

Instructions for Master Information Delivery Plan (MIDP)

MX-ALM-TMP-002

Version: 03

Date: February 8, 2024

Contractor to fill in these details (Row 6 to 10)

Project No.	
Project Name	
Contractor	
Substantial Completion/Estimated Date	
Project Delivery Team Project Manager	

Project Delivery Team to fill in these details (Row 12 to 15)

Project Delivery Team Document Controller	
Metrolinx Asset Owner	
Metrolinx Asset Owner Approver Name(s)	
Metrolinx Asset Owner Document Controller	

BACKGROUND:

The MIDP is a tool used to capture the documents of new or changed assets, in line with the following documents:

- Asset Information Standard (MX-ALM-STD-001)
- CADD/BIM Standards Manual (MX-ALM-STD-004)

These are available on www.Metrolinx.com > About Us > Policy, Standards and Initiatives > Metrolinx Technical Standards

[Asset Lifecycle Management](#)[Engineering & Architectural Standards](#)

- The MIDP Job Aid and other references are available to staff on Mylinx

MyLinx: Who We Are > Asset Management and Maintenance (AMM) > Asset Lifecycle Management > Asset Information Management

The MIDP is developed in accordance with Capital Projects Group ISO19650 Compliant Document/File Naming Guide (CKH-DMC-GDE-007)
Section 3.2 DOCUMENT/FILE NAMING CONVENTION

Business specific protocols need to be followed in conjunction with this template

INSTRUCTIONS:

PROJECT DELIVERY TEAM (PDT):

- provides the contractor briefing on the MIDP template and it's completion
- the codes shall be developed by Metrolinx Project Delivery Team as relevant to each transit system, agreed upon by Metrolinx Asset Class Owner and implemented by the Contractor
- ensures the documents checked out for revision are entered in the MIDP and reference the old file name and old file version in the column notes
- carries out assurance of the final MIDP provided by the contractor
- coordinates with the Project Delivery Team Document Controller to upload the final approved MIDP and documents to the defined Metrolinx Electronic Document and Record Management System (EDRMS)

PROJECT DELIVERY TEAM DOCUMENT CONTROLLER:

- uploads final approved MIDP and documents in defined Metrolinx EDRMS
- informs the Metrolinx Asset Owner Document Controller, if applicable, after uploading the completed MIDP and documents

CONTRACTOR:

- saves this blank template using the ISO 19650 Compliant Document File Naming Guide
- maintains and populates the MIDP template
- complies with the defined Author Organization, Document Type and Discipline/Function Codes
- obtains the Volume or System Codes, Level or Location Codes and unique asset identifier/reference field from the PDT
- contacts PDT should you need further help/information to complete the MIDP
- submits MIDP along with other deliverables in accordance with project milestones

METROLINX ASSET OWNER (if applicable):

- requests the Metrolinx Asset Owner Document Controller to create project folders in the staging area in OpenText

METROLINX ASSET OWNER DOCUMENT CONTROLLER (If applicable):

- carries out assurance to check number of documents uploaded against the MIDP in OpenText
- processes documents to OpenText and lists the url in the MIDP

Summary of Document/File Naming Convention Descriptors

	Project Indicator /P.O Number	Author Organization Code	Volume or System Code	Level or Location Code	Document Type Code	Discipline or Function Code	Sequence No.	Deliverable Document / File Name (ISO 19650 Compliant)
Reference Document	Defined by Projects / Assigned by MX Procurement	CKH-DMC-LST-004 Author Org List	Project Specific Data Use 0000 for Non-Asset Related Doc	Project Specific Data Use 0000 for Non-Asset Related Doc	CKH-DMC-LST-010 Document Type List	CKH-DMC-LST-009 Discipline List	Unique ID	CKH-DMC-GDE-007_ISO 19650 Compliant Document File Naming Guide

Instructions for Master Information Delivery Plan (MIDP)

Description	Fixed reference for a project assigned by Procurement	Author or origin of the document	Defines the design purpose intended for the information	Indicates the geographic level of location	Type of Document			Standard File Naming as shown in Table 3-2 Document/File Naming Convention
Maximum Character Count	Up to Eight alphanumeric characters	Up to Six alphanumeric characters	Up to Four alphanumeric characters	Up to Four alphanumeric characters	Up to Three alphanumeric characters	Up to Four (Three alphanumeric characters + one numeric)	Up to Five	34 + 6 hyphens = 40 characters total
Example 1	123456	MX	XXXX	RITS	DWG	CIV1	1	123456-MX-XXXX-RITS-DWG-CIV1-1
Example 2	123456	MX	0000	01	ANL	CEX0	1	123456-MX-0000-01-ANL-CEX0-1