Document Code	Title	Organisation/Author	Date	Status
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buildingSMART International

Strategic plan 2010 -2011

Approved by ExCom 2010-07-20

CONTENTS

Vision, mission, goals and benefits

Vision

Sustainability by building SMARTER

Mission

Contribute to a sustainable built environment through SMARTER information sharing and communication using open international standards in the building and construction sector, private and public.

Goals

- Develop and maintain open international standards for Building Information Modeling (open BIM)
- Accelerate market assimilation of interoperability through successful sustainable projects
- Provide networking opportunities, specifications and written guidance
- Resolve high cost problems that hinder data sharing
- Extend buildingSMART processes and technology to the whole built environment, over its lifecycle, and encompassing leadership, production, facilities management and engineering maintenance

Benefits

- Realisation of public and private sustainability agendas
- Better buildings faster and cheaper (value for money)
- More predictable outcomes (reduced risk)
- High performing, energy efficient buildings (better environment, lower cost)
- New business opportunities

Products & Services

ISO standards originated by buildingSMART International

- Building Information Model (IFC - ISO/PAS 16739:2005)
- Terminology (IFD - ISO 12006-3:2007)
- Process model (IDM- ISO/FDIS 29481-1:2009)

Specifications

- Requirements for certification of processes
- Requirements for certification of software
- Requirements for certification of users

User guides

- Definition of user processes (process maps)
- Definition of exchange requirements (ER)
- Software implementation guide (MVD, IFC and ifcXML)
- Web services

buildingSMART events

- buildingSMART summit
- buildingSMART week
- buildLive Events

Marketing

- Website
- White papers
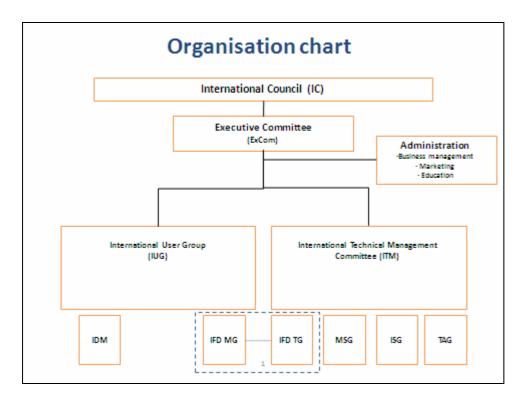- Articles
- Conference presentations

Education

- Teaching materials
- Training
- Webinar

Business Services

- Software certification
- Process certification
- User certification

Organisation

Organisation chart

International Council (IC)

Executive Committee (ExCom)

Administration
- Business management
- Marketing
- Education

International User Group (IUG)

International Technical Management Committee (ITM)

IDM | IFD MG | IFD TG | MSG | ISG | TAG

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FUNCTIONS AND POWER IN THE ORGANIZATION

Function and structure for International Council (IC) and Executive Committee (ExCom) are defined in the Articles of Association. The Articles gives IC the power to establish standing committees. There are two standing committees today: International Technical Management Committee (ITM) and International User Group (IUG). The standing committees can establish sub – committees and working groups.

International Council power and function (from Articles of Association)

The Council shall be the legal governing body of buildingSMART International and all legal powers of buildingSMART International shall reside in and be exercisable by the Council. The Council shall possess those powers necessary and appropriate for managing the affairs of buildingSMART International, including the authority to take appropriate legal action before relevant local, state, provincial, federal or international organisations to enforce intellectual property rights, legal and copyright registrations and protect other properties of buildingSMART International, and to enforce compliance with contracts entered into by the buildingSMART International for goods and services. The Council's powers shall be limited by applicable law, regulations imposed on tax-exempt organisations by governmental agencies and provisions of its Memorandum and Articles of Association.

