**Application for Digital Delivery Management (DDM) Accreditation**

Tier 3

Specialist (Digital Delivery)

**Logbook**

*This document serves as a record and validation of the applicant’s skills, experience and prior knowledge. There is a validity period of 5 years for projects handled or completed by the applicant to be considered towards accreditation. Each project should have the minimum GFA of not less than 5000sqm to be considered.* *The supervisor could be a direct (same trade) or indirect (different trade) supervisor in the same project team. The peer could be the applicant’s supervisor or project team members who had worked on the same project as the applicant and should be of equivalent or higher standing than the applicant. The Assessment Committee for the DDM Accreditation Scheme may seek clarification from the supervisor or peers listed in this document to request further information or support documentation to verify the competencies of the applicant.*

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| Name | Peter Pan |
| Contact No. | 81269856 |
| Email | Peter.pan@neverland.com |
| Date of Submission | 20 March 2021 |

Note to user: Sample content is provided in grey text to guide you in completing the fields. Please remove the grey sample content and input your own.

# **Logbook Template**

\*1 write-up per project

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| Name of Project: Woodlands Health Campus  |
| Project Overview: Woodlands Health Campus is an integrated health care facility featuring 1000 beds in its acute and community hospital, along with almost 400 beds in the long-term care facility. It opens progressively from the end of 2023. |
| Role in Project: Architectural BIM Coordinator  |
| Duration of Project: 2017-2022 |
| Time Period of Participation in Project: Sept 2020 – Sept 2021  |
| Type of BIM Created: Revit M&E model coordinated with Revit Structure model using Navisworks Manage |
| Software used in Project: Revit 2018, AutoCAD 2018, Navisworks Manage 2018, Synchro Pro, Microsoft Projects, BIM360 |
| Scope of work in Project: Viewed and resolved collision reports with relevant team members, updating collision reports for project management, verifying information is accurate, ensure model parameters are compliant with BIM Execution Plan, created 4D simulation of workflow  |
| Challenges faced and resolved in Project: There were communication difficulties, as information was not clearly presented to top management of project. As a team, we tried to resolve it through progress meetings and documentation.  |
| Learning Points: It is important to have a very clear BIM Execution Plan that is adhered to by all modellers, with a need for frequent checks to ensure everyone is following protocol  |
| Peer Recommendations: I would describe [Peter] as [descriptive phrase]. I’ve had the pleasure of knowing [Peter] for [length of time], during which [description of working relationship]. Above all, I observed [name]’s ability to [description of what makes person really stand out]. And, of course, his/her [personality trait]. I would recommend [Name] for Tier [X].” |
| Project Documentation Attached (E.g. BIM/IDD Execution Plan) Screenshots of BIM model and Bill of Quantities generated from the Structure Model.  |
| Supervisor’s Experience and Observation of Candidate: I worked with [Peter] in the capacity of [BIM Manager] in [SDK Consortium], where I supervised on [the development of the Construction and As-Built BIM Model]. I observed that [Peter] did well on these areas: [Highlight key observations]. For further professional development, I recommend that [Peter] work on [Highlight areas for development]. |
| Supervisor’s Name: Captain Hook  | Contact No: 87654325 |
| Designation: BIM Manager  | Email: captain.hook@neverland.com |
| Company of Supervisor: SDK Consortium | Signature:  |
| HR Manager’s Name and Signature John Darling | Date of Verification: 21 April 2022  |

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| **Key Tasks****(To fulfil at least 75%)** | **Examples of Outputs/Evidence** | **Supervisor’s Date and Signature for Key Task Met**  |
| Perform Building Information Modelling (BIM) model checks and audits to detect discrepancies, reduce potential construction issues and minimise resolution latency | * Sample 3D models
* Model Quality Assurance checklists and reports
* Resolution reports
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| Monitor compliance with project information requirements | * Project information requirements
* Information quality control
* CDE implementation
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| Implement modelling and exchange protocols for information sharing among project stakeholders | * Project information requirements
* BIM/IDD Execution Plan
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| Prepare reports for cases of non-compliance with information requirements, modelling and exchange protocols | * IDD issue resolution meetings
* CDE implementation
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| Identify digital solutions based on pain points and business requirements | * BIM/IDD Execution Plan
* Technology implementation plan, standards, and procedures
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| Assess viability, risks and business implications of incorporating digital solutions | * BIM/IDD Execution Plan
* Technology implementation plan, standards, and procedures
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| Analyse technical specifications of applications to determine if they should be acquired or developed | * BIM/IDD Execution Plan
* Technology implementation plan, standards, and procedures
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| Draft standard procedures for digital transformation processes | * BIM/IDD Execution Plan
* Technology implementation plan, standards, and procedures
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| Analyse data to determine productivity gains with reference to time, cost and quality | * BIM/IDD Execution Plan
* Technology implementation plan, standards, and procedures
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| Perform testing and troubleshooting of digital solutions | * Resolution logs
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| Liaise with vendors on the implementation of digital solutions within defined timelines | * BIM/IDD Execution Plan
* Technology implementation plan, standards, and procedures
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| Develop automation solutions | * Sample scripts/coding
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| Provide coaching to project stakeholders on use of digital solutions | * Training Roadmap
* Training Programmes and course outlines
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| Verify content and relevance of external training programmes on digital solutions | * Training Roadmap
* Training Programmes and course outlines
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| Provide input on organisational learning needs related to digital solutions | * Training Roadmap
* Training Programmes and course outlines
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| **For Official Use: Technical Skill & Competencies Met based on Key Tasks Met**  |
| **Core Technical Skills & Competencies(8 mandatory)** | 3D Modelling | Level 3 |  |
| Building Information Modelling Application | Level 3 |  |
| Change Management | Level 4 |  |
| Common Data Environment Management | Level 3 |  |
| Emerging Technology Synthesis | Level 4 |  |
| Integrated Digital Delivery Application | Level 4 |  |
| Stakeholder Management | Level 4 |  |
| Technology Application | Level 3 |  |
| **Elective Technical Skills & Competencies(+6 electives to fulfil 50% of TSCs)** | Application Support and Enhancement | Level 2 |  |
| Applications Integration | Level 3 |  |
| Augmented Reality Application | Level 2 |  |
| Business Needs Analysis | Level 3 |  |
| Business Process Re-engineering | Level 3 |  |
| Business Risk Management | Level 3 |  |
| Construction Technology | Level 2 |  |
| Critical Thinking | Level 3 |  |
| Data Collection and Analysis | Level 4 |  |
| Design for Manufacturing and Assembly | Level 2 |  |
| Innovation Management | Level 4 |  |
| Learning and Development | Level 3 |  |
| Partnership Management | Level 3 |  |
| People Management | Level 3 |  |
| Performance Management | Level 4 |  |
| Programming and Coding | Level 3 |  |
| Research and Information Synthesis | Level 3 |  |
| Systems Integration | Level 3 |  |
| Systems Thinking | Level 3 |  |
| Technical Drawing | Level 3 |  |
| **Critical Core Skills** | Digital Fluency | Intermediate |  |
| Creative Thinking  | Intermediate |  |
| Computational Thinking | Advanced  |  |
| Decision Making  | Basic |  |
| Collaboration  | Intermediate |  |
| **Total number of TSCs met in Logbook**  |  |
| **Total number of CCSs met in Logbook** |  |
| **Total number of Key Tasks met in Logbook** |  |