

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

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# The Genesis of a Session

Over the years, I have been part of some great BIM Kickoff Meetings and some that were not so great. Part of the reason is that it seems like every BIM Kickoff meeting that I have been invited to is structured differently than the last.

Some topics that we'll discuss during today's Round Table session:

- Who to invite to your coordination meetings?
- Creating an agenda that works for your specific project
- How to ensure that all stakeholders have a voice in setting the agenda
- Any items that almost always get left off of the agenda?
- Does anyone want to share some “Lessons Learned”—for hosting or participating?

Hopefully the result of this session is a group sourced list of agenda items that you can take back to your organization to help your BIM/VDC Kickoff meetings flow as smoothly as possible.

# Class Summary – AS319542-R

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 (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 best 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 anyone else typically involved in the initial project BIM/VDC kickoff meeting.

# Key learning objectives

At the end of this session, as a result of open discussion with your BIM/Revit peers, you will be able to:

- Create an agenda that works for all BIM/VDC project kickoff meetings
- Put together a BIM/VDC coordination document that works for all project types, regardless of size or scope
- Use 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

# Agenda



# Agenda (time will vary per topic)

1	When?	<b>When should the Kick-Off Meeting take place?</b>
		How early should the team meet? How many times should they meet?
2	Where?	<b>Where should the Kick-Off meeting take place (who should host)?</b>
		Meet at GC Office? Architects Office? Neutral location?
3	Who?	<b>Who needs to be part of the Kick-Off meeting?</b>
		Full project team? Key players only? Managers? ...?
4	What	<b>What topics need to be covered in your meeting?</b>
		BIM/Project Execution Planning? Data Transfer method and schedule? LOD and Deliverable requirements? Project Information and team members? Do you already have a standard checklist/form that is being used?
5	Why?	<b>Why is this meeting important?</b>
		Items that you need to take away from the Kick-Off meeting? Items you need to share at the Kick-Off meeting?
6	How?	<b>How to convince management that the Kick-Off meeting is necessary?</b>
		Sometimes management thinks that large Kick-Off meetings are a waste of time and hours (when not required by the client). How to sell the concept to management?

# When?

## Timing of the BIM/VDC Kick-Off Meeting

Does your organization regularly have formal BIM/VDC Kick-Off Meetings?

- If so, are you always invited to these meetings?
- Do “meetings” ever take place and you find out about them later?
  - If so, how do you deal with this?

How early in the project should the BIM/VDC Kick-Off Meeting occur?

Do you have a single meeting or does the process usually take more than one?

In your office, are you informed when projects are coming up and/or being kicked off?

How to handle it when Project Management insists that modeling needs to be started on a project prior to there being a BIM/VDC Kick-Off meeting?

# WHEN?

# Where?

## Where should the BIM/VDC Kick-Off Meeting take place?

Is there a preferred location for the project BIM/VDC Kick-Off meeting?

- Your office
- GC/CM
- Architect's Office
- Neutral Location

Does it really matter?

- If so, why?

**WHERE?**

# Who?

## BIM/VDC Meeting Attendees

Besides yourself, which individuals are crucial to the Project BIM/VDC Kick-Off Meeting?

- Full Project Team?
- Project Manager?
- Superintendent?
- BIM/VDC Staff from AE, GC and Subs/Trades?
- Architects?
- Engineers?
- Modelers?
- Who else?

**WHO?**

# What?

# Agenda items for the BIM/VDC Kick-Off Meeting

**IBI GROUP**  
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Southfield MI 48033 USA  
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**BIM/CAD PROJECT PLANNING RECORD (KICK-OFF)**

DATE \_\_\_\_\_  
PROJECT NUMBER \_\_\_\_\_  
IBI CONTRACTING ENTITY\* \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
CLIENT NAME \_\_\_\_\_  
CLIENT PROJECT NUMBER \_\_\_\_\_  
LOCATION \_\_\_\_\_  
SITE ID NUMBER \_\_\_\_\_  
PROJECT MANAGER\* \_\_\_\_\_  
PROJECT COMPLETION DATE \_\_\_\_\_

**GROUP LEADERS**

ARCHITECTURAL DESIGN		
CIVIL		
STRUCTURAL		
MECHANICAL		
ELECTRICAL		

**BIM TECHNICAL LEADERS**

ARCHITECTURAL DESIGN		
CIVIL		
STRUCTURAL		
MECHANICAL		
ELECTRICAL		
BIM COORDINATOR		

ADDITIONAL ATTENDEES: \_\_\_\_\_

**FILE SET-UP AND STANDARDS**

**DELIVERABLES**

<input type="checkbox"/> 2D CAD	<input type="checkbox"/> 3D CAD	<input type="checkbox"/> 3D REVIT	<input type="checkbox"/> PDF	<input type="checkbox"/> 3D NAVISWORKS
<input type="checkbox"/> AUDIT REQ'D.	VERSION NUMBER _____	<input type="checkbox"/> OTHER		

