



# RIBA Plan of Work 2020

The RIBA Plan of Work organises the process of briefing, designing, delivering, maintaining, operating and using a building into eight stages. It is a framework for all disciplines on construction projects and should be used solely as guidance for the preparation of detailed professional services and building contracts.



## Stage Boundaries:

Stages 0-4 will generally be undertaken one after the other.

Stages 4 and 5 will overlap in the **Project Programme** for most projects.

Stage 5 commences when the contractor takes possession of the site and finishes at **Practical Completion**.

Stage 6 starts with the handover of the building to the client immediately after **Practical Completion** and finishes at the end of the **Defects Liability Period**.

Stage 7 starts concurrently with Stage 6 and lasts for the life of the building.

## Planning Note:

**Planning Applications** are generally submitted at the end of Stage 3 and should only be submitted earlier when the threshold of information required has been met. If a **Planning Application** is made during Stage 3, a mid-stage gateway should be determined and it should be clear to the project team which tasks and deliverables will be required.

See Overview guidance.

## Procurement:

The RIBA Plan of Work is procurement neutral – See Overview guidance for a detailed description of how each stage might be adjusted to accommodate the requirements of the **Procurement Strategy**.

Employer's Requirements

Contractor's Proposals

| Stage Outcome at the end of the stage                | The best means of achieving the <b>Client Requirements</b> confirmed<br><br>If the outcome determines that a building is the best means of achieving the <b>Client Requirements</b> , the client proceeds to Stage 1  | Project Brief approved by the client and confirmed that it can be accommodated on the site  | Architectural Concept approved by the client and aligned to the <b>Project Brief</b><br><br>The brief remains "live" during Stage 2 and is derogated in response to the <b>Architectural Concept</b>  | Architectural and engineering information <b>Spatially Coordinated</b>   | All design information required to manufacture and construct the project completed<br><br>Stage 4 will overlap with Stage 5 on most projects   | Manufacturing, construction and <b>Commissioning</b> completed<br><br>There is no design work in Stage 5 other than responding to <b>Site Queries</b>  | Building handed over, <b>Aftercare</b> initiated and <b>Building Contract</b> concluded  | Building used, operated and maintained efficiently<br><br>Stage 7 starts concurrently with Stage 6 and lasts for the life of the building  |
|--|---|---|---|--|--|--|--|--|
| <b>Core Tasks</b> during the stage                   | Prepare Client Requirements<br><br>Develop <b>Business Case</b> for feasible options including review of <b>Project Risks</b> and <b>Project Budget</b><br><br>Ratify option that best delivers <b>Client Requirements</b><br><br>Review <b>Feedback</b> from previous projects<br><br>Undertake <b>Site Appraisals</b><br><br>Project Strategies might include:<br>- Conservation (if applicable)<br>- Cost<br>- Fire Safety<br>- Health and Safety<br>- Inclusive Design<br>- Planning<br>- Plan for Use<br>- Procurement<br>- Sustainability | Prepare Project Brief including <b>Project Outcomes</b> and <b>Sustainability Outcomes</b> , <b>Quality Aspirations</b> and <b>Spatial Requirements</b><br><br>Undertake <b>Feasibility Studies</b><br><br>Agree <b>Project Budget</b><br><br>Source <b>Site Information</b> including <b>Site Surveys</b><br><br>Prepare <b>Project Programme</b><br><br>Prepare <b>Project Execution Plan</b> | Prepare <b>Architectural Concept</b> incorporating <b>Strategic Engineering</b> requirements and aligned to <b>Cost Plan</b> , <b>Project Strategies</b> and <b>Outline Specification</b><br><br>Undertake <b>Design Reviews</b> with client and <b>Project Stakeholders</b><br><br>Prepare stage <b>Design Programme</b> | Undertake <b>Design Studies</b> , <b>Engineering Analysis</b> and <b>Cost Exercises</b> to test <b>Architectural Concept</b> resulting in <b>Spatially Coordinated</b> design aligned to updated <b>Cost Plan</b> , <b>Project Strategies</b> and <b>Outline Specification</b><br><br>Agree <b>Project Brief