

## Benefits of Roles and Responsibilities:

- Standardised roles that define project responsibilities
- Identifies those best placed to carry out tasks & manage various stages of the project
- Clients can easily identify who is responsible for what
- Helps to remove ambiguity as to who carries out what task and which company is responsible for what activity on the project

## Introduction to Roles and Responsibilities:

Clarity of roles, responsibility and authority are an essential aspect of effective information management. At the start of a project, roles shall be assigned and recorded and agreed with all parties. Roles should be embedded into contracts, either through a specific schedule of services or more general obligations. Information management roles are likely to be embedded into more extensive project roles – design team leader, principal contractor, etc. Contact information needs to be listed against each role and recorded in the BIM Execution Plan.

Roles will differ from project to project depending upon market sector, project size and the supply chain tier you are positioned in. Key to the allocation of roles, responsibility and authority is the appropriateness and ability of the organization to be able to deliver.

The roles should not be confused with the titles of the managers, which can differ from organization to organization, but the important factors are the ownership, responsibility and authority. In smaller businesses many of these roles may be executed by the same individual. The roles and responsibilities of individual team members shall be defined, as shall the schedule of responsibilities for deliverables of the overall team, bearing in mind that one person may deliver multiple roles.

Individuals can hold more than one role identified within PAS 1192-2:2013 as per below. For example the person identified as Lead Designer may take up more than one role on the project, such as Lead Designer & Task Information Manager

## Detailed description of roles and responsibilities:

Role Identified in PAS1192-2:2013	Activities (include but not limited to)
Information Management	<ul style="list-style-type: none"> <li>• <b>No design responsibility</b> or right to issue instructions</li> <li>• Maintain, accept &amp; reject information within the CDE</li> <li>• Enable integration and coordination of information within Information Model</li> </ul>
Project Delivery Management	<ul style="list-style-type: none"> <li>• Assure delivery of information exchanges</li> <li>• Confirm suppliers ability to deliver information requirements</li> <li>• Maintain, accept &amp; reject information within the CDE</li> </ul>
Lead Designer	<ul style="list-style-type: none"> <li>• Co-ordinated delivery of all design information</li> <li>• Manage information development and information approvals</li> <li>• Confirm design deliverables</li> <li>• Approve design changes proposed to resolve clashes</li> </ul>
Task Team Manager	<ul style="list-style-type: none"> <li>• Production of design outputs related to a discipline-specific package based or time-based task</li> <li>• Enforce documentation standards</li> <li>• Maintain, accepting &amp; reject information within the CDE</li> </ul>
Task Information Manager	<ul style="list-style-type: none"> <li>• Direct the production of task information in compliance with standards</li> </ul>

	<ul style="list-style-type: none"> <li>and methods using agreed systems</li> <li>● Maintain, accept &amp; reject information within the CDE</li> </ul>
Interface Manager	<ul style="list-style-type: none"> <li>● Manage spatial coordination on behalf of a task team</li> <li>● Propose resolutions to co-ordination clashes</li> </ul>
Information Originator	<ul style="list-style-type: none"> <li>● Develop constituent parts of the information model in connection with specific tasks</li> <li>● Ownership of model information</li> <li>● Production of project outputs</li> </ul>

One of the key roles is the Information Manager, who is responsible for facilitating the management of the federated model and the production of project outputs. The information manager is also responsible for managing the operation, standards and culture of the common data environment. There may be both an Employers Information Manager and a contractor appointed Information Manager. In this instance, it is the responsibility of the Employer's IM to produce the EIR.

These roles are not standalone roles and are expected to shift from design team to contractor prior to start on site. Under the BIM Protocol, a client is obliged to appoint an information manager at all project stages. The employer or employer's representative are also responsible for providing the information requirements in project contracts in such a way as to avoid duplication of responsibilities.

Sources: PAS 1192-2:2013, BS 1192:2016(A2)

<http://www.designingbuildings.co.uk/wiki/>