

Kicking It Off Right—Let's Group Build a Better BIM/VDC Coordination/Kickoff Meeting

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Learning Objectives

- Creating an agenda/worksheet that works for all BIM/VDC project kickoff meetings
- Putting together a BIM/VDC coordination document that works for all project types, regardless of size or scope
- Using industry feedback (from your BIM/VDC peers) to help streamline and improve your BIM/VDC kickoff meetings
- Benchmark your organization's BIM/VDC kickoff process against the processes used by others

Description

A BIM/VDC kickoff meeting is a crucial (but often neglected) component on any multi-discipline /multi-firm project. This session will give attendees a chance to build their own BIM/VDC coordination kickoff meetings. We'll discuss and put together a one-size-fits-all type of agenda/worksheet (to be used as a starting point for your organization) for a typical BIM/VDC coordination kickoff meeting. As part of this session, we'll discuss who needs to attend, what topics need to be covered, how to track the information that is discussed and how to document the meeting itself.

A final result of our discussion will be a group-sourced, distributable, BIM/VDC coordination document that works for any project type.

This session is intended for BIM/VDC managers, BIM/VDC coordinators, BIM/VDC job captains, project managers and others typically involved in the initial project BIM/VDC kickoff meeting.

Speaker(s)

With over two decades using and supporting a wide range of CAD software packages and with duties/responsibilities that have included training, managing and organizing teams, Brett brings a real-life understanding of what works and what does not work with today's CAD and BIM technologies. Actively bringing together diverse individuals to work as cohesive teams to improve discipline coordination and to build long-term value associated with intelligent building models is a challenge that is constantly evolving. Brett stays on the leading edge of this technology by contributing to/participating in multiple online CAD user support groups and industry focus groups. Brett is a multi-year Speaker at Autodesk University, has presented at the Revit Technology Conference, Midwest University and the BIM Forum. He has also earned CANBIM Certified Professional recognition and is AGC CM-BIM Certified.

Some of the topics that we will discuss during today's Round Table Session are:
(it's the traditional 5 W's but not necessarily in the traditional order)

- **When?**
 - When is the best time to have the BIM/VDC Kick-Off meeting?
 - Do you need more than one meeting?
- **Where?**
 - Where should the meeting be held / who should host the meeting?
 - Does it matter?
- **Who?**
 - Who needs to be part of the Kick-Off Meeting?
 - Who usually gets forgotten about?
- **What?**
 - What topics need to be covered in your meeting?
 - Do you have a checklist and what does it contain?
- **Why?**
 - Why is this meeting important to you?
 - What are your primary takeaways?
- **How?**
 - How to convince management/project management that the Kick-Off meeting is necessary – prior to models being started?

Thanks for being part of this discussion.

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