

Role and Responsibility Matrix

Tasks	Team responsible for the tasks								
	Owner PD	Owner BIM Co.	CM	AR Designer	ST Designer	MEP Designer	IN+LA Designer	Contractor	QS
DD50									
1. Design Development									
1.1 Develop design in more detail				✓	✓	✓	✓		
2. AR Model Authoring									
2.1 Create Architecture model and Grid model to be used as a reference for other disciplines by considering the guideline in <u>3.0 Data and Model Management</u> Deliverable : .RVT Architecture Model + .NWC Architecture Model .RVT Grid & Level Model		S		✓					
2.2 Perform ATQPM Gate1 Check according to ATQPM Guideline, using model as a tool where possible Deliverable : ATQPM Gate1 Report	A			✓	✓	✓	✓		
DD75									
3. ST-IN-LA-MEP Model Authoring									
3.1 Create model of their own discipline, using guideline in <u>3.0 Data and Model Management</u> . Deliverable: .RVT Structural Model + .NWC Structural Model .RVT MEP Model + .NWC MEP Model .RVT Interior Model + .NWC Interior Model .RVT Landscape Model + .NWC Landscape Model		S			✓	✓	✓		
4. Quality Control with response to 4.0 Quality Control									
4.1 Verify model following the requirement in <u>4.1 Model Quality Review</u> . Identify critical issues to be discussed in Combine Meeting. Deliverable: Model Validation Check Report File Coordination Check Tracking Model Ownership Report		✓							
4.2 Verify design, constructability and space requirement following the requirement in <u>4.2 Design Review</u> . Identify critical issues to be discussed in Combine Meeting. Deliverable: Design Review Report Saved View in .NWD	✓		✓						
4.3 Append all .NWC files relate to Piling & Basement area to Navisworks. Perform clash detection according to guideline in <u>4.3 Clash Detection</u> . Identify critical issues to be discussed in Combine Meeting. Deliverable: .NWF Combined file with clash grouping		✓							
4.4 Allocate clash results in to MINOR or MAJOR Clash, with response to <u>4.3.3 Clash Criteria</u> . Deliverable: .NWD Clash Result .HTML Clash Result Clash Tracking Report			✓						

Tasks	Team responsible for the tasks								
	Owner PD	Owner BIM Co.	CM	AR Designer	ST Designer	MEP Designer	IN+LA Designer	Contractor	QS
4.5 Organise a Combine Meeting for finding the solutions and allocating roles and responsibilities for critical issues and MAJOR Clash . Meeting details according to <u>3.1.3 Meeting</u> .	✓	✓	✓	✓	✓	✓	✓	✓	
4.6 Give feedback and suggestion on constructability of the design.								✓	
4.7 Revise model of all discipline according to the meeting agreements. Ensuring Zero MAJOR Clash for Piling & Basement area . Deliverable: .RVT Revised Model .NWC Revised Model		S		✓	✓	✓	✓		
4.8 Approve DD75 Model Package Deliverable: DD75 Package	A		A						
5. QTO with response to <u>5.0 Quantity Take-Off</u>									
									✓
DD100									
6. Develop Model to DD100									
6.1 Develop model of their own discipline, using guideline in <u>3.0 Data and Model Management</u> with feedback from Step 4 - Quality Control. Deliverable: .RVT Architecture Model + .NWC Architecture Model .RVT Structural Model + .NWC Structural Model .RVT MEP Model + .NWC MEP Model .RVT Interior Model + .NWC Interior Model .RVT Landscape Model + .NWC Landscape Model		S		✓	✓	✓	✓		
7. Quality Control with response to <u>4.0 Quality Control</u>									
7.1 Verify model following the requirement in <u>4.1 Model Quality Review</u> . Identify critical issues to be discussed in Combine Meeting. Deliverable: Model Validation Check Report File Coordination Check Tracking Model Ownership Report		✓							
7.2 Verify design, constructability and space requirement following the requirement in <u>4.2 Design Review</u> . Identify critical issues to be discussed in Combine Meeting. Deliverable: Design Review Report	✓		✓						
7.3 Append all .NWC files to Navisworks. Perform clash detection according to guideline in <u>4.3 Clash Detection</u> . Identify critical issues to be discussed in Combine Meeting. Deliverable: .NWF Combined file with clash grouping		✓							
7.4 Allocate clash results in to MINOR or MAJOR Clash, with response to <u>4.3.3 Clash Criteria</u> . Deliverable: .NWD Clash Result .HTML Clash Result Clash Tracking Report			✓						

Tasks	Team responsible for the tasks								
	Owner PD	Owner BIM Co.	CM	AR Designer	ST Designer	MEP Designer	IN+LA Designer	Contractor	QS
7.5 Organise a Combine Meeting for finding the solutions and allocating roles and responsibilities for critical issues and MAJOR Clash. Meeting details according to <u>3.1.3 Meeting</u> .	✓	✓	✓	✓	✓	✓	✓	✓	
7.6 Give feedback and suggestion on constructability of the design.								✓	
7.7 Revise model of all discipline according to the meeting agreements. Ensuring Zero MAJOR Clash for whole building. Deliverable: .RVT Revised Model .NWC Revised Model		S		✓	✓	✓	✓		
7.8 Perform ATQPM Gate2 Check according to ATQPM Guideline, using model as a tool where possible. Deliverable : ATQPM Gate2 Report	A			✓	✓	✓	✓		
7.9 Approve DD100 Model Package Deliverable: DD100 Package	A		A						
8. QTO with response to <u>5.0 Quantity Take-Off</u>									
									✓
Final Package (Piling)									
9. Complete Final Package									
9.1 Develop model of their own discipline, using guideline in <u>3.0 Data and Model Management</u> while ensuring Zero MINOR Clash . Deliverable: .RVT Architecture Model + .NWC Architecture Model .RVT Structural Model + .NWC Structural Model .RVT MEP Model + .NWC MEP Model .RVT Interior Model + .NWC Interior Model .RVT Landscape Model + .NWC Landscape Model		S		✓	✓	✓	✓		
9.2 Approve Final Package Deliverable: Final Package	A		A						