
Overview

This unit is about the operating of a project information system in accordance with agreed procedures. You will need to record, collate and store the information and offer guidance to users of the system. You will also need to keep records up to date by archiving any redundant information.

Performance criteria

- You must be able to:*
- P1 confirm the requirements for project information storage systems
 - P2 confirm and agree valid procedures for obtaining, selecting, classifying and recording information
 - P3 assess the relevance of information and classify the relevant information using the agreed system
 - P4 record information accurately and store it using the agreed procedures
 - P5 collate information and organise it into a suitable form for display and use
 - P6 advise and offer guidance to people who are unable to find the information they need and suggest alternative sources
 - P7 operate the project information system by following procedures which have been agreed so that the project information system remains reliable and secure
 - P8 set up and operate appropriate and valid procedures for maintaining up to date information, remove information which is not needed and archive redundant information
 - P9 identify and retrieve, summarise and disseminate information which might be of use to others

Knowledge and understanding

You need to know and understand:

- K1 how to confirm the requirements for project information storage systems (application)
- K2 how to confirm valid procedures for obtaining, selecting, classifying and recording information (application)
- K3 how and why to agree valid procedures for obtaining, selecting, classifying and recording information (evaluation)
- K4 how and why to assess the relevance of information and classify the relevant information using the agreed system (analysis)
- K5 how to record information accurately and store it using the agreed procedures (application)
- K6 how to collate information and organise it into a suitable form for display and use (application)
- K7 how and why to advise and offer guidance to people who are unable to find the information they need and suggest alternative sources (synthesis)
- K8 how to operate the project information system by following procedures which have been agreed so that the project information system remains reliable and secure (application)
- K9 how and why to set up and operate appropriate and valid procedures for maintaining up to date information (evaluation)
- K10 how to operate appropriate and valid procedures for maintaining up to date information and remove information which is not needed and archive redundant information (application)
- K11 what to identify as information which might be of use to others (understanding)
- K12 how to retrieve, summarise and disseminate information which might be of use to others (synthesis)

Additional Information

Scope/range

1. Requirements:

- 1.1. scope
- 1.2. contents
- 1.3. users
- 1.4. operation
- 1.5. maintenance
- 1.6. classification system
- 1.7. legal controls (e.g. Data Protection Act, patents, regulations, copyright law)

2. Project information storage systems:

- 2.1. paper based (e.g. manual files, technical library)
- 2.2. photo reduced (e.g. microfiche)
- 2.3. electronic (e.g. computer database, CD ROM, on-line)

3. Types of information:

- 3.1. providers
- 3.2. product documentation
- 3.3. standard drawings
- 3.4. specifications
- 3.5. technical books
- 3.6. product information
- 3.7. government and statutory publications
- 3.8. research and advisory data
- 3.9. reports
- 3.10. periodicals
- 3.11. abstracts
- 3.12. samples
- 3.13. project documentation
- 3.14. organisational documentation (e.g. pro forma)
- 3.15. published information

4. Commission the technical information system:

- 4.1. company devised
- 4.2. commercial information service

5. Classify by:

- 5.1. project file
- 5.2. alphanumeric
- 5.3. organisational system

6. Use of the technical information storage system:

- 6.1. technical reference
- 6.2. current record
- 6.3. archive record
- 6.4. knowledge management
- 6.5. personal development (including Continuing Professional Development)
- 6.6. access controls

COSCCOO23

Operate project information systems in construction

Developed by ConstructionSkills

Version number 2

Date approved December 2012

Indicative review date December 2018

Validity Current

Status Original

Originating organisation ConstructionSkills

Original URN COSCCOO23

Relevant occupations Building and civil engineering technicians; estimators; valuers and assessors managers; quantity surveyors

Suite Construction Contracting Operations

Key words information systems; project
