



# ISO 19650 roles and responsibilities

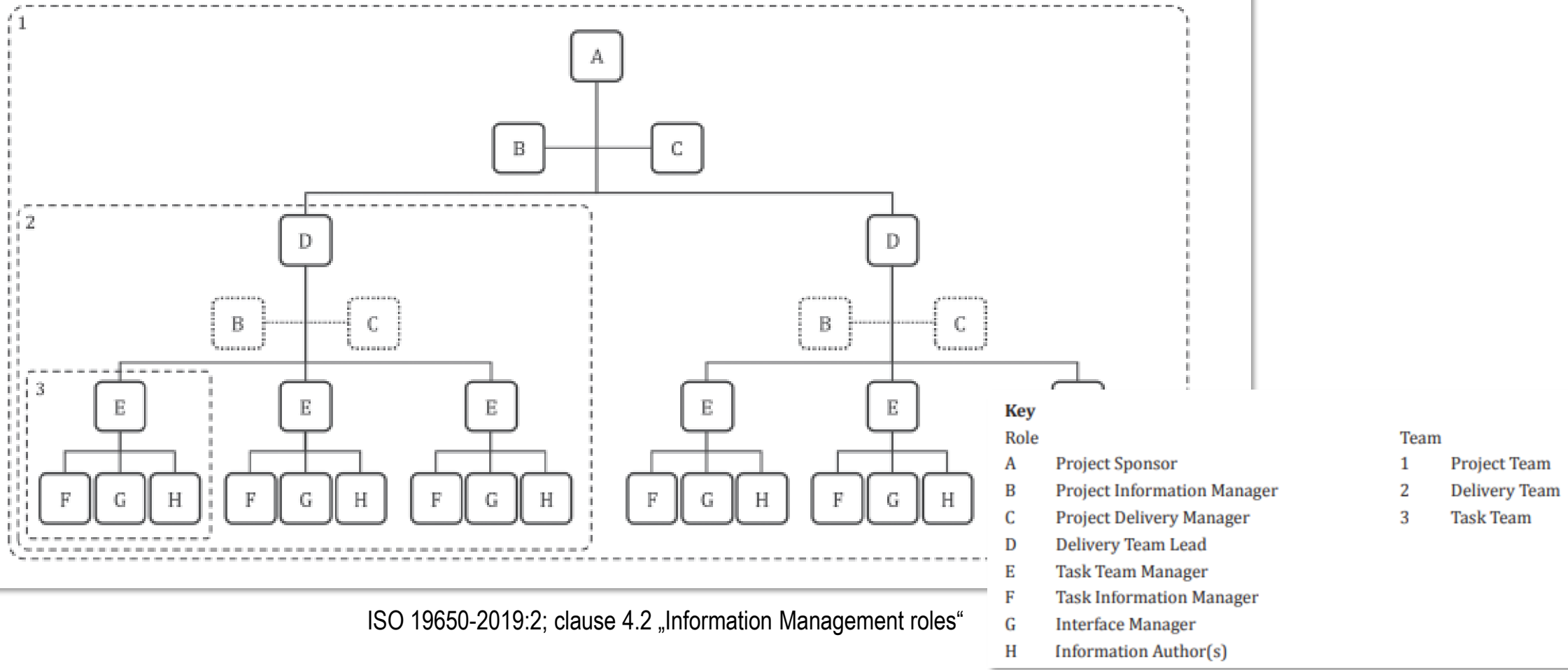
Job roles and project/corporate organisation of the Information Management system



