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**Organisational Information Requirements (OIRS)**

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# Organisational Information Requirements

## OIR – Document Overview

Below is a summary of the principles of the OIR (Organisation Information Requirements). To aid dialogue with clients this note should be used ideally in a workshop style environment where the client team can explain the aspirations and information requirements of the project in simple non-technical terms. The notes from that meeting can be translated into a draft OIR for further discussion/ review and to inform the AIR (Asset Information Requirements).

## Document Ownership

The NHS Client has overall ownership and control of the BIM model to ensure the outputs are fully delivered and should take leadership in the process. A key deliverable is appointment of a named individual who has the appropriate level of knowledge and awareness of BIM to manage the process from commencement.

## Document Authority

This document shall be agreed by all the representatives of the project team, with the authority of their contracting organisation to accept this document as the Organisational Information Requirements (OIRS) as referenced in the Terms of Engagement or subcontracts. This acceptance also confirms that the relevant supply chains personnel have read and understood its requirements.

The document will provide a structure and specification for the development of the ref in PAS 192:2 PIM (Project Information Model) in accordance with the client's requirements and subsequent handback of Information to client team; this is in addition to any required compliance to British Standards.

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# Organisational Information Requirements

## 1 Document Purpose

This document lays out the NHS Trust Organisational Information Requirements (OIRs) in line with PAS1192-3:2014 as a sub-set of the EIRs.

These OIRs set out the requirements for information to meet the needs of NHS Trust asset management system and other organizational functions.

## 2 Information Requirements

The briefing documents which set out the Authority's and Service Provider's requirements for the project are defined within the Authority's Construction Requirements and FM Building Requirements documents, with further operational standards recorded in the relevant Territory Project Agreement, Project Agreement, Service Level Specification and Construction Contract.

The following set out the NHS Trust information requirements (as Service Provider) in line with PAS1192-3:2014 Annex A: recommended. The table below identifies the specific task in which each party has an interest, which in turn dictates the extent of information required. Early communication of these requirements and clarity on the formats and extent of data required will ensure a smooth transition between design, construction and operational phases.

## 3 OIR (Organisation Information Requirements) – Explained simply

The OIR involves establishing and categorising the information requirements to meet the needs of its asset management system. Organisations can have different needs for information. Identifying the OIR's will require input from various departments within the organisation. Input will be needed in particular from the people involved in the strategic decision making associated with the asset portfolio and asset systems.

Before embarking on the journey of producing a digital asset information model an organisation will develop and publish a business case. One of the first steps will be to identify the potential benefits of creating a digital information model. In addition, the organisation should identify:-

- how much time and money will be needed to create a data and file store;
- how much time and money will need to allocated to identify the information that will be required;
- how much time and money will be needed to collect that data;
- what sort of people and how many people will be needed to conduct the work and provide governance;
- What sort of software tools will be used to extract data from the asset information model and create reports;

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# Organisational Information Requirements

## 3.1 OIR – Organisation Information Requirements

What is an OIR?

The creation of the 'Building Information Model' starts with the client firstly identifying what information they think they will need. BIM generates best value for all parties when you start with the end in mind and focus on gathering useful, purposeful information which is gathered throughout the project, the OIR helps to set the scene at the start of a project and helps the team focus on the clients goals for the information whilst avoiding the technical detail of how this is gathered and collated at this point, this will happen at the next stage when the AIR (Asset Information Requirements) is formed. An OIR is used to capture the information required by a client organisation which will ultimately help inform the asset management strategy and the requirements for information capture on a project.

