

## COSBIMD22.2

# Establish and maintain project organisation and communication systems in a Building Information Modelling environment

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### Overview

This unit is about the application of building information modelling to establish and maintain project organisation and communication systems.

### Performance criteria

*You must be able to:*

- P1 identify the **organisational and communication needs** for the project
- P2 develop and introduce systems which are compatible with those used by the client and supply chain and which enable clear and effective management, and administrative and operational controls
- P3 produce accurate and unambiguous **information about people's roles and responsibilities**, the project, and the organisational structure, and circulate the information to **people and organisations who have an interest**
- P4 introduce **methods of communicating, reporting, recording and retrieving** information between **people and organisations who have an interest** which are appropriate to the needs of the project and monitoring the methods regularly for effectiveness
- P5 identify and investigate breakdowns in communication, and take action to restore effective communication
- P6 set up systems for recording and providing feedback on the ways in which **resources** are allocated and used

### Knowledge and understanding

*You need to know and understand:*

- K1 what to identify as the **organisational and communication needs** for the project (understanding)
- K2 how and why to develop and introduce systems which are compatible with those used by the client and supply chain and which enable clear and effective management, and administrative and operational controls (synthesis)
- K3 how to produce accurate and unambiguous **information about people's roles and responsibilities**, the project, and the organisational structure, and circulate the information to **people and organisations who have an interest** (application)
- K4 how and why to introduce **methods of communicating, reporting, recording and retrieving** information between **people and organisations who have an interest** which are appropriate to the needs of the project and monitoring the methods regularly for effectiveness (synthesis)
- K5 identify and investigate breakdowns in communication, and take action to restore effective communication (synthesis)
- K6 how to set up systems for recording and providing feedback on the ways in which **resources** are allocated and used (synthesis)

## Scope/range

- 1 Organisational and communication needs:
  - 1.1 site management
  - 1.2 site/head office interface
  - 1.3 contract administration
  - 1.4 health and safety
  - 1.5 team working relationships
  - 1.6 design information management
  - 1.7 Common Data Environment (CDE)
  - 1.8 Building Information Modelling
- 2 Information about people's roles and responsibilities:
  - 2.1 individual job descriptions
  - 2.2 organisation charts
  - 2.3 contractual arrangements
  - 2.4 team
  - 2.5 skills, training and development
- 3 People and organisations who have an interest:
  - 3.1 clients
  - 3.2 consultants
  - 3.3 contractors
  - 3.4 sub-contractors
  - 3.5 suppliers
  - 3.6 public utilities
  - 3.7 emergency services
  - 3.8 people working on site
  - 3.9 occupiers, community, neighbours and visitors
  - 3.10 statutory authorities
  - 3.11 off-site manufacturing/supplies
  - 3.12 facility/asset managers
  - 3.13 non English language speakers
- 4 Methods of communicating, reporting, recording and retrieving:
  - 4.1 oral
  - 4.2 written
  - 4.3 graphic

### Scope/range

- 4.4 electronic
- 5 Resources:
  - 5.1 people
  - 5.2 plant and equipment
  - 5.3 materials and components
  - 5.4 contractors
  - 5.5 sub-contractors
  - 5.6 information (digital models, documents, drawings, graphical and non-graphical electronic data files)
  - 5.7 work area and facilities

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**Relevant occupations** Managers in construction; civil engineers; architects; quantity surveyors; building and civil engineering technicians; architectural technologists and town planning technicians; draughtspersons; graphic designers; property, housing and land; town planners managers; chartered surveyors (not quantity surveyors) managers; estimators, valuers and assessors managers

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**Suite** Building Information Modelling

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