EXCOM POWER AND FUNCTION (FROM ARTICLES OF ASSOCIATION)

The ExCom shall function as the Council surrogate during the intervals between meetings, provided that it:
- Shall strictly adhere to the directives, policies and guidance of the Council
- Shall have the authority to enter into contracts for support and professional services only to the extent provided by the Council and within the approved budget

- Shall have discretion to reallocate specific expenditure line items within an adopted budget to meet existing requirements, only provided such reallocation does not exceed the total budget approved by the last regularly scheduled meeting of the Council
- ExCom Ratification. All actions taken by the ExCom during the intervening periods between Council meetings shall be recorded and submitted for ratification by the full Council during its next regularly scheduled meeting.

STANDING COMMITTEES

Standing committees of buildingSMART International shall be established by the Council to conduct such business and perform such duties as may from time to time be determined; each such committee shall report to the Council at its regular meetings and to the ExCom as required.

It shall be the responsibility of the Council, working with the ExCom, to exercise oversight of all committee activities, to ensure that each committee is working to achieve the goals of buildingSMART International, and that each is performing in accordance with Council policy and budgets.

INTERNATIONAL TECHNICAL MANAGEMENT COMMITTEE POWER AND FUNCTION

The International Technical Management Committee is the highest level technical decision-making and technical project management body for buildingSMART International. It reports to the International Council. The ITM co-ordinates international technical activity and evaluates project proposals to ensure that they meet the development goals of buildingSMART International. It also reviews the resources required to complete projects.

For each release of the IFC specifications, ITM appoints a Product Manager. The role of the Product Manager is to define, agree and subsequently manage the scope, timetable and budget for the appointed release.

USER GROUP POWER AND FUNCTION

It is the aim of the International User Group and the Regional User Groups to promote and stimulate use of buildingSMART deliverables in order to improve interoperability in the construction industry, and to share experiences among its members in a bi-directional way in which there is a balance between giving and taking.

The International User Group (IUG) reports to the International Council (IC). The International User Group is lead by the International User Group Chair.

SUB-COMMITTEES' POWER AND FUNCTIONS

The sub-committees have no power. All resolutions from the sub-committees must be submitted to a standing committee for formal decision. It is in the power of the standing committee to define the mandate of its sub-committees.

These sub-committees are presently active:

- Technical Advisory Group (TAG)
- Model Support Group (MSG)
- Implementers Support Group (ISG

Inactive sub-committees:

- IDM coordination (IDM)

- IFD management group (IFD – MG)
- IFD Technical Group (IFD TG).

WORKING GROUPS

Working groups should be used to solve specific tasks; their existence should appear and come to an end together with the task (task and finish groups).

BUILDINGSMART INTERNATIONAL ADMINISTRATION

BuildingSMART International is a not-for-profit organization and for the time being the organisation has no employees. There is a lot of in-kind work from the members all over the world. To secure quality and progress the organisation has a part-time hired staff:

- Business Manager
- Product Manager
- Model Support Group Chair
- IDM co-ordinator
- MVD co-ordinator

The Business Manager and Product Manager report to ExCom, the IDM Co-ordinator reports to the IUG Chair and the MVD Co-ordinator reports to the MSG chair. The MSG chair reports to ITM.

ADVISORY BOARD

International sponsors who offer cash or in kind support worth more than $ 50 000 a year can be a member of the buildingSMART International Advisory Board. They will have the opportunity to meet ExCom at least once a year to provide input into the strategic development of buildingSMART. They will also have the opportunity to nominate projects for direct application of 80% of their cash contribution.

Other benefits for International sponsors are:

- Access to project portal (member areas)
- Early Beta copy access
- buildingSMART "speed dating" (dinner with leading IC and ExCom members)
- Logo on buildingSMART web site
- Link from buildingSMART web site to company web site

Sponsors at a lower level of sponsorship can similarly nominate projects for application of 40% of their funding, but will not have membership of the Advisory Board, access to "speed dating" or logo on the web site.

Decision-making

All buildingSMART bodies should follow the same routine for decision-making and documentation.

