



RIBA Plan of Work









The RIBA Plan of Work organises the process of briefing, designing, constructing, maintaining, operating and using building projects into 8 stages.

The RIBA Small Project Plan of Work has been published to enable closer working between clients and architects and to suggest the key tasks for small projects. It should be used in conjunction with the RIBA Plan of Work 2013 to organise project tasks, as many tasks are left out of this document to keep it as simple as possible.

The **Sustainability Checkpoints**, that provide sustainable design tasks relevant at all project scales, and further information on **Project Strategies** can be found at www.ribaplanofwork.com.

The RIBA Plan of Work 2013 should be used solely as guidance for the preparation of detailed professional services contracts and building contracts.

Small Project Plan of Work

	0	1	2	3	4	5	6	7
Stages								
Tasks	Strategic Definition	Preparation and Brief	Concept Design	Developed Design	Technical Design	Construction	Handover and Closeout	In Use
Core Objectives	Identify client's Business Case and Strategic Brief and other core project requirements. <i>[Sustainability Checkpoint - 0]</i>	Develop Project Objectives, Project Outcomes, Sustainability Aspirations, Project Budget , other parameters or constraints and develop Initial Project Brief . Undertake Feasibility Studies and review of Site Information . <i>[Sustainability Checkpoint - 1]</i>	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 . <i>[Sustainability Checkpoint - 2]</i>	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 . <i>[Sustainability Checkpoint - 3]</i>	Prepare Technical Design in accordance with Project Strategies to include all architectural, structural and building services information, specialist subcontractor design and specifications, in accordance with Design Programme . <i>[Sustainability Checkpoint - 4]</i>	Offsite manufacturing and onsite Construction in accordance with the Construction Programme and resolution of Design Queries from site as they arise. <i>[Sustainability Checkpoint - 5]</i>	Handover of building and conclusion of Building Contract . <i>[Sustainability Checkpoint - 6]</i>	Undertake In Use services in accordance with Schedule of Services . <i>[Sustainability Checkpoint - 7]</i>
Procurement Professional services and building contracts based on a traditional procurement route	Initial considerations for assembling the project team.	Agree Schedule of Services . Appoint design team including Principal Designer .			Issue Technical Design for tender. Tenders assessed and Building Contract awarded including appointing Principal Contractor . Specialist sub-contractor Stage 4 information reviewed post award.	Administer Building Contract to Practical Completion , including regular site inspections and review of progress.	Conclude administration of Building Contract .	Maintain relationship with Client, offer additional In Use services as appointed.
Planning Consent, Building Regulations and Health and Safety (CDM) Overview of regulatory requirements.		Conduct initial pre- Planning application discussions, <i>[if required to determine the suitability of Feasibility Studies]</i> , inform Client of their regulatory responsibilities including Health and Safety .	Collate Pre-Construction Information . Conduct pre- Planning application discussions. Submit outline planning applications. <i>[Detailed planning applications should be made only where to meet specific client need, the associated risks should be included in the Stage sign-off].</i>	Submit Planning application. Undertake third party consultations as required. <i>[Detailed planning applications should only be made prior to the design coordination activities if approved by the client. The design coordination activities should be concluded prior to stage 3 completion].</i>	Review Planning Conditions following granting of consent. Discharge pre-Construction Planning Conditions as required and others where possible. Prepare and submit Building Regulations submission and any other third party submissions requiring consent.	Collate Health and Safety File . Contractor to comply with any construction-specific Planning Conditions .	Comply with pre-occupancy Planning Conditions . Advise Client of need to comply with in-use Planning Conditions .	
Information Exchanges Generally at stage completion	Strategic Brief .	Initial Project Brief .	Concept Design including outline structural and building services design, preliminary Cost Information and Final Project Brief .	Developed Design, including the coordinated architectural, structural and building services design and updated Cost Information .	Completed Technical Design of the project.		'As-constructed' Information including Health and Safety File <i>[at beginning of stage]</i> . Feedback reports.	
Level of Detail Suggested level of detail for design and level of information for specification <i>[if using BIM the model will be a deliverable.]</i>			1:1250 Location Plan. 1:500 Site Plan. 1:100 Plans, Sections and Elevations.	1:1250 Location Plan. 1:500 Site Plan. 1:100 Plans, Sections and Elevations. 1:50 Sketch Details. Outline Specification .	1:500 Block Plan. 1:100 Site plan including drainage, external works, etc. 1:50 Plans, Sections and Elevations. 1:20 Detailed plans and sections. 1:10/1:5/Full Size component details Door/Window/Finishes and other Schedules. Detailed Specification .		1:100 Site plan including drainage, external works, etc. 1:50 Plans, Sections and Elevations. Detailed Specification. Structural, building services and specialist subcontractor information <i>[as appropriate if not incorporated onto the architects information]</i> .	