

## **CII INFORMATION MANAGEMENT COMMUNITY FOR BUSINESS ADVANCEMENT CHARTER (Approved 02-21-2018)**

### **1. Purpose**

The Information Management Community for Business Advancement is a formal venue for the exchange of Information Management principles, practices, and related knowledge to enhance the performance of capital facilities projects.

The Information Management CBA is composed of members that share a vision of guiding CII members to enhanced project performance through Information Management and related productivity practices. The goal of its members is to communicate principles, improved practices, and new tools for successful implementation of Information Management that leads to improved business outcomes for the construction phase and where applicable for the lifecycle of the asset. Additionally, these outcomes should be specific and carry measurable targets that convey a business objective, for example:

*Improvement in efficiency of field data collection (would also include metric targets that are able to be measured and recorded)*

The Information Management CBA is sponsored by CII's Strategic Planning Committee from whom it receives guidance and oversight on compliance with this charter.

### **2. Scope**

The Information Management CBA (IM CBA) will focus on sharing and defining leading practices related to information management as supported by information integration technologies. This includes organizational and work process issues related to implementation, data standards, and related technologies, as well as providing direction and analysis to CII members to streamline the information management process. Given the dynamic nature of information management, review of the charter and scope will be conducted annually.

The Information Management CBA is envisioned to be a broad forum for members. Specific activities may include:

- Generating research and development ideas that can be provided to CII and related research sponsors both for research topics and Fiotech sector funded demonstration activities.
- Round-table discussion for industry members to share their successes and challenges regarding implementation of information technology.

- Documenting lessons learned as well as case studies of successful information management implementation.
- Using applicable Fiotech sector created success enablers and capability assessment maturity model to assess company progress towards increased productivity through Information Management.
- Proposing/vetting guidelines and recommendations around implementation practices.
- Vetting educational products for better communication within IM CBA and CII member companies.
- Conducting knowledge discovery and validation of tools and processes proposed to support information management.

### 3. **Membership**

Participation in the Information Management CBA is limited to the following:

- CII members, and
- Academics with a research interest in Information Management.

As a condition of membership, the following responsibilities apply:

- Participate on a regular basis (attend conference calls and meetings)
- Support IM CBA goals, deliverables, and the work of subcommittees
- Share knowledge, experiences, and lessons learned
- Conformance to CII Meeting Guidelines

### 4. **Key Roles and Responsibilities**

Positions with specific responsibilities are as follows:

- **Information Management CBA Chair** – The initial IM CBA Chair is appointed by CII, and shall develop the agenda and preside over meetings and web conferences. The Chair will report annually to the Strategic Planning Committee on IM CBA progress and activities. The term of the Chair shall be a minimum of one year.
- **Information Management CBA Vice Chair** – The IM CBA Vice Chair shall assist the Chair in the development of the agenda for meetings and web conferences, and assume the leadership duties in the absence of the Chair. The Vice Chair is elected by the IM CBA membership. If the Chair is an owner representative, the Vice Chair should be a service provider representative and vice versa. Following their term, or whenever a Chair steps down, the Vice Chair will become Chair and a new Vice Chair will be elected from the IM CBA membership.
- **Information Management CBA Academic Advisor** – The IM CBA Academic Advisor is selected by the IM CBA membership and is responsible for:
  - Maintaining the IM CBA collaboration site to allow ease of access to collected documents.
  - Determining the quality and appropriateness of documents to be posted, including obtaining permission from authors whose copyrighted documents or intellectual property are to be posted on the collaboration site.
  - Developing and posting IM CBA meeting notes.
  - Onboarding new IM CBA members and maintaining the roster.

- Tracking member participation as part of overall CII metrics.  
The above will be supported by CII staff, as needed.

- Information Management CBA Subcommittees – Members may be asked to serve for a specified duration on subcommittees to achieve specific goals and deliverables. Subcommittee Leads will be appointed by the IM CBA leadership, and should be considered in the succession planning for Vice Chair. Such committees to include:
  - Knowledge Management
  - Benchmarking & Performance (includes PAT Targets\*)
  - Events & Outreach
  - IM Business Accelerator (includes use of Enablers)

\* Former Fiotech Productivity Advancement Targets

## 5. Communications Format

- Conference calls and web meetings will be sponsored by an IM CBA member or by CII and held monthly.
- One face-to-face meeting will be held annually, as determined by the membership.
- Email and collaboration site communications will be an ongoing mechanism of communication that will take place between regular meetings.
- Meeting notes, presentations, and any other knowledge sharing deliverables will be summarized and posted on the collaboration site.

## 6. Deliverables

- Establish and maintain IM related success enablers and implementation criteria for the purpose of achieving significant productivity gains.
- Submit IM related research theme/topic nominations to the Funded Studies Committee and/or Sector Committees and participate as a resource.
- Identify current and leading-edge IM issues and provide collaborative comment /opinion on them.
- Develop and keep a list of relevant topics that can be of benefit to IM CBA members.
- Connect with research teams in this topic area to provide input and commentary.
- Participate and contribute relevant content to the CII Technology Showcase and Annual Conference.
- Maintain an updated collaboration site that documents IM CBA activities.
- Report at least annually to the Strategic Planning Committee on IM CBA membership, activities, and deliverables.
- Publicize the activities of the IM CBA to the CII membership.

## 7. Key Interfaces

- Strategic Planning Committee
- Funded Studies Committee
- Fiotech Sector Committee
- Technology Awareness Development Committee

- Other CII standing committees, sector committees, and CBAs such as the AWP (Advanced Work Packaging) CBA, as needed
- CII Staff
- Outside speakers, as invited to present on a specific topic.

## **8. Critical Success Factors**

- Improved capital project performance, as the result of implementing IM principles and practices.
- Active owner and service provider participation, knowledge sharing, and learning.
- Regular growth of the body of knowledge presented on the IM CBA collaboration site.
- IM CBA deliverables are viewed by its members as a valuable contribution to CII programs and the construction industry.
- Activities are supported by CII and align with CII's Governance and Strategic Plan.
- Persistent consideration of the 'People' aspect of enacting change and leveraging appropriate success enablers accordingly.