**SOFTWARE**

<input type="checkbox"/> AUTOCAD 2018	<input type="checkbox"/> AUTOCAD 2020	<input type="checkbox"/> REVIT 2018	<input type="checkbox"/> REVIT 2020	<input type="checkbox"/> MICROSTATION V8i
<input type="checkbox"/> CIVIL 3D 2018	<input type="checkbox"/> CIVIL 3D 2020	<input type="checkbox"/> SPEEDIKON	<input type="checkbox"/> AECO-SIM	<input type="checkbox"/> OTHER

**COLLABORATION**

<input type="checkbox"/> PROJECTWISE	<input type="checkbox"/> REMOTE DESKTOP	<input type="checkbox"/> MAPPED DRIVES	<input type="checkbox"/> REVIT SERVER	<input type="checkbox"/> SHAREPOINT
<input type="checkbox"/> PW SYNC SERVICE	<input type="checkbox"/> 360 GLUE / FIELD	<input type="checkbox"/> A360 / C4R	<input type="checkbox"/> DROPBOX	<input type="checkbox"/> BOX
<input type="checkbox"/> SHAREFILE	<input type="checkbox"/> PROLOG	<input type="checkbox"/> PROCORE	<input type="checkbox"/> NEWFORMA	<input type="checkbox"/> OTHER

**STANDARDS**

<input type="checkbox"/> IBI	<input type="checkbox"/> NCS	<input type="checkbox"/> AIA	<input type="checkbox"/> CUSTOMER	<input type="checkbox"/> OTHER
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**UNITS**

<b>IMPERIAL</b>	<b>METRIC</b>	<b>OTHER</b>
<input type="checkbox"/> FEET / INCHES / FRACTIONS	<input type="checkbox"/> METERS	
<input type="checkbox"/> FEET / INCHES	<input type="checkbox"/> CENTIMETERS	
<input type="checkbox"/> FEET / TENTHS	<input type="checkbox"/> MILLIMETERS	
<input type="checkbox"/> MILES	<input type="checkbox"/> KILOMETERS	

**GRID LINES**

<input type="checkbox"/> CUSTOMER SUPPLIED	<input type="checkbox"/> EXISTING PROJECT	<input type="checkbox"/>
FILE _____	FILE _____	FILE _____

**PROJECT BASE POINT**

<input type="checkbox"/> CUSTOMER SUPPLIED	<input type="checkbox"/> EXISTING PROJECT	<input type="checkbox"/> FROM SURVEY
FILE _____	FILE _____	FILE _____

**ORIENTATION ON SHEET**

<input type="checkbox"/> NORTH UP	<input type="checkbox"/> PROJECT NORTH / ROTATION ANGLE *** _____
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**BIM/CAD PROJECT PLANNING RECORD (KICK-OFF)**

BASE POINT LOCATION X = \_\_\_\_\_ Y = \_\_\_\_\_ Z = \_\_\_\_\_  
GRID LINE \_\_\_\_\_ GRID LINE \_\_\_\_\_ LEVEL \_\_\_\_\_

**TITLEBLOCK**

<input type="checkbox"/> CUSTOMER SUPPLIED	<input type="checkbox"/> EXISTING PROJECT	<input type="checkbox"/> IBI STANDARD
FILE _____	FILE _____	FILE _____

**SHEET SIZE**

<input type="checkbox"/> LETTER	<input type="checkbox"/> B- 12" x 18"	<input type="checkbox"/> C- 18" x 24"	<input type="checkbox"/> D- 24" x 36"	<input type="checkbox"/> E1- 30" x 42"	<input type="checkbox"/> E- 36" x 48"
(to match existing plant dwgs)					
<input type="checkbox"/> A0- 841 x 1189	<input type="checkbox"/> A1- 594 x 841	<input type="checkbox"/> A2- 420 x 594	<input type="checkbox"/> 11 x 17	<input type="checkbox"/> OTHER	

**SHEET SCALE**

<input type="checkbox"/> FLOOR PLANS	<input type="checkbox"/> COMPOSITE PLANS
<input type="checkbox"/> ENLARGED PLANS	<input type="checkbox"/> SITE PLANS
<input type="checkbox"/> ELEVATIONS	<input type="checkbox"/> SECTIONS AND DETAILS

**KEY PLAN**

<input type="checkbox"/> REQUIRED	AREAS TO BE DEFINED _____
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**SHEET NAMING FORMAT**

<input type="checkbox"/> IBI STANDARD	<input type="checkbox"/> CLIENT STANDARD
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**NOTES:**

FIRST THREE CHARACTERS ARE IBI STANDARD AND MUST REMAIN.

