

RIBA Plan of Work

The RIBA Outline Plan of Work divides the design and construction process into convenient Work Stages. Architect's services and fees are usually based on these work stages.

Feasibility

A Appraisal

Identification of Client's requirements and of possible constraints on development.
Preparation of studies to enable the Client to decide whether to proceed and to select the probable procurement method.

B Strategic Brief

Preparation of Strategic Brief by or on behalf of the Client confirming key requirements and constraints.
Identification of procedures, organisational structure and range of Consultants and others to be engaged for the Project.

Pre-Construction

C Outline proposals

Commencement of development of Strategic Brief into full Project Brief.
Preparation of outline proposals and estimate of cost.
Review of procurement route.

D Detailed proposals

Completion of development of the Project Brief.
Preparation of detailed proposals.
Application for detailed planning approval.

E Final proposals

Preparation of final proposals for the Project sufficient for co-ordination of all components and elements of the Project.

F Production information

F1 Preparation of production information in sufficient detail to enable a tender or tenders to be obtained.
Application for statutory approvals.
F2 Preparation of further production information required under the building contract.

G Tender documentation

Preparation and collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the construction of the Project.

H Tender action

Identification and evaluation of potential contractors and/or specialists for the construction of the Project.
Obtaining and appraising tenders and submission of recommendations to the Client.

Construction

J Mobilisation

Letting the building contract, appointing the Contractor.
Issuing of production information to the Contractor.
Arranging site handover to the Contractor.

K To practical completion

Administration of the building contract up to and including practical completion.
Provision to the Contractor of further information as and when reasonably required.

L After practical completion

Administration of the building contract after practical completion.
Making final inspections and settling the final account.
