RIBA Plan of Work 2013

RIBA

This **Practice** version of the RIBA Plan of Work 2013 has been prepared by **Define Architecture** for use on its **small-scale** projects. It has been prepared on the basis of a **Traditional Contract** procurement route.

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| Tasks ⬇ / Work Stages ➡ | 0 Strategic Definition | 1 Preparation and Brief | 2 Concept Design | 3 Developed Design | 4 Technical Design | 5 Construction | 6 Handover and Close Out | 7 In Use |
|---|---|---|---|---|---|---|---|---|
| Core Objectives | Identify client's **Business Case** and **Strategic Brief** and other core project requirements. | Develop **Project Objectives**, including **Quality Objectives** and **Project Outcomes**, **Sustainability Aspirations**, **Project Budget**, other parameters or constraints and develop **Initial Project Brief**. Undertake **Feasibility Studies** and review of **Site Information**. | Prepare Concept Design, including outline proposals for structural design, building services systems, outline specifications and preliminary **Cost Information** along with relevant **Project Strategies** in accordance with **Design Programme**. Agree alterations to brief and issue **Final Project Brief**. | Prepare Developed Design, including coordinated and updated proposals for structural design, building services systems, outline specifications, **Cost Information** and **Project Strategies** in accordance with **Design Programme**. | Prepare Technical Design in accordance with **Design Responsibility Matrix** and **Project Strategies** to include all architectural, structural and building services information, specialist subcontractor design and specifications, in accordance with **Design Programme**. | Offsite manufacturing and onsite **Construction** in accordance with **Construction Programme** and resolution of **Design Queries** from site as they arise. | Handover of building and conclusion of **Building Contract**. | Undertake In Use services in accordance with **Schedule of Services**. |
| Procurement<br>*Variable Task Bar | Initial considerations for assembling the project team. | Prepare **Project Roles Table** and **Contractual Tree** and continue assembling the project team. | | | Design Team Stage 4 output issued for tender. Tenders assessed and **Building Contract** awarded. Specialist contractor Stage 4 information reviewed post award. | Administration of **Building Contract**, including regular site inspections and review of progress. | Conclude administration of **Building Contract**. | |
| Programme<br>*Variable Task Bar | Establish **Project Programme**. | Review **Project Programme**. | Review **Project Programme**. | Review **Project Programme**. | Specialist subcontractor design work undertaken in parallel with Stage 5 in accordance with **Design** and **Construction Programmes**. | | | |
| (Town) Planning<br>*Variable Task Bar | Pre-application discussions. | Pre-application discussions. | Pre-application discussions. | Planning application made at end of stage using Stage 3 output. | Planning conditions reviewed following granting of consent and, where possible, concluded prior to starting on site. | | | |
| Suggested Key Support Tasks | Review **Feedback** from previous projects. | Prepare **Handover Strategy** and **Risk Assessments**.<br><br>Agree **Schedule of Services**, **Design Responsibility Matrix** and **Information Exchanges** and prepare **Project Execution Plan** including **Technology** and **Communication Strategies** and consideration of **Common Standards** to be used. | Prepare **Sustainability Strategy**, **Maintenance and Operational Strategy** and review **Handover Strategy** and **Risk Assessments** .<br><br>Undertake third party consultations as required and any **Research and Development** aspects.<br><br>Review and update **Project Execution Plan**.<br><br>Consider **Construction Strategy**, including offsite fabrication, and develop **Health and Safety Strategy**. | Review and update **Sustainability Strategy**, **Maintenance and Operational** and **Handover Strategies** and **Risk Assessments**.<br><br>Undertake third party consultations as required and conclude **Research and Development** aspects.<br><br>Review and update **Project Execution Plan**, including **Change Control Procedures**.<br><br>Review and update **Construction** and **Health and Safety Strategies**. | Review and update **Sustainability**, **Maintenance and Operational** and **Handover Strategies** and **Risk Assessments**.<br><br>Prepare and submit Building Regulations submission and any other third party submissions requiring consent..<br><br>Review and update **Project Execution Plan**.<br><br>Review **Construction Strategy**, including sequencing, and update **Health and Safety Strategy**. | Review and update **Sustainability Strategy** and implement **Handover Strategy**, including agreement of information required for commissioning, training, handover, asset management, future monitoring and maintenance and ongoing compilation of **'As Constructed' Information**.<br><br>Update **Construction Strategy** and **Health and Safety Strategies**. | Carry out activities listed in **Handover Strategy** including **Feedback** for use during the future life of the building or on future projects.<br><br>Updating of **Project Information** as required. | Conclude activities listed in **Handover Strategy** including **Post-occupancy Evaluation**, review of **Project Performance**, **Project Outcomes** and **Research and Development** aspects.<br><br>Updating of **Project Information**, as required, in response to ongoing client **Feedback** until the end of the building's life. |
| Sustainability Checkpoints | **Sustainability Checkpoint - 0** | **Sustainability Checkpoint - 1** | **Sustainability Checkpoint - 2** | **Sustainability Checkpoint - 3** | **Sustainability Checkpoint - 4** | **Sustainability Checkpoint - 5** | **Sustainability Checkpoint - 6** | **Sustainability Checkpoint - 7** |
| Information Exchanges<br>(at stage completion) | **Strategic Brief**. | **Initial Project Brief**. | Concept Design including outline structural and building services design, associated **Project Strategies**, preliminary **Cost Information** and **Final Project** | Developed Design, including the coordinated architectural, structural and building services design and updated **Cost Information**. | Completed Technical Design of the project. | **'As Constructed' Information**. | Updated **'As Constructed' Information**. | **'As Constructed' Information** updated in response to ongoing client Feedback and maintenance or operational developments. |