Information	Description	Type of Information																						Responsibility
		Drawings and Models								Documents														
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Data Exchange #01 (Assessment and Need)																								
Initial Project Brief	The Initial project Brief should contain Project Objectives, Project Outcomes, Project Budget, project Programme and any site constraints that are understood to form part of the site information.																							Employer
Initial Project Programme	Prepared by the Client or Client Representative																							Employer
Employers Information Requirements	The Employer's Information Requirements (EIR) supplements (but is distinct from) the initial project brief. Whereas the initial project brief defines the nature of the built asset being procured, the EIR defines the information about the built asset that the employer wishes to procure. The aim being to ensure that the design is developed in line with the employer's needs and the employer is able to operate the completed development effectively and efficiently.																							Employer
BIM Protocol	The BIM Protocol is a contractural document which is included in each contract/appointment. The Protocol document may be included in the EIR for referece or the EIR may indicate that the standard CIC BIM Protocol (Second Edition) will be incorporated into the appointments / contracts for all suppliers.																							Employer
Initial Responsibility Matrix	An initial responsibility matrix setting out any discipline responsibilities for model or information production in line with the defined project stages. The agreed responsibility matrix will be incorporated into Appendix 1 of the the BIM Protocol at appointment / contract signing.																							
Schedule of Services	The term 'appointment' generally describes the process in which the client contracts designers or other consultants to perform expert tasks on a project. With all forms of appointment it is important that there is clarity about the schedule (or scope) of services being provided, particularly where a range of consultants is being appointed. There might otherwise be uncertainty about which consultant is responsible for which aspects of the project, what fee is chargeable, what services are within the agreed fee and what services might be considered 'extras'.																							Employer
Risk Assessment	Identify project hazards, risks and measures to eliminate or reduce the risks.																							Employer
Schedule of Accomodation	Schedule of accomodation requirements and adjacencies where known.																							Employer
Sustainability Aspirations	The clients Aspirations for sustainability which may include additional objectives, measures or specific levels of performance in relation to national and international standards as well as specific demands in relation to the operation and maintenance of the facility.																							Employer
Procurement Strategy	The procurement route which should be embedded in programme information.																							Employer
Technology Strategy	The strategy established at the start of the project that sets out technologies including Building Information Management (BIM), supporting processes and software packages that the design team should use. The technology Strategy should also consider how information is shared i.e. Should a Common Data Environment be used and who should provide it.																							Employer
Communication Strategy	How project data is to be transferred, to whom and in what timeframes.																							Employer
Handover Strategy	Will set out criteria for commissioning all building systems, training for client maintenance staff, the frequency and protocols for snagging meetings, zero defects targets where applicable, client demonstrations where applicable and handover of keys, etc.																							Employer
As Built Design (existing buildings)	Where extending or modifying existing buildings. Review Intellectual Property (IP) rights for permissable use of information.																							Employer
Health & Safety Strategy	Includes project specific health & safety information, applicable regulations, accident mitigation targets and project safety targets. Include in Project Execution Plan																							Employer
Handover Strategy	Will set out criteria for commissioning all building systems, training for client maintenance staff, the frequency and protocols for snagging meetings, zero defects targets where applicable, client demonstrations where applicable and handover of keys, etc. Include in Project Execution Plan																							Employer
Data Exchange #02 (Concept Design)																								
Final Project Brief	The Final project brief collates the amended briefing information from Stage 2 and updates the Initial Project brief to reflect the Concept Design.																							Employer (L), Lead Designer (A)

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BIM Execution Plan	The development of such a plan, for facilitating the management of information a BIM project, is set out in PAS 1192-2:2013 where it is defined as a "plan prepared by the suppliers to explain how the information modelling aspects of a project will be carried out". The document should include Roles, Responsibilities and Authorities related to Information management, a Compliance Plan, Volume Strategy, Clash Avoidance & Spatial Coordination Strategy, File naming & Revision Control, Common Data Environment (CDE) Procedure and Object Naming Guide.																						Information Manager (L), Task Information Managers (A)
Responsibility Matrix	Detailed Responsibility Matrix provided by the supply chain in response to the Initial Responsibility Matrix and agreed with the Employer. It should contain a core set of information deliverables, in relation to each element of the information model, and assigned responsibility for the production of each deliverable to a specific task team. The Responsibility Matrix should be incorporated into the BIM Protocol as Appendix 1.																						
