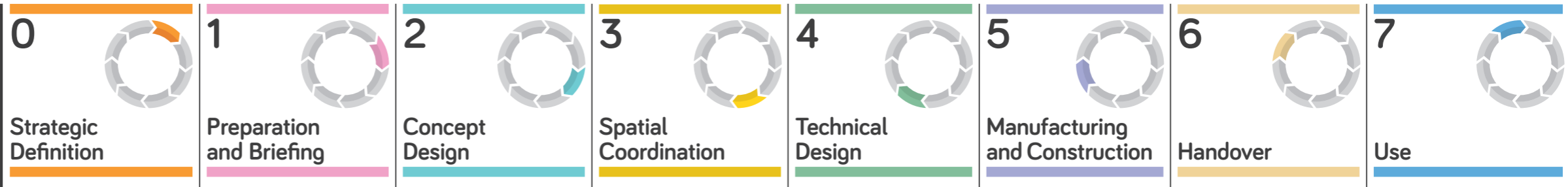




RIBA Plan of Work 2020

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**.

- ER Employer's Requirements
- CP Contractor's Proposals

Stage Outcome at the end of the stage	0 Strategic Definition	1 Preparation and Briefing	2 Concept Design	3 Spatial Coordination	4 Technical Design	5 Manufacturing and Construction	6 Handover	7 Use
<p>Core Tasks during the stage</p> <p>Project Strategies might include:</p> <ul style="list-style-type: none"> - Conservation (if applicable) - Cost - Fire Safety - Health and Safety - Inclusive Design - Planning - Plan for Use - Procurement - Sustainability <p>See <i>RIBA Plan of Work 2020 Overview</i> for detailed guidance on Project Strategies</p>	<p>The best means of achieving the Client Requirements confirmed</p> <p>If the outcome determines that a building is the best means of achieving the Client Requirements, the client proceeds to Stage 1</p>	<p>Project Brief approved by the client and confirmed that it can be accommodated on the site</p>	<p>Architectural Concept approved by the client and aligned to the Project Brief</p> <p>The brief remains "live" during Stage 2 and is derogated in response to the Architectural Concept</p>	<p>Architectural and engineering information Spatially Coordinated</p>	<p>All design information required to manufacture and construct the project completed</p> <p>Stage 4 will overlap with Stage 5 on most projects</p>	<p>Manufacturing, construction and Commissioning completed</p> <p>There is no design work in Stage 5 other than responding to Site Queries</p>	<p>Building handed over, Aftercare initiated and Building Contract concluded</p>	<p>Building used, operated and maintained efficiently</p> <p>Stage 7 starts concurrently with Stage 6 and lasts for the life of the building</p>
<p>Core Statutory Processes during the stage:</p> <p>Planning Building Regulations Health and Safety (CDM)</p>	<p>Strategic appraisal of Planning considerations</p>	<p>Source pre-application Planning Advice</p> <p>Initiate collation of health and safety Pre-construction Information</p>	<p>Obtain pre-application Planning Advice</p> <p>Agree route to Building Regulations compliance</p> <p>Option: submit outline Planning Application</p>	<p>Review design against Building Regulations</p> <p>Prepare and submit Planning Application</p> <p>See <i>Planning Note</i> for guidance on submitting a Planning Application earlier than at end of Stage 3</p>	<p>Submit Building Regulations Application</p> <p>Discharge pre-commencement Planning Conditions</p> <p>Prepare Construction Phase Plan</p> <p>Submit form F10 to HSE if applicable</p>	<p>Carry out Construction Phase Plan</p> <p>Comply with Planning Conditions related to construction</p>	<p>Comply with Planning Conditions as required</p>	<p>Comply with Planning Conditions as required</p>
<p>Procurement Route</p> <p>Traditional</p> <p>Design & Build 1 Stage</p> <p>Design & Build 2 Stage</p> <p>Management Contract</p> <p>Construction Management</p> <p>Contractor-led</p>	<p>Appoint client team</p>	<p>Appoint design team</p>	<p>ER</p> <p>Appoint contractor</p>	<p>ER</p> <p>Pre-contract services agreement</p> <p>CP</p> <p>Appoint contractor</p>	<p>Tender</p> <p>Appoint contractor</p> <p>ER</p> <p>CP</p> <p>Appoint contractor</p> <p>CP</p> <p>Appoint contractor</p>	<p>ER</p> <p>CP</p> <p>Appoint contractor</p>	<p>Appoint Facilities Management and Asset Management teams, and strategic advisers as needed</p>	
<p>Information Exchanges at the end of the stage</p>	<p>Client Requirements</p> <p>Business Case</p>	<p>Project Brief</p> <p>Feasibility Studies</p> <p>Site Information</p> <p>Project Budget</p> <p>Project Programme</p> <p>Procurement Strategy</p> <p>Responsibility Matrix</p> <p>Information Requirements</p>	<p>Project Brief Derogations</p> <p>Signed off Stage Report</p> <p>Project Strategies</p> <p>Outline Specification</p> <p>Cost Plan</p>	<p>Signed off Stage Report</p> <p>Project Strategies</p> <p>Updated Outline Specification</p> <p>Updated Cost Plan</p> <p>Planning Application</p>	<p>Manufacturing Information</p> <p>Construction Information</p> <p>Final Specifications</p> <p>Residual Project Strategies</p> <p>Building Regulations Application</p>	<p>Building Manual including Health and Safety File and Fire Safety Information</p> <p>Practical Completion certificate including Defects List</p> <p>Asset Information</p> <p>If Verified Construction Information is required, verification tasks must be defined</p>	<p>Feedback on Project Performance</p> <p>Final Certificate</p> <p>Feedback from light touch Post Occupancy Evaluation</p>	<p>Feedback from Post Occupancy Evaluation</p> <p>Updated Building Manual including Health and Safety File and Fire Safety Information as necessary</p>