**Mehr Wert.  
Mehr Vertrauen.**

**Add value.  
Inspire trust.**

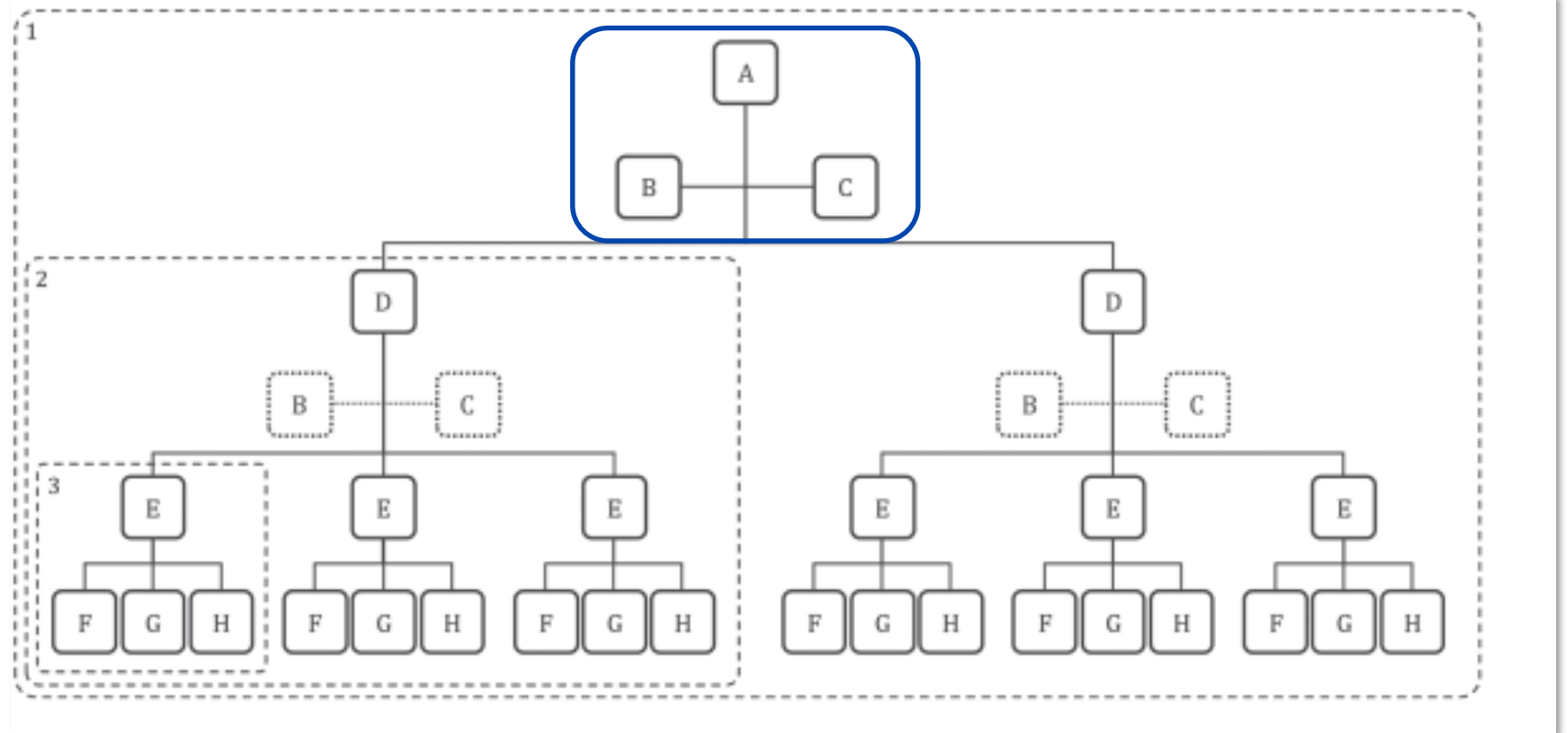
# ISO 19650 – Information Management organisation incl. roles



ISO 19650-2019:2; clause 4.2 „Information Management roles“

# Project Team roles – from within the appointing party's organisation

- Information Sponsor
- Project Information Manager
- Project Delivery Manager





# ISO 19650 role: Project Sponsor

ISO 19650-1:2019, Annex A, and ISO 19650-2:2019, member of the appointing party team

