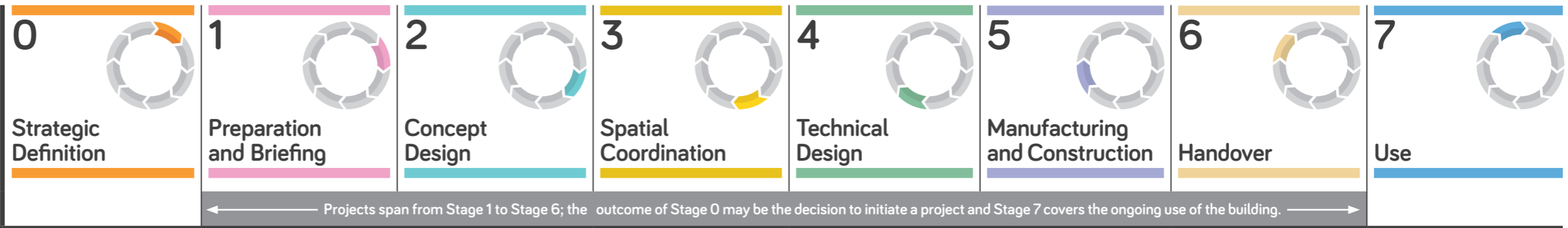




# RIBA Plan of Work 2020

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><b>Core Tasks</b> during the stage</p> <p>Project Strategies might include:</p> <ul style="list-style-type: none"> <li>- Conservation (if applicable)</li> <li>- Cost</li> <li>- Fire Safety</li> <li>- Health and Safety</li> <li>- Inclusive Design</li> <li>- Planning</li> <li>- Plan for Use</li> <li>- Procurement</li> <li>- Sustainability</li> </ul> <p>See <i>RIBA Plan of Work 2020 Overview</i> for detailed guidance on <b>Project Strategies</b></p>	<p>The best means of achieving the <b>Client Requirements</b> confirmed</p> <p>If the outcome determines that a building is the best means of achieving the <b>Client Requirements</b>, the client proceeds to Stage 1</p>	<p><b>Project Brief</b> approved by the client and confirmed that it can be accommodated on the site</p>	<p><b>Architectural Concept</b> approved by the client and aligned to the <b>Project Brief</b></p> <p>The brief remains "live" during Stage 2 and is derogated in response to the <b>Architectural Concept</b></p>	<p>Architectural and engineering information <b>Spatially Coordinated</b></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 <b>Commissioning</b> completed</p> <p>There is no design work in Stage 5 other than responding to <b>Site Queries</b></p>	<p>Building handed over, <b>Aftercare</b> initiated and <b>Building Contract</b> 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><b>Core Statutory Processes</b> during the stage:</p> <p>Planning            Building Regulations            Health and Safety (CDM)</p>	<p>Strategic appraisal of <b>Planning</b> considerations</p>	<p>Source pre-application <b>Planning Advice</b></p> <p>Initiate collation of health and safety <b>Pre-construction Information</b></p>	<p>Obtain pre-application <b>Planning Advice</b></p> <p>Agree route to <b>Building Regulations</b> compliance</p> <p>Option: submit outline <b>Planning Application</b></p>	<p>Review design against <b>Building Regulations</b></p> <p>Prepare and submit <b>Planning Application</b></p> <p>See <i>Planning Note</i> for guidance on submitting a <b>Planning Application</b> earlier than at end of Stage 3</p>	<p>Submit <b>Building Regulations Application</b></p> <p>Discharge pre-commencement <b>Planning Conditions</b></p> <p>Prepare <b>Construction Phase Plan</b></p> <p>Submit form F10 to HSE if applicable</p>	<p>Carry out <b>Construction Phase Plan</b></p> <p>Comply with <b>Planning Conditions</b> related to construction</p>	<p>Comply with <b>Planning Conditions</b> as required</p>	<p>Comply with <b>Planning Conditions</b> as required</p>
<p><b>Procurement Route</b></p> <p>Traditional</p> <p>Design &amp; Build 1 Stage</p> <p>Design &amp; 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>Preferred bidder</p> <p>CP</p> <p>Appoint contractor</p>			<p>Appoint <b>Facilities Management</b> and <b>Asset Management</b> teams, and strategic advisers as needed</p>
<p><b>Information Exchanges</b> 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 <b>Stage Report</b></p> <p>Project Strategies</p> <p>Outline Specification</p> <p>Cost Plan</p>	<p>Signed off <b>Stage Report</b></p> <p>Project Strategies</p> <p>Updated <b>Outline Specification</b></p> <p>Updated <b>Cost Plan</b></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 <b>Health and Safety File</b> and <b>Fire Safety Information</b></p> <p>Practical Completion certificate including <b>Defects List</b></p> <p>Asset Information</p> <p>If <b>Verified Construction Information</b> is required, verification tasks must be defined</p>	<p>Feedback on Project Performance</p> <p>Final Certificate</p> <p>Feedback from light touch <b>Post Occupancy Evaluation</b></p>	<p>Feedback from <b>Post Occupancy Evaluation</b></p> <p>Updated <b>Building Manual</b> including <b>Health and Safety File</b> and <b>Fire Safety Information</b> as necessary</p>