



Organization Information Requirements

Template

June 2020

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1 Introduction

This document provides the Organizational Information Requirements (OIR) as defined within the ISO 19650 series, as part of the information management using Building Information Modelling (BIM) processes adopted by **{organization name}**.

{organization name} has adopted the use of information management using Building Information Modelling (BIM) to support the organizations asset information management strategy, throughout the lifecycle of any given project or asset, whether proposed or existing. This will facilitate **{organization name}** and potential partnering Organizations to generate cost savings across all project stages, and during the through-life management of assets and associated portfolios.

Error! Reference source not found. below, illustrates the hierarchy of the scope of the Organizational Information Requirements (OIR) and how it influences the subsequent information requirements and project information deliverables of the delivery phase of an asset, as stated in ISO 19650-1:2018.

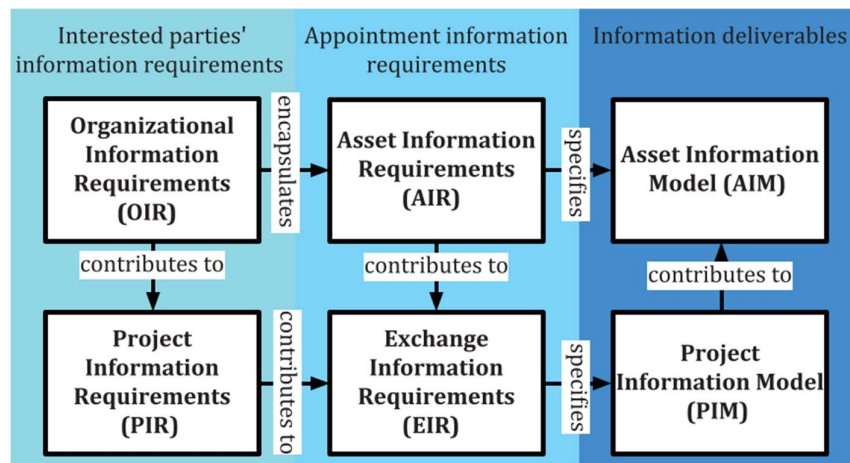


Figure 1.1: Hierarchy of information requirements, source: ISO 19650-1: 2018

2 Goals and policies

< Communicate the high-level information management goals, objectives and existing policies, that will be obtained through the adoption of ISO 19650 series principles through day to day activities.>

2.1 Relevant policies and external influences

<Table 2.1: Goals strategic polices and influences, outlines the strategic policies and external influences, like regulations, that determine the requirements of capturing and using information related to organizational objectives.>

Table 2.1: Goals strategic polices and influences

Goals	Objective	Policy or influencer	
		Internal	Regulatory
<Insert goals.>	<Insert objective.>	<Insert policy.>	<Insert regulatory standards.>

3 Information requirements and activities

<Table 3.1: Information requirements schedule, outlines the high-level activities and the relevant information requirements, of the organization’s information management objectives, this could include any new initiatives that are to be deployed.>

Table 3.1: Information requirements schedule

Goals	Objectives	Policy or influencer (if applicable)	Information requirements	Information containers	Group/ department	Project stage/ Information delivery milestone
<Insert objective.>	<Insert objective.>	<Insert policy or external influence.>	<Insert information requirements.>	<Insert information containers.>	<Insert group/ department.>	<Insert project stage/ Information delivery milestone.>

4 Information management structure and responsibilities

< Provide a high-level understanding of the existing or proposed organizational structure. This could include both internal and external stakeholders.>

4.1 Organization structure

<Outline the organizational structure for information management processes, it should identify internal departments, associated process/policies and any required interaction with external stakeholders.>

4.1.1 Internal organisation groups

<Outline and describe the relevant internal departments, groups, and organizations that appear within the organisational structure.>

4.1.2 External organisation groups

<Outline and describe the relevant external departments, groups, and organizations that appear within the organisational structure.>

5 Governance

<Explain the change management processes of the Organization Information Requirements (OIR) and processes to ensure their continual improvement.>



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