1. **Core task and org chart structure:** Information management; heading the overall project as the lead of the project team; receives information from project delivery manager and project information manager; acts as 1st level project lead
2. **Technical task:** none
3. **Authority:** person or organisation that provides the financial resources for the project
4. **Quality Assurance:** none



# ISO 19650 role: Project Information Manager

ISO 19650-1:2019, Annex A, and ISO 19650-2:2019, member of the appointing party team

1. **Core task and org chart structure:** Information management; being part of the project team; co-works with the project delivery manager; reports to the project sponsor; being part of the 2nd level project management; responsible for the assessment and needs as well as invitation to tender and project close out
2. **Technical task:** none
3. **Authority:** ownership of Exchange Information Requirement (EIR); Accept/reject information exchanges within the common data environment towards the delivery team lead who must report to the project team's project information manager and the other two roles; confirm/reject the BIM Execution Plan
4. **Quality Assurance:** takes the lead in establishing the information standard, the production methods and procedures, and is responsible for the project's common data environment



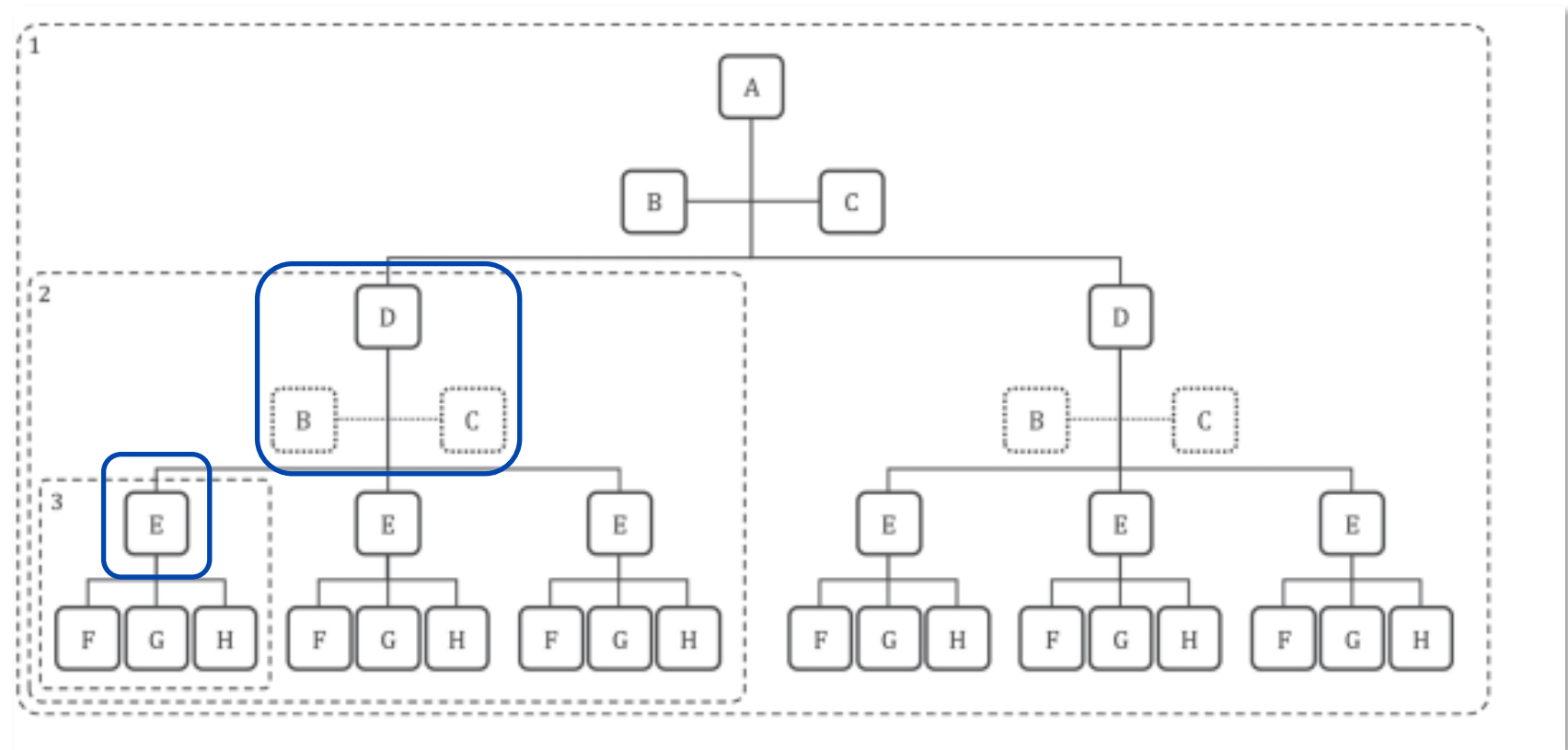
# ISO 19650 role: Project Delivery Manager

