

BIM Execution Plan Outline

DocStudio template preview

Project code	PRJ-001	Revision	P01
Project name	Project Alpha	Status	Draft
Client	Client Name	Lead appointed party	Lead Appointed Party
Issue date	2026-05-07	Author	Information Manager

1. Document Control

Revision history, issue purpose, author, reviewer, approver, and distribution.

2. Project Information

Project scope, parties, locations, stages, and objectives.

3. BEP Purpose and Scope

Pre-appointment or post-appointment purpose and controlled deliverables.

4. Information Requirements

EIR, AIR, PIR, deliverables, acceptance criteria, and references.

5. Roles and Responsibilities

Appointing party, lead appointed party, task teams, information manager, and approval duties.

6. CDE and Collaboration Workflow

CDE, folder structure, access rules, status transitions, reviews, and audit trail.

7. Information Delivery Milestones

Delivery dates, package content, model/data deliverables, and acceptance criteria.

8. Model Uses and Exchange Requirements

Coordination, asset data, IFC, BCF, IDS, bSDD, native, PDF, or spreadsheet exchange.

9. Naming, Status, Revision, and Classification

Project naming, suitability/status codes, revisions, classification, and exceptions.

10. Quality Assurance and Coordination

Checking, clash detection, issue closure, evidence, and approval before publishing.

11. Security, Access, and Handover

Sensitive information, access, retention, and handover package requirements.

12. Appendices

Responsibility matrix, MIDP/TIDP, model production table, CDE workflow, and exchange requirements.

Example Responsibility Matrix

Role	Organization / person	Responsibility	RACI note
Appointing party	Client Name	Define information requirements and acceptance route.	Accountable
Lead appointed party	Lead Appointed Party	Coordinate delivery team information management.	Responsible
Task team		Produce and check information deliverables.	Responsible