Appendix II – **Information Responsibility Assignment Matrix**

WDs can use the table below to define project-specific responsibilities.

To align with ISO 19650 terminologies, the definition for the following members of the project team shall be adopted:

a) **Appointing Party** refers to the party 'owning' the appointment/project, such as a client or are managing information on behalf of a client.

b) **Appointed Party** refers to team member tendering for or appointed to a project generally. Appointed party is a member of both the project team and a delivery team.

c) **Lead Appointed Party** is an appointed party that is responsible for coordinating information between this delivery team and the appointing party.

d) **Third Party** refers to a member of the project team or delivery team that is neither an appointing party or any appointed party.

ISO Sec. Ref.	Task	Appointing Party	Third Party	Lead Appointed Party / Leading Team	Appointed Party	
		[Name of Appointing Party]	[Name of Third Party	[Name of Lead Appoint. Party / Leading Team]	[Name of Appointed Party]	[Name of Appointed Party]
5.1.1	Appoint individuals to undertake the information management function	[R; A]	N/A	[I]	[I]	[I]
5.1.2	Establish the project's information requirements	[R; A]	N/A	[I]	[I]	[I]
5.1.3	Establish the project's information delivery milestones	[R; A]	N/A	[I]	[I]	[I]
5.1.4	Establish the project's information standard	[R; A]	N/A	[I]	[I]	[I]
5.1.5	Establish the project's information production methods and procedures	[I]	N/A	[R; A]	[C]	[C]
5.1.6	Establish the project's reference information and shared resources	[I]	N/A	[R; A]	[C]	[C]
5.1.7	Establish the project's common data environment	[I]	N/A	[R; A]	[C]	[C]
5.1.8	Establish the project's information protocol	[I]	N/A	[R; A]	[C]	[C]

ISO Sec. Ref.	Task	Appointing Party	Third Party	Lead Appointed Party / Leading Team	Appointed Party	
		[Name of Appointing Party]	[Name of Third Party	[Name of Lead Appoint. Party / Leading Team]	[Name of Appointed Party]	[Name of Appointed Party]
5.2.1	Establish the appointing party's exchange information requirements	[C]	[C]	[R; A]	[I]	[I]
5.2.2	Assemble reference information and shared resources	[I]	[C]	[R; A]	[I]	[I]
5.2.3	Establish tender response requirements and evaluation criteria	[I]	N/A	[R; A]	[I]	[I]
5.2.4	Compile invitation to tender information	[I]	N/A	[R; A]	[I]	[I]
5.3.1	Nominate individuals to undertake the information management function	[I]	N/A	[R; A]	[R; A]	[R; A]
5.3.2	Establish the delivery team's (pre-appointment) BIM execution plan	[I]	N/A	[R; A]	[I]	[I]
5.3.3	Assess each task team capability and capacity	[I]	N/A	[R; A]	[I]	[I]
5.3.4	Establish the delivery team's capability and capacity	[I]	N/A	[R; A]	[I]	[I]
5.3.5	Establish the delivery team's mobilization plan	[I]	N/A	[R; A]	[I]	[I]
5.3.6	Establish the delivery team's risk register	[I]	N/A	[R; A]	[I]	[I]
5.3.7	Compile the delivery team's tender response	[I]	N/A	[R; A]	[I]	[I]
5.4.1	Confirm the delivery team's BIM execution plan	[I]	N/A	[R; A]	[I]	[I]
5.4.2	Establish the delivery team's detailed responsibility matrix	[I]	N/A	[R; A]	[R; A]	[R; A]

ISO Sec. Ref.	Task	Appointing Party	Third Party	Lead Appointed Party / Leading Team	Appointed Party	
		[Name of Appointing Party]	[Name of Third Party	[Name of Lead Appoint. Party / Leading Team]	[Name of Appointed Party]	[Name of Appointed Party]
5.4.3	Establish the lead appointed party's exchange information requirements	[I]	[C]	[R; A]	[I]	[I]
5.4.4	Establish the task information delivery plan(s)	[I]	[I]	[R; A]	[C]	[C]
5.4.5	Establish the master information delivery plan	[I]	[I]	[R; A]	[C]	[C]
5.4.6	Complete lead appointed party's appointment documents	[R; A]	N/A	[I]	[I]	[I]
5.4.7	Complete appointed party's appointment documents	[R; A]	N/A	[R; A]	[I]	[I]
5.5.1	Mobilize resources	[I]	N/A	[R; A]	[R; A]	[R; A]
5.5.2	Mobilize information technology	[I]	N/A	[R; A]	[R; A]	[R; A]
5.5.3	Test the project's information production methods and procedures	[C]	N/A	[R; A]	[R; A]	[R; A]
5.6.1	Check availability of reference information and shared resources	[C]	N/A	[R; A]	[R; A]	[R; A]
5.6.2	Generate information	[I]	N/A	[R; A]	[R; A]	[R; A]
5.6.3	Undertake quality assurance check	[I]	N/A	[R; A]	[R; A]	[R; A]
5.6.4	Review information and approve for sharing	[I]	[I]	[R; A]	[R; A]	[R; A]
5.6.5	Conduct information model review	[I]	N/A	[R; A]	[R; A]	[R; A]
5.7.1	Submit information model for lead appointed party authorisation	[I]	N/A	[I]	[R; A]	[R; A]
5.7.2	Review and authorise the information model	[C]	N/A	[R; A]	[]	[I]

ISO Sec. Ref.	Task	Appointing Party	Third Party	Lead Appointed Party / Leading Team	Appointed Party	
		[Name of Appointing Party]	[Name of Third Party	[Name of Lead Appoint. Party / Leading Team]	[Name of Appointed Party]	[Name of Appointed Party]
5.7.3	Submit information model for appointing party acceptance	[I]	N/A	[R; A; I]	[R; A; I]	[R; A; I]
5.7.4	Review and accept the information model	[R; A]	N/A	[R; A]	[I]	[I]
5.8.1	Archive the project information model	[I]	[I]	[R; A]	[R; A]	[R; A]
5.8.2	Capture lessons learned for future projects	[R; A]	[I]	[R; A]	[I]	[I]

Note: RACI are defined as followed:
      R   -   Responsible for undertaking activity
      A   -   Accountable for activity completion
      C   -   Consulted during activity
      I   -   Informed following activity completion