

New Project Proposal

A new project proposal is required to ensure that the project:

- fulfils an identified industry need;
- provides a coherent extension to the current IFC capability;
- is supported by at least two Regional Alliances other than the lead Alliance
- has both leadership (in terms of project management) and the technical support necessary to bring it to completion;
- has available the resource required to do the work;
- will be supported and implemented by software vendors.

The New Project Proposal form is intended to provide ITM with sufficient information to satisfy them that these requirements can be met by the project. A minimum of information is requested for this purpose.

The New Project Proposal form does not ask for any detail about project funding. It is assumed that a project will make arrangements for any funding that is necessary for its development including funds that may be required to secure technical support and to complete integration work.

An example of a completed New Project Proposal form is attached to this document.

A New Project Proposal form template can be downloaded from the buildingSMART Web sites.

The following provides further guidance on the intention of each part of the form and how it should be completed. Items shown in bold type are those that must be completed (mandatory) whilst those in italics may be completed or omitted depending on available information (optional).

1 Project Information

Proposed Project Name	Indicate the name by which the project will be known. The name should relate to the business needs that are to be satisfied by the project as far as possible.
Date of Proposal	Date on which the proposal is completed.
Scope of Work	Identify the business cases that are to be satisfied by the project and set the boundaries for the work that is to be done. The scope statement provides a continuing reference to ensure that the work boundaries do not grow beyond a point at which the planned or available resources cease to be sufficient. For the new project proposal, the primary components of the scope should be included (including key components that are out of scope). As the project progresses, the scope statement can be refined.

Business Need for the Project (Features and Benefits)	<p>Provide evidence of the need in industry for the project. Identify the business cases that will be satisfied (features) and the benefits that will result from implementation.</p> <p>As far as possible, benefits should be quantified in terms of cost although more subjective benefits in terms of better work organization, improved information for decision making etc. should also be included.</p>
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Relationship to Existing IFC Developments	<p>Show relationships to existing IFC capabilities in terms of:</p> <ul style="list-style-type: none"> • Does the project extend an existing business case? • Is there a relationship between the project and an existing business case such that many of the capabilities that already exist will be used by the project? • Does the project provide new functionality to the IFC model that might be useful to increase existing capabilities?
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<i>Model Layer Location</i>	As far as is possible, indicate the IFC Model Layer at which the project model will exist. If you are not certain about the layer, do not enter anything. ITM will determine the appropriate layer in consultation with MSG.				
Resource	Kernel	Core Extension	Interoperability	Domain Extension	

2 Initiation

Lead Region	Identifies the Regional Alliance whose domain or project team will lead the work
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Supporting Region	<p>Successful development of an IFC model means that it must fulfil a set of requirements that apply on a global scale, not only for the industry sector within the region of the lead Regional Alliance.</p> <p>For acceptance by ITM for inclusion within the IFC development program and to ensure that technical assistance can be provided by USG and MSG, it is required that two Supporting Regions as well as the Lead Region support a proposal.</p> <p>Support means that:</p> <ul style="list-style-type: none"> • Resources are assigned from the Supporting Regions to the Project Team (see below) • There is a contribution to project development • Model review is undertaken
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Supporting Region	
<i>Supporting Region</i>	More than two Regions supporting the project proposal can be indicated. There is no limit to the number of Regions that can support a project.

<i>Supporting Activity</i>	In addition to the Supporting Regions, a project may be supported by activities external to IAI by agreement of ITM. A supporting activity may be a research and/or development program that has, amongst its aims, the intention to contribute to IFC development.
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<i>Form of Support</i>	As well as identifying the supporting activity, the form in which the support will be provided should be indicated. This may be development, testing, implementation, demonstration or other support.
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3 Project Team

A successful project is one that can deploy the necessary resources to achieve its scope requirements within an appropriate time scale. Insufficient thought to the question of resource availability can result in failure to deliver. This is disappointing not only to the project team concerned but can also affect other work that relies on completion of the project.

3.1 Project Leader

The project leader is the person who carries out the project management role. Predominantly this is a facilitation role carried out by a person with domain expertise. It involves bringing together project members for work, ensuring that information about the project is made available to others, promoting the project to industry etc.

