



RIBA  
Plan of  
Work  
2013

RIBA

The RIBA Plan of Work 2013 organises the process of briefing, designing, constructing, maintaining, operating and using building projects into a number of key stages. The content of stages may vary or overlap to suit specific project requirements. The RIBA Plan of Work 2013 should be used solely as guidance for the preparation of detailed professional services contracts and building contracts.

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	0	1	2	3	4	5	6	7
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 <b>Concept Design</b> , including outline proposals for structural design, building services systems, outline specifications and preliminary <b>Cost Information</b> along with relevant <b>Project Strategies</b> in accordance with <b>Design Programme</b> . Agree alterations to brief and issue <b>Final Project Brief</b> .	Prepare <b>Developed Design</b> , 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 <b>Technical Design</b> 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 <b>In Use</b> 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.	←----- The procurement strategy does not fundamentally alter the progression of the design or the level of detail prepared at a given stage. However, <b>Information Exchanges</b> will vary depending on the selected procurement route and <b>Building Contract</b> . A bespoke <b>RIBA Plan of Work 2013</b> will set out the specific tendering and procurement activities that will occur at each stage in relation to the chosen procurement route. ----->			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> .	←----- The procurement route may dictate the <b>Project Programme</b> and may result in certain stages overlapping or being undertaken concurrently. A bespoke <b>RIBA Plan of Work 2013</b> will clarify the stage overlaps. The <b>Project Programme</b> will set out the specific stage dates and detailed programme durations. ----->				
<b>(Town) Planning</b> *Variable task bar	Pre-application discussions.	Pre-application discussions.	←----- Planning applications are typically made using the Stage 3 output. A bespoke <b>RIBA Plan of Work 2013</b> will identify when the planning application is to be made. ----->					
<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, 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, Maintenance and Operational</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, 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</b> ' <b>Information</b> . Update <b>Construction and 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> .	<b>Concept Design</b> including outline structural and building services design, associated <b>Project Strategies</b> , preliminary <b>Cost Information</b> and <b>Final Project Brief</b> .	<b>Developed Design</b> , including the coordinated architectural, structural and building services design and updated <b>Cost Information</b> .	Completed <b>Technical Design</b> of the project.	' <b>As-constructed</b> ' <b>Information</b> .	Updated ' <b>As-constructed</b> ' <b>Information</b> .	' <b>As-constructed</b> ' <b>Information</b> updated in response to ongoing client <b>Feedback</b> and maintenance or operational developments.
<b>UK Government Information Exchanges</b>	Not required.	Required.	Required.	Required.	Not required.	Not required.	Required.	As required.

\*Variable task bar – in creating a bespoke project or practice specific RIBA Plan of Work 2013 via www.ribaplanofwork.com a specific bar is selected from a number of options.