

BIMPHASE SOLUTIONS



BIM Execution Plan Guide

A practical framework for defining responsibilities, information standards, coordination workflows, and delivery controls.

2026 EDITION

PRACTICAL RESOURCE

From Concept to As-Built Design

Start with project outcomes

A BIM Execution Plan (BEP) turns project requirements into an agreed delivery method. Develop it collaboratively, approve it before model production begins, and keep it current as the team or scope changes.

Inputs to confirm

- Client information requirements and intended model uses.
- Contract scope, project stages, milestones, and required approvals.
- Applicable standards, naming rules, classification system, and authoring platforms.
- Security, access, information retention, and handover requirements.

Success criteria

- Each deliverable has an owner, due date, format, acceptance test, and reviewer.
- Coordination responsibilities and escalation paths are understood by every discipline.
- The common data environment is configured before live information is exchanged.

Define roles and information exchanges

Use a responsibility matrix to remove ambiguity. A role may be performed by different organisations at different stages, so identify both the accountable party and the person completing the work.

Minimum responsibility matrix

- Information management and BEP maintenance.
- Discipline model authoring, internal QA, and approvals.
- Federation, clash detection, issue assignment, and closure verification.
- Document control, publishing permissions, and final archive.

Exchange schedule fields

- Deliverable name and unique identifier.
- Originator, reviewer, approver, and receiving party.
- Required geometry, information content, file format, and model status.
- Planned issue date, review duration, and acceptance criteria.

Set model and data standards

Standards should be specific enough to support reliable federation and automated checking without making production unnecessarily complex.

Model rules

- Coordinates, units, levels, grids, zones, and shared reference points.
- File breakdown, model ownership boundaries, and linked-model strategy.
- Required level of information need by stage and model use.
- Object naming, classification, parameters, and approved libraries.

Common data environment

- Define work-in-progress, shared, published, and archived states.
- Set revision, suitability, approval, and transmittal conventions.
- Restrict publishing rights and retain an auditable issue history.

Coordinate, verify, and deliver

Coordination is an iterative decision process—not only a software clash report. Define tolerances, priorities, meeting cadence, and evidence required to close each issue.

Coordination cycle

- Validate discipline models before federation.
- Run agreed hard, soft, clearance, and workflow checks.
- Assign issues with location, owner, priority, evidence, and due date.
- Verify resolutions in the next model exchange before closing issues.

Pre-delivery checklist

- Required models and documents are present and correctly named.
- Coordinates, revisions, statuses, and approvals are verified.
- Geometry and data checks meet the agreed acceptance criteria.
- Native, open, published, and archive formats are packaged as required.