ISO 19650-1:2019, Annex A, and ISO 19650-2:2019, member of the appointing party team

1. **Core task and org chart structure:** Information management; being part of the project team; co-works with the project information manager; reports to the project sponsor; being part of the 2nd level project management; responsible for the assessment and needs as well as invitation to tender and project close out
2. **Technical task:** manage the delivery of information during the project lifecycle; develop the Master Information Delivery Plan (MIDP) by co-working with the task team managers; co-work with the project information manager on the delivery of project information during the project including planning/monitoring and ensuring schedules/timing when project information is to be prepared; who is responsible for producing the information, protocols and procedures for each stage that shall be followed
3. **Authority:** ownership of the Master Information Delivery Plan (MIDP) execution on appointing party side; confirm/reject the BIM Execution Plan
4. **Quality Assurance:** approves/rejects delivered information to/from the delivery team lead

# Delivery Team roles – appointed party section

- Delivery Team Lead
- Task Team Manager





# ISO 19650 role: Delivery Team Lead

ISO 19650-1:2019, Annex A, and ISO 19650-2:2019 , member of the appointed party team

1. **Core task and org chart structure:** Information delivery, being part of the delivery team; reports to the project information manager and delivery manager; is responsible for operating and managing the entire delivery team; co-works with the other delivery team leads (from other entities)
2. **Technical task:** see next page
3. **Authority:** ownership of the individually assigned Work In Progress (WIP) container and its information models as well as its volumes (volume strategy)
4. **Quality Assurance:** approve information developed by each task team (in the individual container) for sharing with the appointing party or with other appropriate appointed parties or task teams

# ISO 19650 role: Delivery Team Lead

- Nominate individuals to undertake the information management function
- Establish the delivery team's (pre-appointment) BIM execution plan
- Establish the delivery team's capability and capacity
- Establish the delivery team's mobilisation plan
- Establish the delivery team's risk register
- Compile the delivery team's tender response
- Confirm the delivery team's BIM execution plan
- Establish the delivery team's detailed responsibility matrix
- Establish the lead appointed party's exchange information requirements
- Establish the master information delivery plan
- Complete appointed party's appointment documents
- Mobilise resources
- Mobilise information technology
- Test the project's information production methods and procedures
- Information model review and approve for sharing with appointing party
- Review and authorise the information model, Submit information model for appointing party acceptance

- Appoint individuals to undertake the information management function (project level)
- Establish the project's information standard
- Establish the project's information production methods and procedures
- Establish the project's reference information and shared resources
- Establish the project's information protocol
- Establish the appointing party's exchange information requirements
- Establish tender response requirements and evaluation criteria
- Compile invitation to tender information
- Establish the delivery team's (pre-appointment) BIM execution plan
- Assess task team capability and capacity
- Establish the delivery team's capability and capacity
- Establish the delivery team's mobilisation plan
- Establish the delivery team's risk register
- Compile the delivery team's tender response
- Confirm the delivery team's BIM execution plan
- Establish the delivery team's detailed responsibility matrix
- Establish the lead appointed party's exchange information requirements
- Establish the task information delivery plan(s)
- Establish the master information delivery plan
- Complete lead appointed party's appointment document
- Complete appointed party's appointment documents
- Mobilise resources
- Mobilise technology
- Test the project's information production methods and procedures
- Generate information
- Review information and approve for sharing
- Submit information model for lead appointed party authorisation
- Review and authorise the information model
- Submit information model for appointing party acceptance



