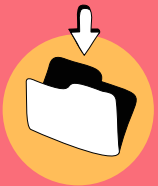




Information Release Schedule

One schedule to rule
when drawings and
data are shared.





Information Release Schedule

Why this matters

This is your project's information roadmap. Get it right, and your team will always know what's coming out, when, and from whom. Get it wrong, and you'll end up chasing missing drawings, issuing the wrong version, or holding up the programme because one discipline didn't deliver.

An Information Release Schedule (IRS) makes sure design deliverables are aligned with the project programme. It sets out who's responsible, when they're due, and keeps everyone honest.

If you're a client: make sure your team completes this schedule early and updates it often. It should form part of their appointments and fee proposals. And don't settle for vague dates — if the programme says tender is in June, you'll want to know exactly when each consultant is delivering their information to get there.

When to use it

- At project start: Create the schedule alongside the programme so information release dates are realistic.
- During design stages: Keep it updated as responsibilities or timings change.
- At tender or construction: Use it to check that information flows match procurement and site needs.

A final word

A project with an up-to-date IRS is a project with fewer surprises. Use this template to keep the information flow aligned with your programme and procurement.



Information Release Schedule

Project Name Here

Date Here

Project Team

Insert the real team members here. Don't leave it generic — everyone should know exactly who's responsible.

| | |
|---------------------|-----------|
| Client | Name Here |
| Main Contractor | Name Here |
| Lead Consultant | Name Here |
| Architect | Name Here |
| Civil Engineer | Name Here |
| Structural Engineer | Name Here |
| Landscape Architect | Name Here |
| Interior Designer | Name Here |
| Services Engineer | Name Here |
| Other TBC | Name Here |

Content

Don't let information drift — set it out clearly so nothing slips through the cracks.

Use this schedule to track what's needed, who's doing it, and when it has to land.

- Design item - A short summary of the element or package.
- Information required - Spell out the full details — content, format, and how it connects with other packages.
- Action by - The person, team, or organisation responsible. They lead coordination to get it done.
- Required date - The final issue date. Drafts should always be circulated earlier for coordination.
- Status - Is it issued, on track, in progress, or delayed? Keep it honest.
- Actual date - The day the final information really landed.

Get this right, and your team stays aligned, information flows on time, and no one gets caught out hunting for missing drawings at the last minute.



Information Release Schedule

Project Name Here

Date Here

| Design Item | Information Required | Action By | Required Date | Status | Actual Date | Notes |
|----------------|----------------------|-----------|---------------|-----------|-------------|-----------|
| General | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Enabling Works | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Substructure | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |



Information Release Schedule

Project Name Here

Date Here

| Design Item | Information Required | Action By | Required Date | Status | Actual Date | Notes |
|----------------------------|----------------------|-----------|---------------|-----------|-------------|-----------|
| Superstructure | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| External Walls and Roofs | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Windows and External Doors | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |



Information Release Schedule

Project Name Here

Date Here

| Design Item | Information Required | Action By | Required Date | Status | Actual Date | Notes |
|-----------------------------|----------------------|-----------|---------------|-----------|-------------|-----------|
| Internal Walls and Ceilings | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Internal Finishes | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Joinery | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |



Information Release Schedule

Project Name Here

Date Here

| Design Item | Information Required | Action By | Required Date | Status | Actual Date | Notes |
|---------------------------|----------------------|-----------|---------------|-----------|-------------|-----------|
| Fixtures and Fittings | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Mechanical and Electrical | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| External Works | | | | | | |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |
| Item here | Item here | Item here | Item here | Item here | Item here | Item here |