

CHECKLIST

BIM project brief checklist

What to send a BIM partner so the first quote holds.

Most problems in outsourced BIM start with an unclear brief. Tick through this list before you send an enquiry and the scope, price and schedule you get back will be far more reliable.

PROJECT

PREPARED BY

DATE

1. The project

- ☐ Project name, location and building type
- ☐ Approximate floor area and number of storeys
- ☐ Project stage: concept, design development, construction documents, construction or as-built
- ☐ Disciplines needed: architecture, structure, MEP, or all three
- ☐ Your deadline, and any fixed milestone dates

2. Source information

- ☐ Drawings as DWG or PDF, current revision marked
- ☐ Any Revit or IFC models that already exist
- ☐ Point clouds for existing buildings (RCP, RCS, PTS or E57) with scan control
- ☐ Specifications, equipment schedules and design criteria
- ☐ A note of anything missing, uncertain or likely to change

3. Standards and level of detail

- ☐ BIM Execution Plan, employer's information requirements or owner BIM guide, if any
- ☐ Level of Development for each element category, written as a table
- ☐ Units, coordinate system, level and grid definitions
- ☐ Your Revit template, naming rules, line styles and sheet standards
- ☐ Classification system or parameter requirements, if specified

4. Deliverables

- ☐ File formats needed: RVT, IFC, NWD, DWG, PDF
- ☐ Sheets, schedules and quantity take-offs required
- ☐ Model-health expectations: warnings, purge level, worksets
- ☐ Whether shop drawings or coordination drawings are in scope
- ☐ How many review rounds you expect

5. Schedule and coordination

- ☐ Milestone dates and who approves each one
- ☐ Whether coordination rounds are planned, and how often
- ☐ Who owns each trade model you will coordinate against
- ☐ Meeting times, and your time zone

6. Communication and security

- ☐ A named contact with authority to answer queries
- ☐ How questions will be logged and answered: a shared sheet, your CDE or email
- ☐ NDA or data-security requirements
- ☐ How files will be shared (a shared link is best for large files)

Send what you have, even if it is incomplete, with a note of what is missing. We will say what we would need and reply with a scoped quote.

NOTES