# ISO 19650 role: Task Team Manager

ISO 19650-1:2019, Annex A, and ISO 19650-2:2019 , member of the appointed party team

1. **Core task and org chart structure:** Information production, being part of the task team; report to the delivery team lead; interact with other task team managers; operate and manage the individual / assigned task team
2. **Technical task:** see next page
3. **Authority:** ownership of model information [discipline specific]; information author is responsible for the production of a specific information container [on the CDE] and must be mentioned in the task information delivery plan and in the master information delivery plan
4. **Quality Assurance:** see next page

# ISO 19650 roles: Task Team Manager

- Direct the production of task information in compliance with standards, methods and procedures
- Direct the production of task information using agreed systems
- Assess task team capability and capacity
- Establish the task information delivery plan(s)
- Check availability of reference information and shared resources
- Generate information, execute the volume strategy, which means to project appropriately divide information models into one or more sets of volumes
- Undertake quality assurance check
- Review information and approve for sharing
- Information model delivery: Submit information model for lead appointed party authorisation and Submit information model for appointing party acceptance

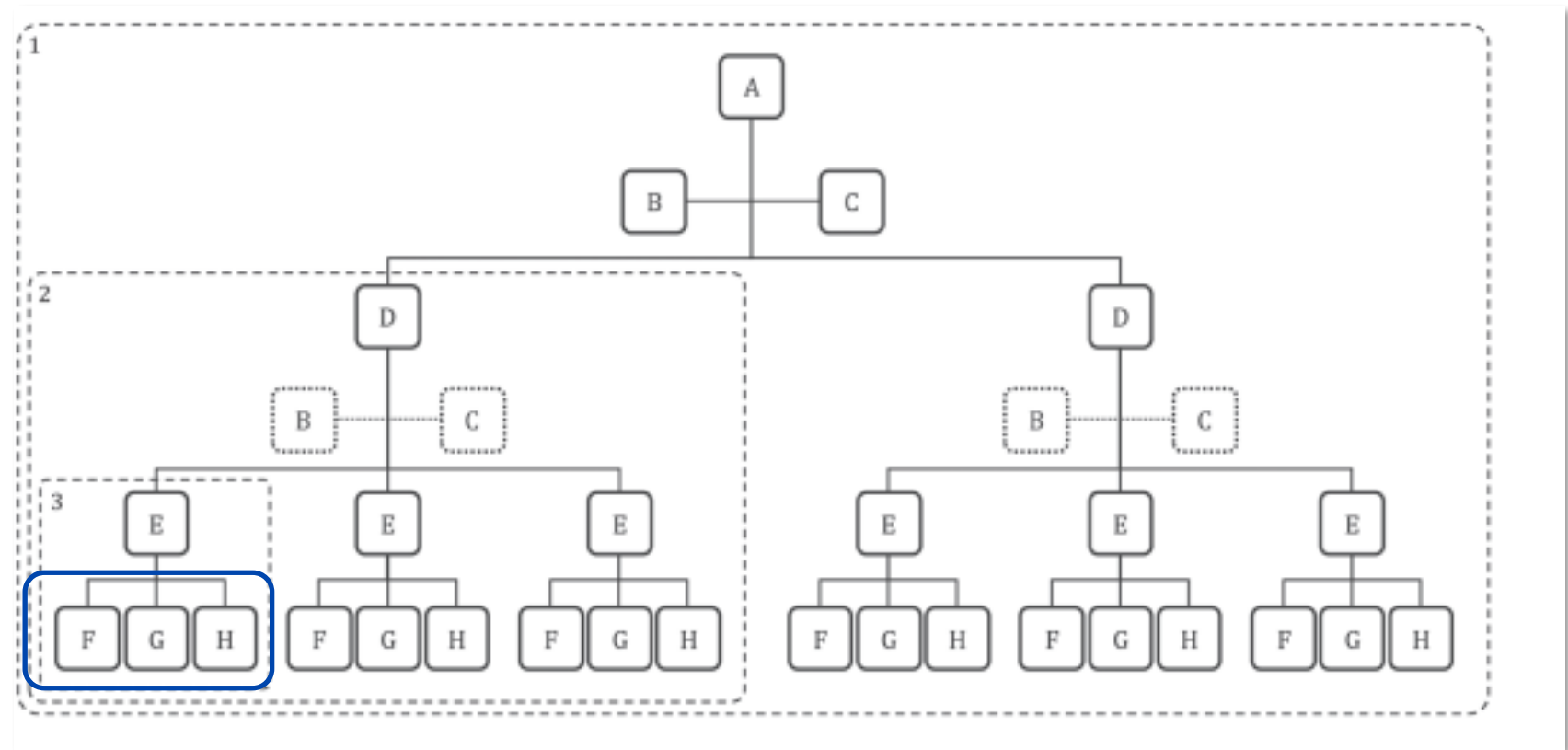
General task lines of the Task Team Manager