- The agenda for all meetings shall be sent to the delegates 28 days prior the meeting.
- Resolutions shall be made and documented in written form before the meeting is closed.
- It is recommended that a small agenda committee draft a proposed decision, which is submitted to the main meeting.
- Decision made by consensus is preferable. If this is not possible decisions should be made with a simple majority.

- The resolution should be voted on separately, corrections should be taken directly in the meeting. Use of a projector is recommended.
- Decisions in the meeting shall be sent to the buildingSMART International Business Manager as fast as possible after the meeting is closed.
- The minutes shall be published on the website within two weeks.

ROUTINES FOR APPROVAL OF BUILDINGSMART INTERNATIONAL PRODUCTS

BuildingSMART International needs predictable routines for determining how a new work item can become an official buildingSMART product.

- Before the process for a New Work Item (NWI) can become an official buildingSMART International activity, an application has to be approved by the relevant committee. Standard bSI forms should be used for the application.
- The application shall be submitted to one meeting and adopted at the next to ensure that the decision is firmly anchored in the organization.
- The status is then changed to Working Draft (WD).
- Before the WD can be adopted as a bSI product the bSI committee has to accept the WD as a Committee draft (CD).
- This shall be published on the website as an official bSI hearing document. The hearing deadline is 80 working days.
- The hearing comments should be discussed in one committee meeting and approved as an official buildingSMART product in the next meeting.

Standards, which are fully developed, should be sent to ISO for adoption as ISO standards. To make this process efficient buildingSMART International should document its standards in the same format as ISO.

DOCUMENTATION

BuildingSMART International has an archive for all the documents that the organization and collaborating organizations produce. The archive should be readily accessible on the website.

- All the decisions of buildingSMART International and its constituent bodies are documented and easily accessible to members.
- There shall be minutes from every meeting in the organization.
- Decisions shall be noted as resolutions in the minutes. The resolutions and products shall be published on the buildingSMART website within two weeks after the meeting.
- ExCom will provide templates which can be downloaded from the website.
- All documentation of buildingSMART products should be accessible to all on the website.

buildingSMART International events and meetings

MASTER SCHEDULE IC AND EXCOM MEETINGS

IC meets in the Spring every year. The meetings shall move between North America, Europe and Asia. ExCom has weekly telephone/Internet meetings and four in person meetings a year. The Standing Committees must send substantive resolutions for IC to ExCom 56 days in advance of the IC meeting.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
IC													
ExCom		Virtual			In person				In person		Virtual		
ITM			*										
IUG			*									Optional	
ISG			*										
IFD			*										
Advisory board												Optional	
*	Resoltion for IC in May due to be sent to ExCom 56 days before IC meeting												

Master schedule bSI spring meeting:

			bSI week spring			
	M	T	W	T	F	
AM		Optional Industry Day	ExCom	IC	IC	
			lunch			
PM		Optional Industry Day	$50K Advisory Board	IC	ExCom	
Dinner		ExCom	or Dinner	IC		

MASTER SCHEDULE FOR ITM MEETINGS

In progress

MASTER SCHEDULE FOR IUG MEETINGS

In progress

Management documents

Document	Status	Description	IC adoption
Articles of Association	Valid	Update Seoul 2010	Oslo 2005
Memorandum of Association	Valid		Oslo 2005
Strategic plan	In work		Seoul 2010
Strategic roadmap	In work		Copenhagen 2010
Budget	Valid		Washington 2009
Job descripions			
Business Manager	Valid		
Product Manager	In work		Seoul 2010
IDM coordinator	In work		Seoul 2010
MVD coordinator	In work		Seoul 2010
Marketing plan	On hold		
Design guidelines	In work		Seoul 2010
Aquarium method descriptions	In work		Copenhagen 2010
Legal documents			
IP rights	In work		Copenhagen 2010
Use of logo	On hold		Copenhagen 2010
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Requirements for certification of software			
One step certification	Valid		
Two step certification	Valid		Washington 2010