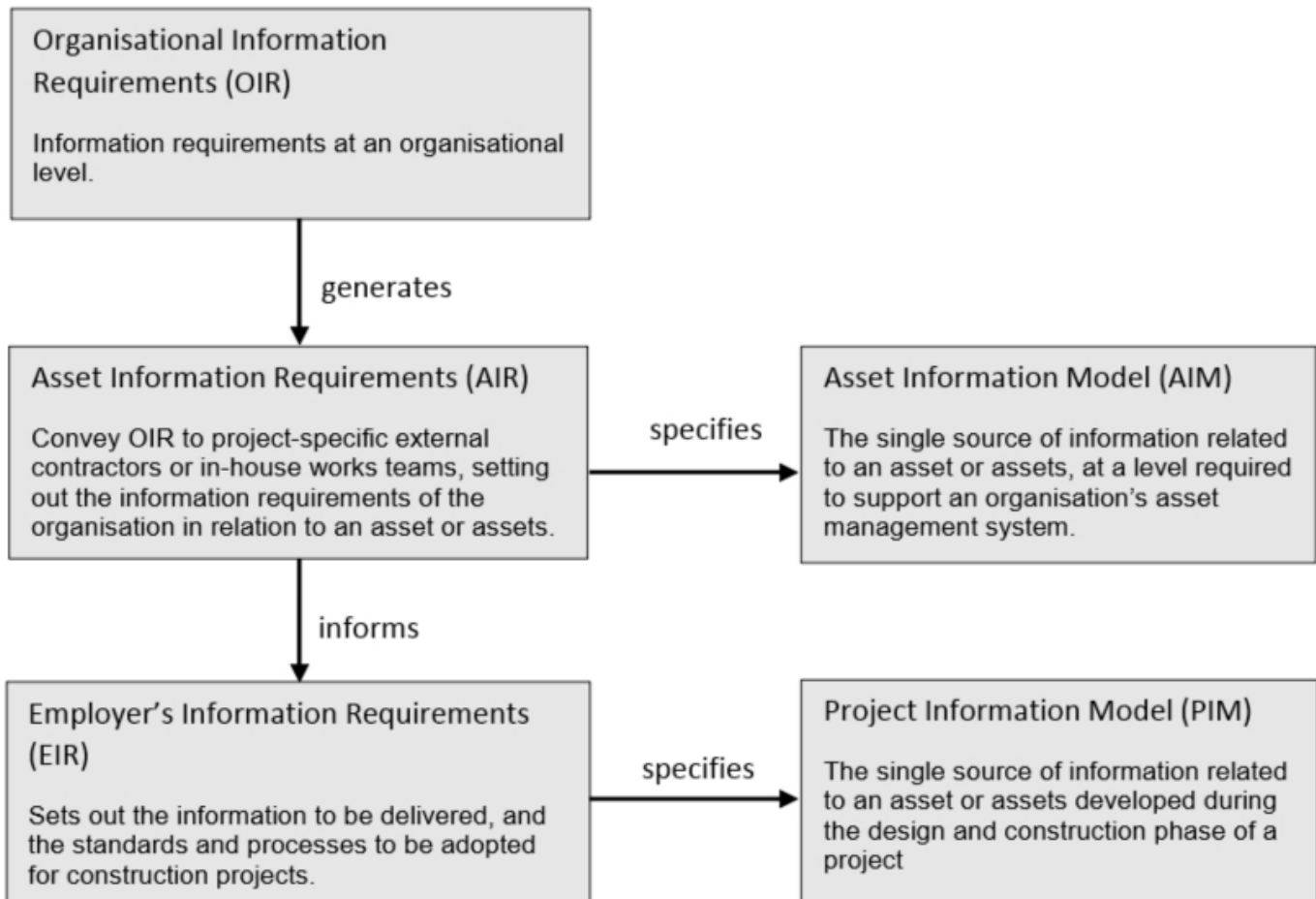


Figure 1 – OIR, AIR, EIR Relationship Diagram (Source: designingbuildings.co.uk, 2016)

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# Organisational Information Requirements

## 3.2 Who needs to input to the OIR?

Guidance Note:

Understanding who the internal clients are and how the decision-making process is made by the client team is important, this helps us understand who should be involved in this step. This will be project specific dependent on the type and complexity of the work however below we have summarized a list of some of the typical contributors we would expect to see:

- Investment decision maker (IDM).
- Senior responsible owner (SRO).
- Project sponsor (PS).
- Project board
- User Panels
- Champions
- Projects Managers
- FM Managers
- Building users/employees
- Local authority
- Consultants

## 3.3 Why they need to input to the OIR?

Guidance Note:

The Organisation Information Requirements will be informed by the high level requirements of the team, to complete the OIR the client needs to provide information on these requirements which will be further developed and expanded on in the AIR. Together with the conventional brief for the building's function, form, economics and time factors, the OIR will support the decisions which generate what information has to come out of the model at each information exchange point.