- Establish the project's reference information and shared resources
- Assemble reference information and shared resources
- Establish the delivery team's capability and capacity
- Establish the delivery team's detailed responsibility matrix
- Establish the lead appointed party's exchange information requirements
- Establish the task information delivery plan(s)
- 5.5.1 Mobilize resources
- Establish the master information delivery plan
- Complete appointed party's appointment documents
- Check availability of reference information and shared resources
- Generate information
- Undertake quality assurance checks
- Review information and approve for sharing
- Information model review
- Review and authorise the information model
- Review and accept the information model

Detailed sub tasks of the Task Team Manager

# Task Team roles – appointed party section

- Task Information Manager
- Interface Manager
- Information Author(s)





# ISO 19650 role: Task Information Manager

ISO 19650-1:2019, Annex A, and ISO 19650-2:2019, member of the appointed party team

1. **Core task and org chart structure:** Information production, being part of the task team; report to the task team manager; interact with the team's interface manager and the team's information author(s)
2. **Technical task:** checks the team's information model for completeness against the design stage and against the project modelling standards
3. **Authority:** undertake quality assurance check
4. **Quality Assurance:** generate clash rendition



# ISO 19650 role: Interface Manager

ISO 19650-1:2019, Annex A, and ISO 19650-2:2019 , member of the appointed party team

1. **Core task and org chart structure:** Information production, being part of the Task Team; report to the Task Team Manager; interact with the team's Task Information Manager and the team's Information Author/s
2. **Technical task:** works as 'BIM Coordinator'; manage coordination on behalf of a task team in line with the volume strategy and manage clashes [relevant for the individual discipline, e.g. spatial clashes, volumetric clashes etc.]
3. **Authority:** propose resolutions to coordination clashes
4. **Quality Assurance:** Escalate unresolved coordination issues / clashes to the task team manager



# ISO 19650 role: Information Author

ISO 19650-1:2019, Annex A, and ISO 19650-2:2019 . member of the appointed party team

1. **Core task and org chart structure:** Information production, being part of the task team; report to the task team manager; interact with the interface manager; interact with the task information manager
2. **Technical task:** develop constituent parts of the information model [discipline specific] and generate information; production of information deliverables [for a specific discipline]; check availability of reference information and shared resources
3. **Authority:** ownership of model information [discipline specific]; information author is responsible for the production of a specific information container [on the CDE]
4. **Quality Assurance:** information author to ensure that his information container check is successful; if rejected the information author to execute corrective actions; check availability of reference information and shared resources