Derogations</b><br><br>Undertake <b>Design Reviews</b> with client and <b>Project Stakeholders</b><br><br>Prepare stage <b>Design Programme</b> | Develop architectural and engineering technical design<br><br>Prepare and coordinate design team <b>Building Systems</b> information<br><br>Prepare and integrate specialist subcontractor <b>Building Systems</b> information<br><br>Initiate <b>Change Control Procedures</b><br><br>Prepare stage <b>Design Programme</b> | Finalise <b>Site Logistics</b><br><br>Manufacture <b>Building Systems</b> and construct building<br><br>Monitor progress against <b>Construction Programme</b><br><br>Inspect <b>Construction Quality</b><br><br>Resolve <b>Site Queries</b> as required<br><br>Undertake <b>Commissioning</b> of building<br><br>Prepare <b>Building Manual</b> | Hand over building in line with <b>Plan for Use Strategy</b><br><br>Undertake review of <b>Project Performance</b><br><br>Undertake seasonal <b>Commissioning</b><br><br>Rectify defects<br><br>Complete initial <b>Aftercare</b> tasks including light touch <b>Post Occupancy Evaluation</b> | Implement <b>Facilities Management</b> and <b>Asset Management</b><br><br>Undertake <b>Post Occupancy Evaluation</b> of building performance in use<br><br>Verify <b>Project Outcomes</b> including <b>Sustainability Outcomes</b> |
| <b>Core Statutory Processes</b> during the stage:    | Strategic appraisal of <b>Planning</b> considerations<br><br>Planning<br>Building Regulations<br>Health and Safety (CDM)  | Source pre-application <b>Planning Advice</b><br><br>Initiate collation of health and safety <b>Pre-construction Information</b>  | Obtain pre-application <b>Planning Advice</b><br><br>Agree route to <b>Building Regulations</b> compliance<br><br>Option: submit outline <b>Planning Application</b>  | Review design against <b>Building Regulations</b><br><br>Prepare and submit <b>Planning Application</b><br><br>See <b>Planning Note</b> for guidance on submitting a <b>Planning Application</b> earlier than at end of Stage 3  | Submit <b>Building Regulations Application</b><br><br>Discharge pre-commencement <b>Planning Conditions</b><br><br>Prepare <b>Construction Phase Plan</b><br><br>Submit form F10 to HSE if applicable  | Carry out <b>Construction Phase Plan</b><br><br>Comply with <b>Planning Conditions</b> related to construction   | Comply with <b>Planning Conditions</b> as required   | Comply with <b>Planning Conditions</b> as required   |
| <b>Procurement Route</b>                             | Traditional<br><br>Design & Build 1 Stage<br><br>Design & Build 2 Stage<br><br>Management Contract<br>Construction Management<br><br>Contractor-led   | Appoint client team   | Appoint design team   | ER<br><br>Appoint contractor   | Tender<br><br>ER CP<br>Appoint contractor<br><br>Pre-contract services agreement<br><br>CP Appoint contractor<br><br>Appoint contractor<br><br>Preferred bidder<br><br>CP Appoint contractor   |  |  | Appoint Facilities Management and Asset Management teams, and strategic advisers as needed   |
| <b>Information Exchanges</b> at the end of the stage | Client Requirements<br><br>Business Case  | Project Brief<br><br>Feasibility Studies<br><br>Site Information<br><br>Project Budget<br><br>Project Programme<br><br>Procurement Strategy<br><br>Responsibility Matrix<br><br>Information Requirements  | Project Brief Derogations<br><br>Signed off <b>Stage Report</b><br><br>Project Strategies<br><br>Outline Specification<br><br>Cost Plan   | Signed off <b>Stage Report</b><br><br>Project Strategies<br><br>Updated Outline Specification<br><br>Updated Cost Plan<br><br>Planning Application   | Manufacturing Information<br><br>Construction Information<br><br>Final Specifications<br><br>Residual Project Strategies<br><br>Building Regulations Application<br><br>Asset Information<br><br>If Verified Construction Information is required, verification tasks must be defined  | Building Manual including Health and Safety File and Fire Safety Information<br><br>Practical Completion certificate including Defects List<br><br>Asset Information<br><br>Feedback on Project Performance<br><br>Final Certificate<br><br>Feedback from light touch Post Occupancy Evaluation  | Feedback from Post Occupancy Evaluation<br><br>Updated Building Manual including Health and Safety File and Fire Safety Information as necessary   |  |