Stage 01
Brief:
Checklist

- [x] **Undertake BIM Opportunity Grading Assessment and ROI review**

- [x] **Determine the Information Management and CDE Strategy**

- [x] **Determine the project BIM / AIM / GIS Strategy**

- [x] **Create the project Life Cycle Process Mapping**

- [x] **Determine the Soft Landings Approach**

  - [ ] Establish the project business case, including the required performance targets of the proposed asset/ facility

  - [ ] Define high level performance outcomes and measures of success, utilising P.O.E data benchmarks from existing building/ infrastructure assets

  - [ ] Identify all stakeholders requirements for functionality, operational and facilities management of the project asset (AIR)

  - [ ] Conduct stakeholder engagement, assimilate lessons learnt from existing AIM's, asset stock and industry case studies

  - [ ] Appoint an owners representative to establish, oversee and manage the soft landings process for delivery of the AIM

  - [ ] Determine the requirements, training, systems and process for project and asset information delivery

  - [ ] Establish exchange points at project work stages for information/ data delivery (KPI's, asset data, PLQ validation)

  - [ ] Identify performance metrics, benchmarks and methodology for asset performance measurement during the operational phase

  - [ ] Assess requirements for project information transfer into the AIM and integration into any EDMS/ CAFM system

  - [ ] Establish initial target costs for both capital and revenue/ operational expenditures

  - [ ] Prepare capital and operational cost estimates including a methodology for whole lifecycle cost assessment

- [x] **Strategy to Determine the Built Asset Security**

  - [ ] Assess extent of security-minded approach required

  - [ ] Assess security risk to the built asset, in whole or in part (assess value, impact of loss, threats, vulnerabilities)

  - [ ] Decide on appropriate and proportionate mitigation measures commensurate with risk appetite

  - [ ] Formally record the organisations security strategy and management plan for the built asset

  - [ ] Implement appropriate and proportionate policies, processes and procedures

  - [ ] Determine the asset security requirements and develop a strategy to ensure capacity for ongoing evaluation during operational phases

  - [ ] Evaluate the requirement to appoint a build asset security manager at the project outset