The New Project Proposal requires the identification of a principal project leader and allows for the identification of an alternate.

<u>Principal</u>	<i><u>Alternate</u></i>
Name:	Name:
Organization:	Organization:
Email:	Email:
Tel:	Tel:
Fax:	Fax:

3.2 Technical Leader

The technical leader is the person who carries out the formal development work using the methodology and techniques agreed by ITM for IFC development. Practically, this means that the technical leader should have strong IT skills (this is more important for this role than domain expertise), should have knowledge of process model development using a formal notation (BMPN or IDEF0 is the preferred notation for project work) and knowledge of information model development using the EXPRESS-G graphical notation and the EXPRESS data definition language.

The New Project Proposal requires the identification of a principal technical leader and allows for the identification of an alternate. The technical leader may be the same person as the project leader but this is not necessarily the case.

The assistance of the USG can be obtained in identifying a suitable technical leader if the project team does not know of a person with the required skills.

<u>Principal</u>	<i><u>Alternate</u></i>
Name:	<i>Name:</i>
<i>Organization:</i>	<i>Organization:</i>
Email:	<i>Email:</i>
<i>Tel:</i>	<i>Tel:</i>
<i>Fax:</i>	<i>Fax:</i>

3.3 Participants

The New Project Proposal should identify at least the core members of the project team who have committed themselves to the development. The objective here is to ensure that there is sufficient resource to ensure the development of a 'well balanced' model that can incorporate the views and expertise of a number of people. There is no maximum limit to the number of participants in a project team nor is there any restriction in adding further participants to the team as the project progresses.

- There **must** be reasonable participation from the Lead Region.
- There **must** be reasonable participation from each of the Supporting Region.

As well as identifying Region (using the abbreviations shown on the form), Name and (email) Address, the role of each participant in the project should be identified. A list of abbreviations for participant roles is shown on the form.

- There **must be at least two Software Vendors (S)** in the project team who have made the commitment that they will implement the model developed by the project.

<u>Region</u>	<u>Name</u>	<u>Role</u>	<u>Email</u>

4 Proposed Schedule

Identification of a development schedule is intended to assist ITM in establishing the IFC Extension Model Release schedule and MSG in determining its qualification and integration workload requirement. At this stage, it is intended to be an indication of intention and not a working schedule.

There are six milestone points identified in the schedule at this stage:

1	Process Model	Duration required for completion of the process model and associated documentation.
2	Project Information Model	Duration required for completion of the project information model and associated documentation.
3	Pre-Integrated Information Model	Duration required for completion of the pre-integrated information model including amendments to the documentation. ** Pre-integration means that the technical leader of the project has developed the model further to use the capabilities of the current Platform Release to the best of his/her ability.
4	<i>Integrated Information Model</i>	LEAVE THIS SECTION BLANK FOR COMPLETION BY ITM. The Integrated Information Model allows for qualification of the pre-integrated model by MSG and then for the time needed by MSG members to work with the project technical leader to ensure that the model uses the Platform appropriately and is of an acceptable quality.
5	Test Data	Duration required for the development of test data (after integration) that enables software

		implementers to ensure that their application interprets the meaning of the model correctly and can produce exchange data that conforms to the model requirement.
6	<i>Release</i>	LEAVE THIS SECTION BLANK FOR COMPLETION BY ITM. The Release Date for the model.

5 Project Information

Proposed Project Name	Elevator Design
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Date of Proposal	1 November 1999
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Scope of Work

- Electrically powered traction elevators serving up to a maximum of 20 floors based on normal practice that does not require the services of specialist lift analysis and design. The analysis may be sufficient for a scope of > 20 floors in other locations but this needs to be confirmed.
- Hydraulically powered elevators with low usage and serving up to a maximum of 4 floors This takes account of normal practice where hydraulic lifts are used frequently to provide a service for low rise buildings and for other particular requirements e.g. disabled use.
- Elevator entrance is not a stability element
- Elevators that travel vertically (that is, at an inclination of 0 degrees to the vertical plane).
- Elevators with car and landing doors that open horizontally.
- Passenger and goods elevators satisfying all of the above criteria.

