Project Information Requirements (PIR)

Guidance

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Executive summary

The international information management standards ISO 19650–1:2018 and ISO 19650–2:2018 define the recommended concepts and principles for information management using building information modelling (BIM), as well as specifying the activities to be undertaken to support information management during the delivery phase.

The ISO 19650 series describes how the project information requirements (PIR) are developed to meet the appointing party's strategic high-level objectives, as stated in the organisational information requirements (OIR). The focus is on the specific information that can be provided as part of the delivery stage of an asset and utilised to realise these strategic objectives, therefore generating information requirements.

The project information requirements (PIR) is the appointing party's documentation of the information that is required to inform key decisions, at specified timeframes during the project's life cycle. Only the project information requirements (PIR) relevant to each appointment will be integrated into the appointment/contractual documentation, via the exchange information requirements (EIR).

This guidance document has been developed to assist users in the completion of the project information requirements (PIR) template; for this reason, these documents should be read together in order to unlock their full potential and increase understanding.

1   Project scope

Provide a description of the project, specifying the objectives, purpose and any relevant timeframes.	This section gives the project **{project name}**'s details, to provide an understanding of the goals, deliverables and timeframes.

<The example below demonstrates the potential subsections of areas that could be covered. Ensure that this section provides readers with an understanding of the project, why its required and what strategic objectives should be met from it. This could include referencing internal policies in the absence of organisational information requirements (OIR).

If the details below are covered elsewhere, such as a project brief, references should be provided for the relevant documents.>

1.1   Project purpose

Explain the purpose/reason for the project required. For example, is it a new building to replace an existing unsuitable asset or a refurbishment to provide better energy efficiencies?	**{Project name}** has been proposed to provide **{client name}** with **{insert purpose}**.

<This subsection should provide an explanation of why the project is required by the organisation/appointing party, including intended use and occupation if applicable. This is separate from the project objectives below; the focus should be the 'need' behind this project being sanctioned.>

1.2 Project objectives

Whereas the above section was about why the project was required, this section should focus on the project objectives.

These should be project-specific and ideally reflect the organisational strategic objectives.

These objectives have been derived to pursue excellence from the information-management-related activities of the project.

<The example below demonstrates potential project-specific goals, which should focus on how the project contributes to achieving strategic objectives, national regulations and general project efficiencies.>

1. Deliver project on budget;
2. De-risk planning permission through community engagement;
3. Meet the sustainability policy for new construction projects.

1.3 Project details

Provide the project details, including site address, directory (including internal contact detail – the project team), and so on. This provides an overview for the reader.

The details below are specific to this project and should be maintained until completion.

<The example below demonstrates information that it could be helpful for the organisation to collate or reference.>

1. Project type
<Identify the type of project, for example, new build or refurbishment, building or infrastructure.>

2. Addresses:
   2.1. **{Site location/address}**
   <Confirm the location of the facility. This could include a site map.>
   2.2. **{Correspondence address}**
   <Confirm the location of any hard copy correspondence, which could be the client's or legal representation's office.>

3. Procurement
<Describe or reference the procurement method/route that is to be used on the project.>
4. Date of operation
<Provide the proposed date of project completion/asset operation.>

5. Organisational team directory

<Confirm the organisation's/appointing party's project team, which should include intended operators/facility managers.>

1.4 Legacy information

Reference any organisational legacy information that has an influence/impact on these specific project information requirements (PIR).	For a full understanding of the project's history, the information below is available for reference.

<The example below, Table 1.1, demonstrates any legacy information (past planning applications, etc.) that may be useful as reference material for development of the project information requirements (PIR).

The purpose of legacy information is to provide background information that is relevant to the project and may assist with the determination of any key project decisions. Use this section to provide any legacy information references.>

Table 1.1: Organisational legacy information

Reference	Revision	Date	Information container name/ description	Format	Team originator	Location /URL
LT09-MML-00-XX-M3-C-0001	C06	11.08.20	Existing infrastructure model	.XYZ	Team 1	
<Insert information container identifier>	<Revision>	<Date>	<Insert information name or description>	<Format>	<Information originator>	<Link>

2   Plan of works

This section should identify the proposed plan of works for the project.

