



BIM Manager Program

Manage a professional BIM office



GRAPHISOFT
Learn[™]

Ensure top-quality BIM workflows for the entire office. Implement the latest BIM standards and best practices.

Competency level:	Expert
Recommended for:	Advanced-level users
Delivery format:	Online hybrid
Content structure:	3 modules
Duration:	40 hours (delivered in 10 weeks)
Certificate:	Graphisoft Certified BIM Manager
Available languages:	English, Italian, Japanese, Spanish, Portuguese, Hungarian
Pricing scheme:	Subscription/Forward/SSA discounted
List price:	International: 1,299 EUR North America: 1,325 USD United Kingdom: 1,150 GBP Italy: 1,299 EUR Japan: 248,000 JPY Latin America: 1,299 USD Brazil: 5,600 BRL Hungary: 428,000 HUF
Discounts:	20% discount for Archicad Collaborate/Forward/SSA customers

Graphisoft BIM Manager Program

If you are an existing BIM Manager or aspiring to become one, this is a great opportunity to get up-to-date with all the new BIM standards and best practices. Attend a 10-week, fun, and interactive online program packed with presentations, advice, and virtual activities. Learn from experienced Graphisoft trainers and former BIM Managers, everything you need to know to manage an Archicad-based BIM office; from setting up projects to collaborating with consultants to managing people and processes. Meet virtually other fellow practitioners and share your experiences of working on BIM projects using Archicad. Pass the tests to earn a globally recognized Graphisoft certificate.

Localized versions (other languages)

We offer the BIM Manager Program in 6 languages: English, Hungarian, Italian, Japanese, Portuguese, and Spanish.

Online Delivery Information

The online program will last for 10 weeks, and it will include 3 modules: BIM Office Management, Archicad Template Creation, and BIM Project Strategy.

Each module will include 2-4 submodules. The total of submodules will be 10 and one submodule will be available each week, to match the duration of the course. Each submodule will comprise pre-recorded self-paced sessions and live meetings with the trainers. Some modules will include presentations from guest speakers, who will share their experience of using Archicad on BIM-enabled projects from various aspects. Several types of resources (such as handouts, which elaborate on what was discussed during the live meetings, BEP/EIR templates, Archicad files, etc), will be available for attendees to download and study at their own pace.

The self-paced sessions must be completed within the week they belong to. The live meetings will be offered in the Central Europe Time Zone. For attendees who cannot attend the live meetings, recordings will be made available to watch at a later time.

In addition to the live meetings, participants will have the opportunity to attend Q&A clinics. These are Live Q&A sessions with one of our trainers designed to clarify any topic presented during the program. Clinics will happen twice during the program in two different time zones - 1 pm PST (Los Angeles) and 1 pm AEDT (Sydney). This will allow participants from around the world to have the opportunity to talk live with the trainers. Participants will be asked to confirm their attendance and submit their questions prior to the Clinics. The clinic will be canceled in case no questions are submitted.

In total, attendees are expected to dedicate 3-4 hours each week to watch the self-paced sessions and attend the live meetings. An extra 3-4 hour engagement per week will be required for the completion of quizzes, exercises, and studying. At the end of each week, there will be a theoretical quiz, practical exercise, or an individual exercise. There will also be a 10-week-long individual project, expected to be submitted after the end of the course. The overall result of the quizzes/exercises/projects will be considered for the certification. Successful candidates will be awarded the Archicad BIM Manager Certificate which will be valid for 2 years. If consent is provided, all successful candidates will be added to the searchable Archicad BIM Manager database here.

Learning Outcomes

By the end of the course, you will:

- Have an understanding of all the current BIM standards, including ISO 19650
- Be able to implement BIM in your practice using a structured approach
- Be confident in analyzing an EIR (Employer's/Exchange Information Requirements) and compiling a BEP (BIM Execution Plan)
- Learn how to develop and manage different areas of your Archicad template, such as its structure, data, naming conventions, and QA mechanisms
- Learn how to set up and manage different areas of a live project in Archicad, including hotlinking, attribute management, and documentation creation
- Learn how to approach specific modeling challenges in Archicad, such as split-level buildings, revisions, and multiple renovation phases
- Learn how to audit projects, to ensure model and data consistency, using both Archicad and Solibri
- Be confident in setting up the IFC translators to achieve the best results when exporting or importing IFC files in order to collaborate efficiently with external consultants who use different software
- Learn how to approach coordination with other consultants using IFC models and managing issues through BCF

buildingSMART International

Graphisoft has been reviewed and registered to train individuals in accordance with the buildingSMART Professional Certification Program by bSI. By attending the Graphisoft BIM Manager Program, attendees will gain the required knowledge to participate in the buildingSMART Professional Certification exam, should they wish to pursue this certification path.

