R |  | C |

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| **4.3** | **Establish the lead appointed party's exchange information requirements** | **ISO 19650-2; 5.4.3** |  |  |  |  |  |
| 4.3.1 | Establish the lead appointed party's exchange information requirements | ISO 19650-2; 5.4.3 |  |  | A/R |  |  |
| 4.3.2 | Define each information requirement | ISO 19650-2; 5.4.3 a) |  |  | A/R |  |  |
| 4.3.3 | Establish the level of information need required to meet each information requirement | ISO 19650-2; 5.4.3 b) |  |  | A/R |  |  |
| 4.3.4 | Establish the acceptance criteria for each information requirement | ISO 19650-2; 5.4.3 c) |  |  | A/R |  |  |
| 4.3.5 | Establish the dates, relative to the project's information delivery milestones | ISO 19650-2; 5.4.3 d) |  |  | A/R |  |  |
| 4.3.6 | Establish the supporting information that the appointed part might need, to fully understand or evaluate each information requirement or its acceptance criteria | ISO 19650-2; 5.4.3 e) |  |  | A/R |  |  |
| **4.4** | **Establish the task information delivery plan(s)** | **ISO 19650-2; 5.4.4** |  |  |  |  |  |
| 4.4.1 | Establish a task information delivery plan template (if not provided by the appointing party within any shared resources) | n/a |  |  | A/R |  |  |
| 4.4.2 | Establish and maintain a task information delivery plan throughout the appointment | ISO 19650-2; 5.4.4 |  |  | I |  | A/R |
| **4.5** | **Establish the master information delivery plan** | **ISO 19650-2; 5.4.5** |  |  |  |  |  |
| 4.5.1 | Aggregate task information delivery plans from each task team to establish the delivery team's master information delivery plan (MIDP) | ISO 19650-2; 5.4.5 |  |  | A/R |  | I |
| 4.5.2 | Baseline deliverables and dates within the master information delivery plan | ISO 19650-2; 5.4.5 |  |  | A/R |  | I |
| 4.5.3 | Inform each task team and notify if any changes are required to the task information delivery plan | ISO 19650-2; 5.4.5 |  |  | A/R |  | I |
| 4.5.4 | Inform the appointing party of any risks or issues which could impact on the project delivery milestones | ISO 19650-2; 5.4.5 | I |  | A/R |  | C |
| **4.6** | **Update shared resources** | **n/a** |  |  |  |  |  |
| 4.6.1 | Update the project’s information standard with agreed additions or amendments proposed by lead appointed parties within their pre-appointment BIM execution plans and subsequently throughout their appointment (including any updates required by the security management plan) | n/a | A/R |  | I |  | I |
| 4.6.2 | Update the project’s information production methods and procedures with agreed additions or amendments proposed by lead appointed parties within their pre-appointment BIM execution plans and subsequently throughout their appointment (including any updates required by the security management plan) | n/a | A/R |  | I |  | I |

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| **4.7** | **Complete lead appointed party's appointment documents** | **ISO 19650-2; 5.4.6** |  |  |  |  |  |
| 4.7.1 | Complete lead appointed party's appointment documents | ISO 19650-2; 5.4.6 | A/R |  | I |  |  |
| 4.7.2 | Ensure the appointing party's exchange information requirements are included in the appointment | ISO 19650-2; 5.4.6 | A/R |  | I |  |  |
| 4.7.3 | Ensure the project's information standard is included in the appointment with any agreed additions or amendments | ISO 19650-2; 5.4.6 | A/R |  | I |  |  |
| 4.7.4 | Ensure the project's information production methods and procedures is included in the appointment with any agreed additions or amendments | ISO 19650-2; 5.4.6 | A/R |  | I |  |  |
| 4.7.5 | Ensure the delivery team's BIM execution plan is included in the appointment | ISO 19650-2; 5.4.6 | A/R |  | I |  |  |
| 4.7.6 | Ensure the delivery team's master information delivery plan (MIDP) is included in the appointment | ISO 19650-2; 5.4.6 | A/R |  | I |  |  |
| 4.7.7 | Ensure the project's information protocol is included within the appointment | n/a | A/R |  | I |  |  |
| 4.7.8 | Manage change control process associated to lead appointed party(s) appointment documentation | n/a | A/R |  | I |  |  |
| **4.8** | **Complete appointed party's appointment documents** | **ISO 19650-2; 5.4.7** |  |  |  |  |  |
| 4.8.1 | Complete appointed party's appointment documents for agreement with each appointed party | ISO 19650-2; 5.4.7 |  |  | A/R |  | I |
| 4.8.2 | Ensure the lead appointed party's exchange information requirements are included in the appointment | ISO 19650-2; 5.4.7 |  |  | A/R |  | I |
| 4.8.3 | Ensure the project's information standard is included in the appointment with any agreed additions or amendments | ISO 19650-2; 5.4.7 |  |  | A/R |  | I |
| 4.8.4 | Ensure the project's information production methods and procedures is included in the appointment with any agreed additions or amendments | ISO 19650-2; 5.4.7 |  |  | A/R |  | I |
| 4.8.5 | Ensure the delivery team's BIM execution plan is included in the appointment | ISO 19650-2; 5.4.7 |  |  | A/R |  | I |
| 4.8.6 | Ensure the agreed task information delivery plan (TIDP) is included in the appointment | ISO 19650-2; 5.4.7 |  |  | A/R |  | I |
| 4.8.7 | Ensure the project's information protocol is included within the appointment | n/a |  |  | A/R |  | I |
| 4.8.8 | Manage change control process associated to appointed party(s) appointment documentation | n/a |  |  | A/R |  | I |