EXAMPLE: **B 1 - A E 1 - M 1 0 1 - A**

BUILDING NUMBER (SEPARATOR)	DISCIPLINE	SUB-DISCIPLINE	VIEW TYPE	LEVEL	LEVEL	SHEET NUMBER	SHEET NUMBER (SEPARATOR)	AREA
B 1	A	E 1	M	1	0	1	-	A

**COVER SHEET**

<input type="checkbox"/> COMPOSITE ON ARCH	<input type="checkbox"/> INDIVIDUAL BY DISCIPLINE
--	---

**DRAWING INDEX**

<input type="checkbox"/> COMPOSITE ON ARCH	<input type="checkbox"/> INDIVIDUAL BY DISCIPLINE
--	---

**BASE FILE**

# What?

## Agenda items for the BIM/VDC Kick-Off Meeting

What topics are crucial to the BIM/VDC Kick-Off Meeting agenda?

- General Project Information
- Team Information
- Software
- Project Deliverables
- Collaboration Method
- Standards
- Units of measurement
- Working with Background / Reference files
- Coordinate System
- Title Block / Border sheet
- Sheet size
- Sheet Naming Convention

**WHAT?**

# Why?

## Why is this meeting important – to you?

What do you need to take away from the BIM/VDC Kick-Off Meeting?

What information do YOU need to share at this meeting?

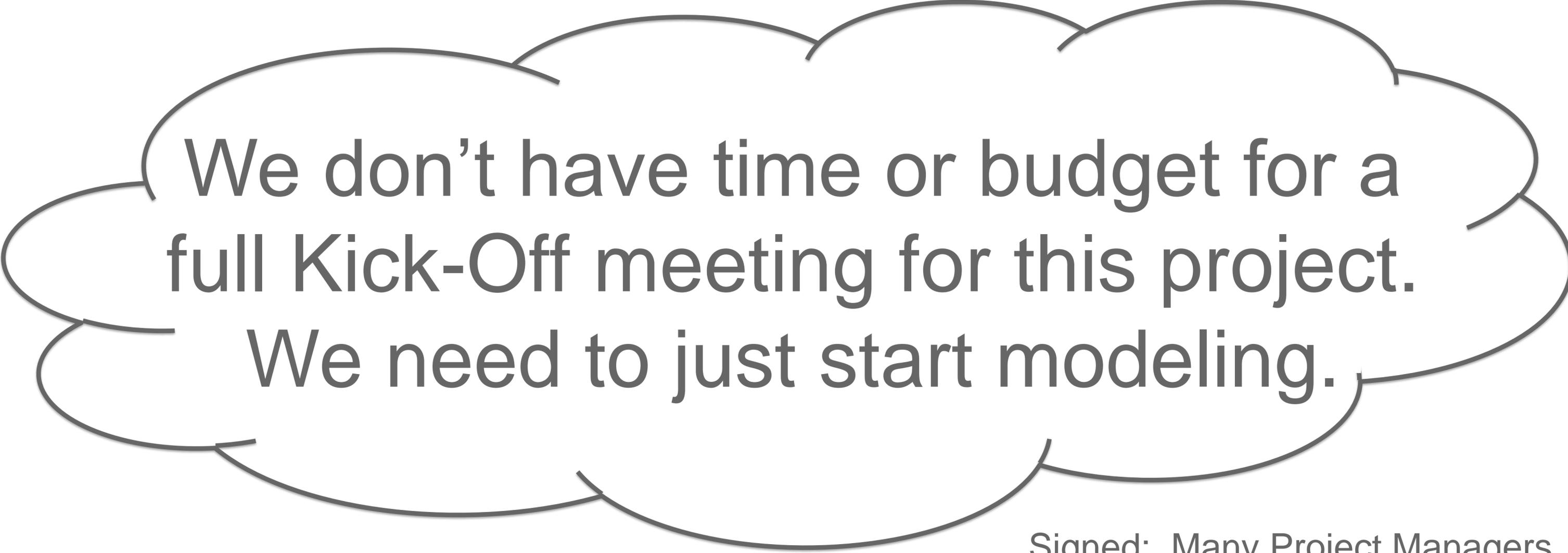
What information do you wish that others would retain from these meetings?

What usually gets forgotten/missed?

# WHY?

# How?

## Convincing management that this meeting is necessary



We don't have time or budget for a full Kick-Off meeting for this project.

We need to just start modeling.

Signed: Many Project Managers

# How?

## Convincing management that this meeting is necessary

Some organizations and/or some Project Managers question the value of the BIM/VDC Kick Off meeting

- How do you overcome internal/team reluctance to hold these types of meetings?
- How about if another organization is “running the show”?
- Have you ever had to push the issue when your firm is not the lead?

**HOW?**

Anything that we missed?

Open discussion on items that we may not have  
addressed during today's session

Thanks for your time this afternoon and



for participating in this afternoon's discussion!

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