



RIBA  
Plan of Work  
2020

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

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.

	<div>0</div> <div>Strategic Definition</div>	<div>1</div> <div>Preparation and Briefing</div>	<div>2</div> <div>Concept Design</div>	<div>3</div> <div>Spatial Coordination</div>	<div>4</div> <div>Technical Design</div>	<div>5</div> <div>Manufacturing and Construction</div>	<div>6</div> <div>Handover</div>	<div>7</div> <div>Use</div>
	Projects span from Stage 1 to Stage 6; the outcome of Stage 0 may be the decision to initiate a project and Stage 7 covers the ongoing use of the building.							
Stage Outcome at the end of the stage	The best means of achieving the <b>Client Requirements</b> confirmed  If the outcome determines that a building is the best means of achieving the <b>Client Requirements</b> , the client proceeds to Stage 1	<b>Project Brief</b> approved by the client and confirmed that it can be accommodated on the site	<b>Architectural Concept</b> approved by the client and aligned to the <b>Project Brief</b>  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  Stage 4 will overlap with Stage 5 on most projects	Manufacturing, construction and <b>Commissioning</b> completed  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  Stage 7 starts concurrently with Stage 6 and lasts for the life of the building
Core Tasks during the stage	Prepare <b>Client Requirements</b>  Develop <b>Business Case</b> for feasible options including review of <b>Project Risks</b> and <b>Project Budget</b>  Ratify option that best delivers <b>Client Requirements</b>  Review <b>Feedback</b> from previous projects  Undertake <b>Site Appraisals</b>  Project Strategies might include: – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability  See <i>RIBA Plan of Work 2020 Overview</i> for detailed guidance on <b>Project Strategies</b>	Prepare <b>Project Brief</b> including <b>Project Outcomes</b> and <b>Sustainability Outcomes</b> , <b>Quality Aspirations</b> and <b>Spatial Requirements</b>  Undertake <b>Feasibility Studies</b>  Agree <b>Project Budget</b>  Source <b>Site Information</b> including <b>Site Surveys</b>  Prepare <b>Project Programme</b>  Prepare <b>Project Execution Plan</b>  No design team required for Stages 0 and 1. Client advisers may be appointed to the client team to provide strategic advice and design thinking before Stage 2 commences.	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>  Agree <b>Project Brief Derogations</b>  Undertake <b>Design Reviews</b> with client and <b>Project Stakeholders</b>  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>  Initiate <b>Change Control Procedures</b>  Prepare stage <b>Design Programme</b>	Develop architectural and engineering technical design  Prepare and coordinate design team <b>Building Systems</b> information  Prepare and integrate specialist subcontractor <b>Building Systems</b> information  Prepare stage <b>Design Programme</b>  Specialist subcontractor designs are prepared and reviewed during Stage 4	Finalise <b>Site Logistics</b>  Manufacture <b>Building Systems</b> and construct building  Monitor progress against <b>Construction Programme</b>  Inspect <b>Construction Quality</b>  Resolve <b>Site Queries</b> as required  Undertake <b>Commissioning</b> of building  Prepare <b>Building Manual</b>  Building handover tasks bridge Stages 5 and 6 as set out in the <b>Plan for Use Strategy</b>	Hand over building in line with <b>Plan for Use Strategy</b>  Undertake review of <b>Project Performance</b>  Undertake seasonal <b>Commissioning</b>  Rectify defects  Complete initial <b>Aftercare</b> tasks including light touch <b>Post Occupancy Evaluation</b>	Implement <b>Facilities Management</b> and <b>Asset Management</b>  Undertake <b>Post Occupancy Evaluation</b> of building performance in use  Verify <b>Project Outcomes</b> including <b>Sustainability Outcomes</b>  Adaptation of a building (at the end of its useful life) triggers a new Stage 0
Core Statutory Processes during the stage:	Strategic appraisal of <b>Planning</b> considerations  Planning Building Regulations Health and Safety (CDM)	Source pre-application <b>Planning Advice</b>  Initiate collation of health and safety <b>Pre-construction Information</b>	Obtain pre-application <b>Planning Advice</b>  Agree route to <b>Building Regulations</b> compliance  Option: submit outline <b>Planning Application</b>  See <i>Planning Note</i> for guidance on submitting a <b>Planning Application</b> earlier than at end of Stage 3	Review design against <b>Building Regulations</b>  Prepare and submit <b>Planning Application</b>	Submit <b>Building Regulations Application</b>  Discharge pre-commencement <b>Planning Conditions</b>  Prepare <b>Construction Phase Plan</b>  Submit form F10 to HSE if applicable	Carry out <b>Construction Phase Plan</b>  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
Procurement Route	Traditional  Design & Build 1 Stage  Design & Build 2 Stage  Management Contract Construction Management  Contractor-led							Appoint <b>Facilities Management</b> and <b>Asset Management</b> teams, and strategic advisers as needed
Information Exchanges at the end of the stage	<b>Client Requirements Business Case</b>	<b>Project Brief</b> <b>Feasibility Studies</b> <b>Site Information</b> <b>Project Budget</b> <b>Project Programme</b> <b>Procurement Strategy</b> <b>Responsibility Matrix</b> <b>Information Requirements</b>	<b>Project Brief Derogations</b> <b>Signed off Stage Report</b> <b>Project Strategies</b> <b>Outline Specification</b> <b>Cost Plan</b>	<b>Signed off Stage Report</b> <b>Project Strategies</b> <b>Updated Outline Specification</b> <b>Updated Cost Plan</b> <b>Planning Application</b>	<b>Manufacturing Information</b> <b>Construction Information</b> <b>Final Specifications</b> <b>Residual Project Strategies</b> <b>Building Regulations Application</b>	<b>Building Manual</b> including <b>Health and Safety File</b> and <b>Fire Safety Information</b>  <b>Practical Completion</b> certificate including <b>Defects List</b>  <b>Asset Information</b>  If <b>Verified Construction Information</b> is required, verification tasks must be defined	<b>Feedback on Project Performance</b>  <b>Final Certificate</b>  <b>Feedback</b> from light touch <b>Post Occupancy Evaluation</b>	<b>Feedback from Post Occupancy Evaluation</b>  Updated <b>Building Manual</b> including <b>Health and Safety File</b> and <b>Fire Safety Information</b> as necessary