



RIBA  
Plan of  
Work  
2013

RIBA

This **Practice** version of the RIBA Plan of Work 2013 has been prepared by **Spirit 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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	0	1	2	3	4	5	6	7
Work Stages								
Tasks	<b>Strategic Definition</b>	<b>Preparation and Brief</b>	<b>Concept Design</b>	<b>Developed Design</b>	<b>Technical Design</b>	<b>Construction</b>	<b>Handover and Close Out</b>	<b>In Use</b>
<b>Core Objectives</b>	Identify client's <b>Business Case</b> and <b>Strategic Brief</b> and other core project requirements.	Develop <b>Project Objectives</b> , including <b>Quality Objectives</b> and <b>Project Outcomes</b> , <b>Sustainability Aspirations</b> , <b>Project Budget</b> , other parameters or constraints and develop <b>Initial Project Brief</b> . Undertake <b>Feasibility Studies</b> and review of <b>Site Information</b> .	Prepare Concept Design, including outline proposals for structural design, building services systems, outline specifications and preliminary <b>Project Strategies</b> in accordance with <b>Design Programme</b> . Agree alterations to brief and issue <b>Final Project Brief</b> .	Prepare Developed Design, including coordinated and updated proposals for structural design, building services systems, outline specifications, <b>Cost Information</b> and <b>Project Strategies</b> in accordance with <b>Design Programme</b> .	Prepare Technical Design in accordance with <b>Design Responsibility Matrix</b> and <b>Project Strategies</b> to include all architectural, structural and building services information, specialist subcontractor design and specifications, in accordance with <b>Design Programme</b> .	Offsite manufacturing and onsite <b>Construction</b> in accordance with <b>Construction Programme</b> and resolution of <b>Design Queries</b> from site as they arise.	Handover of building and conclusion of <b>Building Contract</b> .	Undertake In Use services in accordance with <b>Schedule of Services</b> .
<b>Procurement</b> *Variable Task Bar	Initial considerations for assembling the project team.	Prepare <b>Project Roles Table</b> and <b>Contractual Tree</b> and continue assembling the project team.			Design Team Stage 4 output issued for tender. Tenders assessed and <b>Building Contract</b> awarded. Specialist contractor Stage 4 information reviewed post award.	Administration of <b>Building Contract</b> , including regular site inspections and review of progress.	Conclude administration of <b>Building Contract</b> .	
<b>Programme</b> *Variable Task Bar	Establish <b>Project Programme</b> .	Review <b>Project Programme</b> .	Review <b>Project Programme</b> .	Review <b>Project Programme</b> .	Specialist subcontractor design work undertaken in parallel with Stage 5 in accordance with <b>Design</b> and <b>Construction Programmes</b> .			
<b>(Town) Planning</b> *Variable Task Bar	Pre-application discussions.	Pre-application discussions.	Planning application made at end of stage using Stage 2 output.	Planning conditions reviewed following granting of consent and, where possible, concluded prior to starting on site.				
<b>Suggested Key Support Tasks</b>	Review <b>Feedback</b> from previous projects.	Prepare <b>Handover Strategy</b> and <b>Risk Assessments</b> .  Agree <b>Schedule of Services</b> , <b>Design Responsibility Matrix</b> and <b>Information Exchanges</b> and prepare <b>Project Execution Plan</b> including <b>Technology</b> and <b>Communication Strategies</b> and consideration of <b>Common Standards</b> to be used.	Prepare <b>Sustainability Strategy</b> , <b>Maintenance and Operational Strategy</b> and review <b>Handover Strategy</b> and <b>Risk Assessments</b> .  Undertake third party consultations as required and any <b>Research and Development</b> aspects.  Review and update <b>Project Execution Plan</b> .  Consider <b>Construction Strategy</b> , including offsite fabrication, and develop <b>Health and Safety Strategy</b> .	Review and update <b>Sustainability Strategy</b> , <b>Maintenance and Operational Strategy</b> and <b>Handover Strategies</b> and <b>Risk Assessments</b> .  Undertake third party consultations as required and conclude <b>Research and Development</b> aspects.  Review and update <b>Project Execution Plan</b> , including <b>Change Control Procedures</b> .  Review and update <b>Construction and Health and Safety Strategies</b> .	Review and update <b>Sustainability</b> , <b>Maintenance and Operational</b> and <b>Handover Strategies</b> and <b>Risk Assessments</b> .  Prepare and submit Building Regulations submission and any other third party submissions requiring consent.  Review and update <b>Project Execution Plan</b> .  Review <b>Construction Strategy</b> , including sequencing, and update <b>Health and Safety Strategy</b> .	Review and update <b>Sustainability Strategy</b> and implement <b>Handover Strategy</b> , including agreement of information required for commissioning, training, handover, asset management, future monitoring and maintenance and ongoing compilation of <b>'As Constructed' Information</b> .  Update <b>Construction Strategy</b> and <b>Health and Safety Strategies</b> .	Carry out activities listed in <b>Handover Strategy</b> including <b>Feedback</b> for use during the future life of the building or on future projects.  Updating of <b>Project Information</b> as required.	Conclude activities listed in <b>Handover Strategy</b> including <b>Post-occupancy Evaluation</b> , review of <b>Project Performance</b> , <b>Project Outcomes</b> and <b>Research and Development</b> aspects.  Updating of <b>Project Information</b> , as required, in response to ongoing client <b>Feedback</b> until the end of the building's life.
<b>Sustainability Checkpoints</b>	<b>Sustainability Checkpoint - 0</b>	<b>Sustainability Checkpoint - 1</b>	<b>Sustainability Checkpoint - 2</b>	<b>Sustainability Checkpoint - 3</b>	<b>Sustainability Checkpoint - 4</b>	<b>Sustainability Checkpoint - 5</b>	<b>Sustainability Checkpoint - 6</b>	<b>Sustainability Checkpoint - 7</b>
<b>Information Exchanges</b> (at stage completion)	<b>Strategic Brief</b> .	<b>Initial Project Brief</b> .	Concept Design including outline structural and building services design, associated <b>Project Strategies</b> , preliminary <b>Cost Information</b> and <b>Final Project</b>	Developed Design, including the coordinated architectural, structural and building services design and updated <b>Cost Information</b> .	Completed Technical Design of the project.	<b>'As Constructed' Information</b> .	Updated <b>'As Constructed' Information</b> .	<b>'As Constructed' Information</b> updated in response to ongoing client <b>Feedback</b> and maintenance or operational developments.