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| **5** | **Information management process - Mobilization** | **ISO 19650-2; 5.5** |  |  |  |  |  |
| **5.1** | **Mobilize resources** | **ISO 19650-2; 5.5.1** |  |  |  |  |  |
| 5.1.1 | Mobilize resources, including: | ISO 19650-2; 5.5.1 |  |  | A/R |  | I |
| 5.1.2 | Confirm the resource availability of each task team | ISO 19650-2; 5.5.1 |  |  | A/R |  | I |
| 5.1.3 | Develop and deliver education on topics such as the project’s scope, exchange information requirements and delivery milestones (knowledge required) to delivery team members | ISO 19650-2; 5.5.1 |  |  | A/R |  | I |
| 5.1.4 | Develop and deliver training (skills required) to the delivery team members | ISO 19650-2; 5.5.1 |  |  | A/R |  | I |
| **5.2** | **Mobilize information technology** | **ISO 19650-2; 5.5.2** |  |  |  |  |  |
| 5.2.1 | Mobilize information technology, including: | ISO 19650-2; 5.5.2 |  |  | A/R |  | I |
| 5.2.2 | Procure, implement, configure and test software, hardware and IT infrastructure (as required) | ISO 19650-2; 5.5.2 |  |  | A/R |  | I |
| 5.2.3 | Configure and test the project's common data environment | ISO 19650-2; 5.5.2 |  |  | A/R |  | I |
| 5.2.4 | Configure and test the delivery team's (distributed) common data environment and its connectivity to the project common data environment (if applicable) | ISO 19650-2; 5.5.2 |  |  | A/R |  | I |
| 5.2.5 | Test the information exchange between task teams | ISO 19650-2; 5.5.2 |  |  | A/R |  | I |
| 5.2.6 | Test the information delivery to the appointing party | ISO 19650-2; 5.5.2 |  |  | A/R |  | I |
| **5.3** | **Test the project's information production methods and procedures** | **ISO 19650-2; 5.5.3** |  |  |  |  |  |
| 5.3.1 | Test and document the project's information production methods and procedures | ISO 19650-2; 5.5.3 | I |  | A/R |  | I |
| 5.3.2 | Refine and verify the proposed information container breakdown structure is workable | ISO 19650-2; 5.5.3 |  |  | A/R |  | I |
| 5.3.3 | Develop shared resources to be used by the delivery team | ISO 19650-2; 5.5.3 |  |  | A/R |  | I |
| 5.3.4 | Communicate the project's information production methods and procedures to all task teams | ISO 19650-2; 5.5.3 |  |  | A/R |  | I |
| **6** | **Information management process - Collaborative production of information** | **ISO 19650-2; 5.6** |  |  |  |  |  |
| **6.1** | **Check availability of reference information and shared resources** | **ISO 19650-2; 5.6.1** |  |  |  |  |  |
| 6.1.1 | Check that relevant reference information and shared resources is available within the project's common data environment | ISO 19650-2; 5.6.1 |  |  |  |  | A/R |
| 6.1.2 | Inform the lead appointed party and assess the potential impact of not having access to reference information and shared resources could have on the task information delivery plan (TIDP) | ISO 19650-2; 5.6.1 |  |  | I |  | A/R |