Master Information Delivery Plan (MIDP)	The master information delivery plan is the primary plan for the preparation of the project information (from the supplier's perspective) required by the employer's information requirements. It lists information deliverables, and sets out when project information is to be prepared, by whom for each stage of the project.																						Project Delivery Manager (L)
Task Information Delivery Plan (TIDP)	The master information delivery plan is developed from a series of task information delivery plans (TIDP) for the project prepared by individual task team managers and setting out the responsibility for each specific information deliverable.																						All Information Authors
Project Programme																								Project Delivery Manager
Design Programme	Design Programme up to appointment of main Contractor																							Lead Designer
Existing Services	Identification of existing underground services.																							Civil Engineer
Existing Conditions	Topographical and Point Cloud Survey																							Architect
Space Planning	Room layouts and areas in accordance with Accommodation Schedule. Include required adjacencies and circulation.																							Architect
Massing Studies	Approximate scale of spaces sufficient to describe proposal for outline planning purposes.																							Architect
Thermal Analysis	Initial thermal analysis report identifying Green Building Goals & Process, Climate & Site Analysis, Building Energy Fundamentals, Building Envelope, Passive Design Strategies, Lighting and Daylighting Design, Active HVAC Systems and Water Resources in Buildings																							Architect (L),Services Engineer (A)
Architectectural Design	Site context and building relationships, internal spatial arrangements, massing, heights, key strategic information related to the layout, outline materials and finishes, schedule of accommodation.																							Architect
Structural Design	Structural grid, structural zones required, substructure strategy, outline specification.																							Structural Engineer
Building Services Design	Initial building energy model, distribution strategy, sustainability statement including energy consumption and renewal strategies, outline specification.																							Services Engineer
Landscape Design	Landscape strategy, spatial plan and outline strategy, draft planting schedule.																							Landscape Architect
Communication Strategy (Include in Project Execution Plan)	Allows a total understanding by the whole Project Team of how project data is to be transferred, to whom and in what timeframes.																							Lead Designer (L), Architect (A), Structural Engineer (A), Services Engineer (A)
Construction Strategy (Include in Project Execution Plan)	Includes site logistics, site set up, transportation to and from the site, waste reduction targets. May include criteria on selection of materials and technical innovation including offsite manufacturing.																							Lead Designer (L), Architect (A), Structural Engineer (A), Services Engineer (A)
Maintenance & Operational Strategy (Include in Project Execution Plan)	Include maintenance and annual maintenance cycles, including windows cleaning, requirements for keeping service records, plant and equipment replacement Strategy, building in-use recording, performance evaluation and security operation. The Maintenance & Operation Strategy should enable the team team to consider these whole life cycle costs.																							Lead Designer (L), Architect (A), Structural Engineer (A), Services Engineer (A)
Sustainability Strategy (Include in Project Execution Plan)	Prepared in response to the clients sustainable Aspirations to include energy efficiency and renewable energy sources, building design life, whole life costing, embodied energy criteria, and reuse and recycling strategies.																							Lead Designer (L), Architect (A), Structural Engineer (A), Services Engineer (A)
Technology Strategy (Include in Project Execution Plan)	The strategy established at the start of the project that sets out technologies including Building Information Management (BIM), supporting processes and software packages that the design team should use. The technology Strategy should also consider how information is shared i.e. Should a Common Data Environment be used and who should provide it.																							Lead Designer (L), Architect (A), Structural Engineer (A), Services Engineer (A)
Security Strategy (Include in Project Execution Plan)																								Lead Designer (L), Architect (A), Structural Engineer (A), Services Engineer (A)
Cost Plan																								Quantity Surveyor

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Data Exchange #03 (Developed Design)																								
Design Programme (updated)	This should be created to show the duration required to produce the appropriate level of detail during Developed Design.																							Lead Designer
Project Programme (updated)	The programme should be updated with duration allowed for subsequent stages of the project.																							Project Delivery Manager
Change Control Procedure	Change Control Procedures should be implemented by the Lead Designer to ensure that any changes to the Concept Design are properly considered and signed off, regardless of how they are instigated. Project Change Orders should be used to document changes.																							Lead Designer