AIA Continuing Education

The Graphisoft BIM Manager Program is approved by AIA. AIA members who attend the course can receive 40 AIA credits.

Graphisoft BIM Talks

After completing the course, you will become a member of our Graphisoft BIM Talks community, where you will have the ability to participate in monthly meetings with past participants and present yourself or attend other participants' presentations.

Contents

Module 1 - BIM Office Management

The BIM Office Management module focuses on the implementation process, the current reality around BIM usage, including standards around the world, the new roles at office and project levels, and the collaboration workflows. It gives an overview of the supporting material around BIM workflows, such as the BIM Execution Plan (BEP) and the Design Responsibility Matrix. It also gives an insight into the legal challenges that may arise for a practice that has undertaken BIM projects. See the Modules tab for more information.

Week 1	Introduction
	BIM Practice, BIM Manager
	BIM Implementation
Week 2	Worldwide Standards & ISO 19650
	ISO 19650 Principle and Information Management
Week 3	Project Startup Part I
	Project Startup Part II
	ISO 19650 - Project Delivery (EIR/BEP Examples)
Week 4	Project Delivery Methods
	Lifecycle BIM
	Legal
	BIM Manual and Q&A
Week 5	Integrating other Applications
	BIMcloud Principles and Management

Module 2 - Archicad Template Creation

The time and effort put into every project start-up are heavily dependent on the quality of the template that is utilized, therefore, it is worth investing in producing a quality and relevant template for the office needs. This training offers an overview of the responsibilities and technical knowledge of the Template Manager in relation to the task of creating and managing an office template. It summarizes the core activities and provides an implementation and audit methodology. See the Modules tab for more information.

Week 6	Preparation and Goals
	Project Setup
	Attributes
	Data Management and Q&A
Week 7	Display Controls
	Project Structure
	Usability
	Annotations & Libraries
	Template Management and Q&A

Module 3 - BIM Project Strategies

The BIM Project Strategy module focuses on the practical steps that a BIM Manager needs to take to ensure that a project in Archicad is set up optimally for efficiency, speed, and collaboration with other disciplines. Workflows related to data management, documentation creation, level of definition/development, project optimization, and project audits are explained in detail. Additionally, the coordination process is explained in practical terms, and tips around project setup and required data are given for optimal collaboration between Archicad and Autodesk Revit in an OpenBIM environment. See the Modules tab for more information.

Week 8	Project Startup Part I
	Project Startup Part II
	Coordination with Autodesk Revit
	OpenBIM Principles and Collaboration
Week 9	Introduction to Data and Data Management Strategy
Week 10	Project Audit
	Quality Assurance Strategy

Links to Local Product Versions

Organization	Language	Link
Graphisoft International	English	https://learn.graphisoft.com/visitor_class_catalog/category/24306
Graphisoft North America	English	https://na.learn.graphisoft.com/visitor_class_catalog/category/23450
Graphisoft United Kingdom	English	https://uki.learn.graphisoft.com/visitor_class_catalog/category/24306
Graphisoft Singapore	English	https://sg-my.learn.graphisoft.com/visitor_class_catalog/category/24306
Graphisoft Hong Kong	English	https://hk.learn.graphisoft.com/visitor_class_catalog/category/24306
Graphisoft France	English	https://fr.learn.graphisoft.com/visitor_class_catalog/category/24465
Graphisoft Switzerland	English	https://ch.learn.graphisoft.com/visitor_class_catalog/category/24465
Graphisoft Japan	Japanese	https://www.graphisoft.com/jp/training/bimmanager
Graphisoft Italy	Italian	https://it.learn.graphisoft.com/visitor_class_catalog/category/21546
Graphisoft Brazil	Portuguese	https://br.learn.graphisoft.com/visitor_class_catalog/category/19611
Graphisoft Latin America	Spanish	https://lat.learn.graphisoft.com/visitor_class_catalog/category/24530
Graphisoft Hungary	Hungarian	https://hu.learn.graphisoft.com/visitor_class_catalog/category/21757