Typical OIR activities have been given below which have been extracted from PAS 1192-3:2014 Annex A

- Optimizing the asset management strategy and optimizing/prioritizing its asset management plan(s);
- Assessing the financial benefits of planned improvement activities
- Modelling the asset to support operational decision making;
- Determining the operational and financial impact of asset unavailability or failure;
- Making life cycle cost comparisons of alternative capital investments;
- Identifying expiry of warranty periods;
- Determining the end of an asset's economic life, e.g. when the asset related expenditure exceeds the associated income;
- Determining the cost of specific activities (activity based costing), e.g. the total cost of maintaining a specific asset(s)/asset system;
- Obtaining/calculating asset replacement values;
- Undertaking financial analysis of planned income and expenditure;
- Obtaining/calculating the financial and resource impact of deviating from plans that might result in a change in asset availability or performance (e.g. what is the financial impact of deferring the maintenance of a specific generator by six months?);
- Assessing its overall financial performance;

**NHS Client to review the list of activities below and identify the requirements for the project to commence the EIR document**

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# Organisational Information Requirements

Table 1: Specific asset management activities	Client/Authority	Service Provider	Construction Contractor
Asset accounting, activity costing, forecasting			
Planning and budgeting			
Demand management and customer expectation policy			
Capital investment and life cycle costing			
Innovation and change management			
Interfacing with regulatory bodies;			
Asset operation or utilization;			
Asset modifications, refurbishment, replacement, reuse/redeployment, disposal, recycling;			
Spares, materials and purchasing;			
Data, information and knowledge management;			
Contractor and supplier management;			
Human resources, skills development and competencies;			
Maintenance, inspection, condition and performance monitoring;			
Contingency planning and emergencies;			
Energy efficiency and environmental aspects, e.g. Renewable resources, recycling, waste management, air purity, hygiene;			
Risk assessment and management;			
Safety, health and environmental management.			
Optimizing the asset management strategy and optimizing/prioritizing its asset management plan(s);			
Assessing the financial benefits of planned improvement activities;			
Modelling the asset to support operational decision making;			
Determining the operational and financial impact of asset unavailability or failure;			
Making life cycle cost comparisons of alternative capital investments; identifying expiry of warranty periods;			
Determining the end of an asset's economic life, e.g. When the asset related expenditure exceeds the associated income;			
Determining the cost of specific activities (activity based costing), e.g. The total cost of maintaining a specific asset(s)/asset system;			
Obtaining/calculating asset replacement values;			

# Organisational Information Requirements

Table 1(Cont.): Specific asset management activities	Client/Authority	Service Provider	Construction Contractor
Undertaking financial analysis of planned income and expenditure;			
Obtaining/calculating the financial and resource			
Impact of deviating from plans that might result in a change in asset availability or performance (e.g. What is the financial impact of deferring the maintenance of a specific generator by six months?);			
Assessing its overall financial performance;			
Undertaking the on-going identification, assessment and control of asset related risks.			
Optimizing the asset management strategy and optimizing/prioritizing its asset management plan(s);			
Assessing the financial benefits of planned improvement activities;			
Modelling the asset to support operational decision making;			
Determining the operational and financial impact of asset unavailability or failure;			
Making life cycle cost comparisons of alternative capital investments;			
Identifying expiry of warranty periods			
Determining the end of an asset's economic life, e.g. When the asset related expenditure exceeds the associated income;			
Determining the cost of specific activities (activity based costing), e.g. The total cost of maintaining a specific asset(s)/asset system;			
Obtaining/calculating asset replacement values;			
Undertaking financial analysis of planned income and expenditure;			
Obtaining/calculating the financial and resource			
Impact of deviating from plans that might result in a change in asset availability or performance (e.g. What is the financial impact of deferring the maintenance of a specific generator by six months?);			
Assessing its overall financial performance;			
Undertaking the on-going identification, assessment and control of asset related risks.			