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| **6.2** | **Generate information** | **BS EN ISO 19650-2:2018; 5.6.2** |  |  |  |  |  |
| 6.2.1 | Generate information in accordance with respective task information delivery plan (TIDP) | ISO 19650-2; 5.6.2 a) |  |  | I |  | A/R |
| 6.2.2 | Coordinate and cross-reference all information with information shared within the project’s common data environment, in accordance with the project’s information production methods and procedures | ISO 19650-2; 5.6.2 c) |  |  | I |  | A/R |
| 6.2.3 | Spatially coordinate geometrical models with other geometrical models shared with the appropriate suitability, residing within the project’s common data environment | ISO 19650-2; 5.6.2 d) |  |  | I |  | A/R |
| **6.3** | **Undertake quality assurance check** | **ISO 19650-2; 5.6.3** |  |  |  |  |  |
| 6.3.1 | Undertake a quality assurance check of each information container, in accordance with the project's information production methods and procedures, prior to undertaking a review of the information within it | ISO 19650-2; 5.6.3 |  |  | I |  | A/R |
| **6.4** | **Review information and approve for sharing** | **ISO 19650-2; 5.6.4** |  |  |  |  |  |
| 6.4.1 | Undertake a review of the information within each information container, in accordance with the project's information production methods and procedures, prior to sharing within the project's common data environment | ISO 19650-2; 5.6.4 |  |  | I |  | A/R |
| **6.5** | **Information model review** | **ISO 19650-2; 5.6.5** |  |  |  |  |  |
| 6.5.1 | Undertake a review of the information model, in accordance with the project's information production methods and procedures, to facilitate the continuous coordination of information across each element of the information model | ISO 19650-2; 5.6.5 |  |  | I |  | A/R |
| **7** | **Information management process - Information model delivery** | **ISO 19650-2; 5.7** |  |  |  |  |  |
| **7.1** | **Submit information model for lead appointed party authorization** | **ISO 19650-2; 5.7.1** |  |  |  |  |  |
| 7.1.1 | Submit information to the lead appointed party for authorization within the project's common data environment | ISO 19650-2; 5.7.1 |  |  | I |  | A/R |
| **7.2** | **Review and authorize the information model** | **ISO 19650-2; 5.7.2** |  |  |  |  |  |
| 7.2.1 | Review the information model in accordance with the project's information production methods and procedures | ISO 19650-2; 5.7.2 |  |  | A/R |  | I |
| **7.3** | **Submit information model for appointing party acceptance** | **ISO 19650-2; 5.7.3** |  |  |  |  |  |
| 7.3.1 | Submit information for appointing party review and acceptance within the project's common data environment | ISO 19650-2; 5.7.3 | I |  |  |  | A/R |

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| **7.4** | **Review and accept the information model** | **ISO 19650-2; 5.7.4** |  |  |  |  |  |
| 7.4.1 | Review the information model in accordance with the project's information production methods and procedures | ISO 19650-2; 5.7.4 | A/R |  |  |  |  |
| 7.4.2 | Produce report at each information exchange of the information model review carried out | n/a | A/R |  | I |  | I |
| **8** | **Information management process - Project close-out** | **ISO 19650-2; 5.8** |  |  |  |  |  |
| **8.1** | **Archive the project information model** | **ISO 19650-2; 5.8.1** |  |  |  |  |  |
| 8.1.1 | Archive the information containers within the project's common data environment in accordance with the project's information production methods and procedures | ISO 19650-2; 5.8.1 | A/R |  |  |  |  |
| **8.2** | **Capture lessons learned for future projects** | **ISO 19650-2; 5.8.2** |  |  |  |  |  |
| 8.2.1 | Arrange and chair a lessons learned workshop (or include lessons learned within other agreed workshops) in accordance with workshops identified on the project programme | n/a | A/R |  | C |  | C |
| 8.2.2 | Capture lessons learned (using the lessons learned template) during the project. The lessons learned should be maintained throughout the project and uploaded to the project’s common data environment or other agreed central knowledge store | ISO 19650-2; 5.8.2 | A/R |  | C |  | C |