Out-of-Scope:

- Elevators that are not electrically or hydraulically powered.
- Situations where Elevator entrance is a stability element.
- Non enclosed elevators including panoramic and observation elevators.
- Elevators having cars without entrance doors.
- Structural engineering design work connected with elevators.
- Piping and electrical services design work connected with elevators

Business Need for the Project (Features and Benefits)

Elevators are a major equipment item within a building and their provision can have a significant impact on architectural, structural and building services requirements. Early availability of information can enable more effective design. Late information can have a significant impact on other design disciplines and involve substantial costs in providing for changed requirements, space and structural allocation.

Relationship to Existing IFC Developments

Promotion of existing Elevator property set to class.

Model Layer Location

Resource	Kernel	Core Extension	Interoperability	Domain Extension ✓
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6 Initiation

Lead Region	UK
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Supporting Region	NA
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Supporting Region	AU
<i>Supporting Region</i>	FR
<i>Supporting Region</i>	GS

<i>Supporting Activity</i>	EU GENIAL Project
<i>Form of Support</i>	
Provision of preliminary process model, data model and documentation	

7 Project Team

7.1 Project Leader¹

<p>Principal</p> <p>Name:Henry Fitzhenry</p> <p><i>Organization:</i> Elevator Providers Association</p> <p>Email:h.fitz@epa.org.uk</p> <p><i>Tel:</i>.....44 171 234 5678</p> <p><i>Fax:</i></p>	<p>Alternate</p> <p><i>Name:</i> John Doe</p> <p><i>Organization:</i> Zoomup Elevators Inc.</p> <p><i>Email:</i> john.doe@zoomup.com</p> <p><i>Tel:</i> 1 899 765 7654</p> <p><i>Fax:</i></p>
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7.2 Technical Leader

<p>Principal</p> <p>Name: John Bull</p> <p><i>Organization:</i> Bull Consultants</p> <p>Email: john.bull@bull.co.uk</p> <p><i>Tel:</i>.....44 115 948 3333</p> <p><i>Fax:</i></p>	<p>Alternate</p> <p><i>Name:</i> Jefferson J.Jones Jr</p> <p><i>Organization:</i> JSoft Inc.</p> <p><i>Email:</i> jjjj@jsoft.com</p> <p><i>Tel:</i>.....1 777 888 1122</p> <p><i>Fax:</i></p>
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7.3 Participants

<u>Region</u>	<u>Name</u>	<u>Role</u>	<u>Email</u>
UK	Henry Fitzhenry	T	h.fitz@epa.org.uk
UK	Hamish McTavish	S	hamish@scotlift.co.uk
UK	John Bull	I	john.bull@bull.co.uk
AU	Bruce Foster	R	bruce.foster@alice.springs.gov.au
AU	Mervyn Castlemaine	I	mervyn@xxxx.co.au
NA	John Doe	I	john.doe@zoomup.com
NA	Jefferson J.Jones Jr	S	jjjj@jsoft.com
FR	Roland Orlando	R	rolando@charlemagne.court.fr
GS	Bemd Uberbahnhof	S	bu@wagner.ring.de
GS	Alfred Wiedersehen	R	alf.wiedersehen@heissmail.de
JP	Yoko Narita	I	yoko.narita@mizumi.nimail.jp

¹ All names, organisations, emails and telephone numbers shown in this example are intended to be fictitious.

Regional alliances:

AU=Australasia, BE=Benelux, CH=China, FR=French Speaking, GS=German Speaking, IB=Iberian, IT=Italy, JP=Japan, KO=Korea, NA=North America, NO=Nordic, SN=Singapore, UK=United Kingdom & Ireland

Role:

I=Industry, R=Research Organization, S=Software Vendor, T=Trade Association or Industry Body, U=University

8 Schedule

1	<i>Process Model</i>	6 months
2	<i>Domain Information Model</i>	3 months
3	<i>Pre-Integrated Information Model</i>	3 months
4	<i>Integrated Information Model</i>	
5	<i>Test Data</i>	3 months
6	<i>Release</i>	

Example