This includes the division of the project life cycle into measurable work stages, which could also be used for contractual purposes.

It is necessary to divide the project into more manageable steps for effective decision-making.

<Use this section to describe the project plan of works. Reference either a national standard or the project's information standards, information production methods and procedures. The plan of works determines the delivery points of information that are critical to the project's success.

Confirmation of the project's plan of works should be planned for inclusion within the project's brief and contract documentation.>

2.1   Information delivery milestones

Information delivery milestones are predefined points where specified information deliverables are exchanged, at various stages of a project.

Specify these milestones for the project. Section 3.1 can be used to provide further details on the information deliverables.

Information should be exchanged throughout a project's life cycle to enable decision-making at crucial milestones. The milestones below are to be adhered to on the project.

<The example below, Table 2.1, demonstrates a high-level overview of the information delivery milestones, including organisation groups/teams involved and the dates required for approval. These milestones typically reoccur within the delivery phase of a project, and the outcome/decision will enable the project delivery team to commence on the next work stage/milestone. Therefore, defining the key decision points/milestones is essential in order to avoid any ambiguities. Any standards, methods or procedures relating to these milestones and their respective deliverables should be included within the project's information standard and information production methods and procedures.

It is important to ensure that milestones have at least an information requirement and, if required, a specific deliverable. If a discrete set of information cannot be determined for a specific milestone, it is not an information delivery milestone and should be omitted.>

Table 2.1: Information delivery milestones plan

Work stage	Milestone	Work package/activity	Group/team	Date
1 Preparation and brief	1	Develop brief	Sustainability group Quantity surveying team	01/06/20
	2	Complete feasibility study	Finance team Asset management group	01/08/20
	3	Spatial coordination	Project management team	01/10/20
2 Concept design	4			
<Insert work stage>	<Insert milestone>	<Insert work package/ activity>	<Insert group/ team responsible>	<Insert date>

3   Information requirements

Use this section to define the information requirements that are specific to the project.

The following project information requirements (PIR) specify the information and its associated acceptance criteria, which are required from the project to support **{client name}**'s organisational strategic objectives.

<The purpose of this section is to outline the relevant information that is essential to achieve the organisation's strategic objectives and the success of a project, including the subsequent necessary governance. These should be the specific requirements of the delivery phase of an asset and separate from the asset information requirements (AIR).>

3.1   Project information requirements (PIR)

Outline the project information requirements (PIR), which could be derived from the strategic objectives.

This is to provide an understanding of the information required from each delivery team appointment, in the exchange information requirements (EIR).

These requirements are derived from a combination of the organisation's strategic objectives and a project's key decision points.

Table 3.1 identifies the high-level project-specific information requirements for each information delivery milestone.

<The example below, Table 3.1, demonstrates the relationship between the information requirements and the information delivery milestones. Information delivery milestones are predefined points, where definite information is required to assist/inform an organisation's key decisions and internal activities, which progress the project and internal processes.>

Table 3.1: Information delivery milestones and requirements

Work stage	Milestone	Work package/activity	Policy or external influencer	Information requirement	Information container	Acceptance criteria
1 Preparation and brief	1	Develop brief	• **{Client's name}** sustainability criteria • BREEAM (UK New Construction 2018)	• Notional occupancy rate • Anticipated maintenance budget per m² • Target emission rate ($kgCO_2/m^2$) • Notional building energy consumption (kWh/m^2) • Notional building energy demand (mJ/m^2)	A spreadsheet including the units shown (.xlsx)	Information delivered to project specification and adhering to project information standards
	2	Complete feasibility study	• **{Client's name}** survey specification	Site photographs Outline estimate Feasibility report	Feasibility report (.pdf)	
2 Concept design						