Project Change Order (PCO)	In project management, a change order (or variation order) is a component of the change management process in which changes in the scope of work (or project brief) agreed to by the client and architect are implemented.																							Lead Designer
Healt & Safety Risk Registers	All Health & Safety implications will have been considered by the design team and individual risk registers completed which should be compiled by the Project Supervisor Design Process (PSDP).																							PSDP / All Designers
Construction Cost Estimate	This should be broken down by element in an Elemental Cost Plan, so that it is apparent what has been included in the cost. Accuracy should be to +/- 10%. Whole-life cost decisions should be included.																							Quantity Surveyor
Architectectural Design	Site layout plan (1:200); dimensioned plans, sections and elevations (1:100), some relevant larger scale details to show design intent; outline specification. Indicative scales shown - detailed requirements should be reviewed for statutory submittals. Area plans and matching schedules should be used to validate and measure changes from the accommodation schedule.																							Architect
Structural Design	Structural grid and structural member sizes; foundation type and layout; underground drainage layout; outline specification.																							Structural Engineer
Services Design	Plant room layouts; distribution route sizes and equipment; heat and lighting layouts; energy use model and calculations; outline specification.																							Services Engineer
Landscape Design	Site layout; planting schedule; outline specification.																							Landscape Architect
Design and Access Statement	An explanation of the site context, design concept and design development and proposals for accessibility across the project. The narrative should be sufficient to avoid loss of information or misinterpretation of the original concept design.																							Architect
Desktop Site Investigation	Study of site conditions based on historical data. Suitable as a preliminary study.																							Civil Engineer
Geotechnical Surveys	Intrusive ground surveys using boreholes, trial pits and window sampling to confirm load bearing capacities and contaminants.																							Civil Engineer
Ecological and Tree Surveys	Recording biodiversity and ecological value and identifying flora and fauna.																							Civil Engineer
Conservation Statement	Consideration of impact on works to protected structures or conservation areas.																							Architect
Planning Statement	Planning policy referred to as justification for the scheme																							Planning Consultant
Transport Assessment	For large schemes or where works impact on public road system. Maybe required as additional information by planning authorities where there is concern of impact of scheme on existing or proposed public transport infrastructure.																							Transport Engineer
Noise and Vibration Survey	Recording of noise or vibration factors which may affect proposed use																							Acoustic Consultant
Statement of community involvement	record of consultation or engagement events(s) with general public.																							Planning Consultant
Visual impact assessment	consideration of impact of development on established or relevant views.																							Architect
Town centre assessment	To resist unnecessary out of town development and ensure sustainable settlements.																							Planning Consultant
Daylight and sunlight report	Assessment of the likely impacts on sunlight, daylight and overshadowing of the proposed development on nearby properties and public spaces.																							Architect
Cost Plan (updated)	Any whole-life costs studied in Stage 3, should be included in the Cost Plan which will ensure that the design team do not waste time revisiting decisions already determined. This will also help inform any Value Engineering studies that take place during Stage 4.																							Quantity Surveyor
Stage 3 report	A significant time lapse may occur between the completion of stage 3 and the commencement of stage 4 due to many factors including general economic conditions, project funding, occupancy of an existing building on the site and the planning process. A stage report collating the developed design with all relevant information for this stage should be organised so that it can be picked up, immediately understood and developed upon at the commencement of stage 4.																							Lead Designer
Data Exchange #04 (Technical Design)																								

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Design Programme (updated)	This should be created to show the duration required to produce the appropriate level of detail during Technical Design.																						Lead Designer
Project Programme (updated)	The programme should be updated with duration allowed for subsequent stages of the project.																						Project Delivery Manager
Fire Strategy	Drawings and report prepared to show compliance with Part B of the Building Regulations. On small projects, this may be prepared by the Architect but on medium and large scale projects where fire engineering strategies are required, the application will be prepared by a Fire Consultant.																						Fire Consultant (L), Architect (A)
Disability Access Strategy	An explanation of the site context, design concept and design development and proposals for accessibility across the project in compliance with Part M. Drawings must be included at prescribed scales indicating compliance with Part M for both the building and the site.																						Architect
