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RIBA Plan of Work 2013

The Plan of Work organises the progress of designing, constructing, maintaining and operating building projects into a number of key Work Stages. The sequence or content of Work Stages may vary or they may overlap to suit the procurement method, the project programme and the clients risk profile.

RIBA Work Stages							
	1	2	3	4	5	6	7
	Preparation	Concept Design	Developed Design	Technical Design	Specialist Design	Construction	Use & Aftercare
Description of Key Tasks	<ul style="list-style-type: none"> - Identify Project Objectives, the client's Business Case, Sustainability Aspirations and other parameters or constraints and develop the Initial Project Brief. - Examine Site Information and make recommendations for further information, including surveys, required. - Preparation of Feasibility Studies and assessment of options to enable the client to decide how to proceed. - Determine client's Risk Profile and agree the Project Programme and preliminary Procurement Strategy. - Assemble Project Team, agree Scope of Service, Contract Relationship and Design Responsibilities for each participant. Develop BIM and Soft Landings Strategies, Information Exchanges and conclude Appointment Documents. 	<ul style="list-style-type: none"> - Preparation of Concept Design including outline proposals for structural design, services systems, site landscape, outline specifications and preliminary cost plan along with environmental, energy, ecology, access or other Project Strategies. - Agree developments to Initial Project Brief and issue Final Project Brief. - Review Procurement Strategy, finalise Design Responsibility including extent of Performance Specified Design and take action where required. - Prepare Project Manual including agreement of Software Strategy, BIM Execution Plan and extent of Performance Specified Work. - Prepare Construction Strategy including review of off-site fabrication, site logistics and H&S aspects. 	<ul style="list-style-type: none"> - Preparation of Developed Design including co-ordinated and updated proposals for structural design, services systems, site landscape, outline specifications, cost plan and Project Strategies. - Prepare and Submit Planning Application - Implement Change Control Procedures, undertake Sustainability Assessment and take actions determined by Procurement Strategy. - Review Construction Strategy including H&S aspects. 	<ul style="list-style-type: none"> - Preparation of Technical Design information to include all architectural, structural and mechanical services information and specifications including the Lead Designer's review and sign-off of all information. - Performance Specified Work to be developed in sufficient detail to allow development and integration by Specialist Subcontractors during Completed Design stage. - Take actions determined by Procurement Strategy including issuing in packages where appropriate. - Prepare and submit Building Regulations Submission - Review Construction Strategy including sequencing, programme and H&S aspects. 	<ul style="list-style-type: none"> - Progression of Specialist Design by Specialist Subcontractors including the integration, review and sign-off of Performance Specified Work by the Lead Designer and other designers as set out in Design Responsibility document - Review Construction Strategy including sequencing and critical path. - Undertake actions from Procurement Strategy or administration of Building Contract as required. 	<ul style="list-style-type: none"> - Offsite manufacturing and onsite construction in accordance with the Construction Programme - Regular review of progress against programme and any Quality Objectives including site inspections. - Administration of Building Contract. - Resolution of Design Queries from site as they arise - Implementation of Soft Landing Strategy including agreement of information required for commissioning, training, handover, asset management, future monitoring and maintenance and ongoing compilation of "as-constructed" information. 	<ul style="list-style-type: none"> - Implementation of Soft Landings Strategy including Post Occupancy Evaluation. - Conclude administration of Building Contract - Review of Project Performance in use and analysis of Project Information for use on future projects. - Updating of Project Information, as required, in response to Asset Management and Facilities Management feedback and modifications.
Procurement	Procurement Strategy is influenced by the client's Risk Profile, cost, sustainability, programme and other parameters or constraints and developed in the Initial Project Brief.						
Programme	Stage 4-5 activities may occur concurrently depending on the Procurement Strategy. Work may also be undertaken in packages to facilitate its integration by Specialist Subcontractors. Early package procurement may also occur during stage 3 depending on the procurement strategy. The Project Programme should set out the time bases for these overlapping design and, where appropriate, construction stages.						
Planning	Planning Applications typically be made during the stage 3 (Developed Design) output. However, certain clients may wish this task to be undertaken earlier. The project or practice specific Plan of Work identifies when the Planning Application is to be made. Certain aspects of the Technical Design may also be required as part of the application or in response to planning conditions.						
Key Information Exchanges (at stage Completion)	The Initial Project Brief	The Concept Design including Outline Structural and Mechanical Services Design, associated Design Strategies, Preliminary Cost Information and Final Project Brief.	The Developed Design including the Co-ordinated Architectural, Structural and Mechanical Services Design and Developed Cost Information.	The Technical Design of consultant aspects in sufficient detail to enable construction or Performance Specified Work to commence.	The Specialist Design including the integration of Performance Specified Work.	"As Constructed" Information.	"As constructed" Information updated in response to on-going client feedback, Asset Management updates and Facilities Management information.
Government Gateway	Information Exchange 1 ●	Information Exchange 2 ●	Information Exchange 3 ●			Information Exchange 6 ●	As Required ●●●

Figure 3: Draft diagram of the proposed new stages and overall framework