



# **BIM Fundamentals and Collaborative Information Management Training Course**

8 – 12 February 2027  
Prague

## BIM Fundamentals and Collaborative Information Management Training Course

**Ref:** 499\_139576 **Date:** 8 – 12 February 2027 **Location:** Prague **Fees:** 7500 Euro

### Overview

BIM Fundamentals and Collaborative Information Management Training Course is a five-day foundation course for architects, engineers, quantity surveyors, project managers, contractors, facility professionals, and digital-delivery coordinators who leave with a Starter BIM Information Management Pack. Participants connect model purpose, information requirements, roles, common data environment workflows, coordination, exchanges, and handover across the asset lifecycle. Agile Leaders Training Center presents BIM fundamentals through software-neutral collaboration, controlled information, and practical implementation planning.

### Who Should Attend

- Design functions beginning to work with coordinated digital information
- Engineering and construction functions responsible for shared models and deliverables
- Commercial functions exploring quantities and model-linked information
- Project management functions responsible for requirements, roles, and approvals
- Facilities functions preparing to receive and use digital handover information

The course assumes participants understand basic building or infrastructure project stages and documents, and it leaves out advanced model authoring, programming, and software certification.

### Departments and Industries

The course supports departments and industries beginning or strengthening collaborative BIM information management.

- Architecture, engineering, and multidisciplinary design practices
- Building, infrastructure, industrial, and civil contractors
- Client project delivery and programme management teams
- Quantity surveying, commercial, and project controls functions
- Facilities, asset management, and operations departments

### Learning Objectives

By the end of this course, participants will be able to:



- Analyze BIM uses across project and asset lifecycle stages
- Compare models, documents, data, and information requirements
- Apply basic roles, responsibility, naming, status, and revision controls
- Use common data environment workflow concepts
- Evaluate coordination issues and information exchanges
- Build a Starter BIM Information Management Pack

## **Course Agenda**

### **Day 1: BIM Concepts and Lifecycle Uses**

- BIM as information management and model-enabled collaboration
- Project, asset, model, document, and data distinctions
- Design, construction, handover, and operations uses
- Benefits, limitations, maturity, and adoption risks
- Software-neutral BIM use-case map

### **Day 2: Information Requirements and Roles**

- Organizational, asset, project, and exchange information needs
- Appointing party, appointed party, lead, and task-team concepts
- Responsibility matrix and information-delivery milestones
- Level of information need and acceptance criteria
- Starter information-requirement register

### **Day 3: Common Data Environment and Controls**

- Work-in-progress, shared, published, and archived information states
- Naming, metadata, status, suitability, and revision concepts
- Review, authorization, acceptance, and issue workflows
- Access, security awareness, and record traceability
- Common data environment workflow map

### **Day 4: Coordination, Exchanges, and BIM Uses**

- Federated models and multidisciplinary coordination
- Issue identification, assignment, response, and closure
- Model review and information-quality checks
- Quantity, sequencing, cost, and visualization awareness
- Open exchange and interoperability concepts



## **Day 5: Execution Planning and Digital Handover**

- BIM execution plan purpose and minimum contents
- Information-production methods, procedures, and delivery calendar
- Handover information and operational-use readiness
- Suggested Exercise: BIM Workflow and Coordination Review
- Capstone Exercise: Starter BIM Information Management Pack

### **Practical Exercises**

The course uses suggested exercises to convert BIM concepts into a usable foundation for collaborative delivery.

- Suggested activity: map BIM uses and information needs across an asset lifecycle.
- Suggested activity: assign information-management roles and delivery responsibilities.
- Suggested activity: trace an information container through common data environment states.
- Suggested activity: assemble starter requirements, workflows, issue controls, and execution-plan sections.

### **FAQs**

#### **What do BIM fundamentals cover?**

BIM fundamentals cover information requirements, models and documents, roles, collaborative workflows, common data environments, coordination, exchanges, implementation planning, and digital handover.

#### **Who suits BIM fundamentals training, and what does it assume?**

The course suits design, engineering, construction, commercial, project, and facilities professionals new to BIM. It assumes familiarity with basic project stages and documents.

#### **How does BIM information management differ from software training?**

BIM information management defines why, what, when, how, and by whom information is produced, reviewed, shared, and accepted. Software training teaches functions in a particular authoring or coordination application.

#### **What is a common data environment?**

A common data environment is an agreed workflow and supporting solution for managing information states, access, review, authorization, publication, revision, and traceable records during collaborative delivery.



## **What belongs in a starter BIM execution plan?**

It includes objectives, uses, requirements, roles, responsibility, methods, platforms, naming, common data environment workflow, coordination, exchanges, delivery milestones, quality checks, and handover expectations.

## **Conclusion**

Participants take back a Starter BIM Information Management Pack linking BIM uses, requirements, roles, responsibility, common data environment states, naming, coordination issues, exchanges, quality checks, execution planning, and handover. It provides a software-neutral foundation for consistent collaboration across project and asset teams.