Architectural Design	Considerable thought needs to be given to the level of detail at tender stage. The procurement route and the scope of work for specialist designers will significantly determine the level of detail required for tender documentation. Where specialist subcontractors are engaged to complete the drawings, only design intent details are required. These drawings show relationships between components, key setting out dimensions and interfaces with other products. The specialist subcontractor will then insert their components into the design intent details. They will also produce fabrication drawings for manufacturing those components off site. The Lead Designer may have to sign off on fabrication drawings. Collaboration with specialist subcontractors should commence as early as possible to exchange design parameters in order to understand the performance limitations of the specialist subcontractors components. Where specialist subcontractors are not engaged to complete drawings, typical details will be required at scales ranging from 1:5 to 1:20 indicating how construction elements are assembled to achieve the developed design and the performance required by the various design strategies. Specifications should be included which cross reference drawings and models and provide a balance between statutory, technical and aesthetic requirements. A specification should be consistent and accurate, avoiding repetition and the use of irrelevant clauses.																						Architect
Structural Design																							Structural Engineer
Services Design																							Services Engineer
Landscape Design																							Landscape Architect
Facade Design																							Facade Engineer
Structural Calculations																							Structural Engineer
Building Performance Calculations	IES or similar calculations used to identify best passive solutions, compare low-carbon technologies, and draw conclusions on energy use, CO2 emissions, occupant comfort, light levels, airflow, Part L, BREEAM, LEED, EPC ratings, etc.																						Services Engineer
Construction Cost Estimate / Bill of Quantities	The Cost Consultant will update the Construction Cost Estimate / Bill of Quantities which will be integrated with the technical design.																						Quantity Surveyor
Planning Conditions	Any design related planning conditions will be discharged and all statutory approvals have been secured.																						Lead Designer
Invitation to tender	The Invitation to Tender (ITT) will be prepared by an organisation nominated by the Client which may be the Project Manager or the Cost Consultant. ITT should include updated Employer's Information Requirements (EIR).																						Project Delivery Manager or Quantity Surveyor
Healt & Safety Risk Registers (revised and updated)	All Health & Safety implications will have been considered by the design team and individual risk registers completed which should be compiled by the Project Supervisor Design Process (PSDP).																						PSDP / All Designers
Value Engineering	A systematic and organised approach to provided necessary functions in a project at the lowest cost which will involve substitution of materials and methods with less expensive alternatives																						Project Delivery Manager or Quantity Surveyor
Data Exchange #05 (Construction)																							

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Building Contract	This article refers to the contract for the main contractor to construct the works (and on some contracts also to design, operate and finance the project). In contract, the rights and obligations are created by the acts of agreement between the parties to the contractual arrangement. The adoption of building information modelling (BIM) on a project requires the definition of specific obligations and liabilities, and limitations must be placed on the agreed use of the model. This is generally achieved by adopting a BIM protocol. BIM protocols can be incorporated into contract documents by the addition of a model enabling amendment such as that proposed in the CIC BIM protocol.																						Employer
Construction Programme	Prepared by the Construction Lead																						Construction Lead
Method Statements	Method statements are widely used in construction as a means of controlling specific health and safety risks that have been identified (perhaps following the preparation of a risk assessment), such as lifting operations, demolition or dismantling, working at height, installing equipment, the use of plant, and so on.																						Construction Lead
RFI Schedule	A Request for Information (RFI) is a formal question asked by one party to a contract on a construction project to the other party. Typically this will be a request from the contractor to the client's consultant team, but it may be between any of the parties, for example from a sub-contractor to a contractor. The RFI schedule tracks the status of RFIs.																						Construction Lead
Contract Administration Forms	Design Queries, Request for Information, Technical Submittals, Alternative Proposals,																						Contract Administrator
Commencement Notice	A commencement notice is a notification to a Building Control Authority that a person intends to carry out either works or a material change of use to which the Building Regulations apply.																						
7 Day Notice	A 7 Day Notice Application is a "fast track" way of commencing works prior to the Fire Safety Certificate being granted.																						