

RIBA Plan of Works & Stage 3 Reports

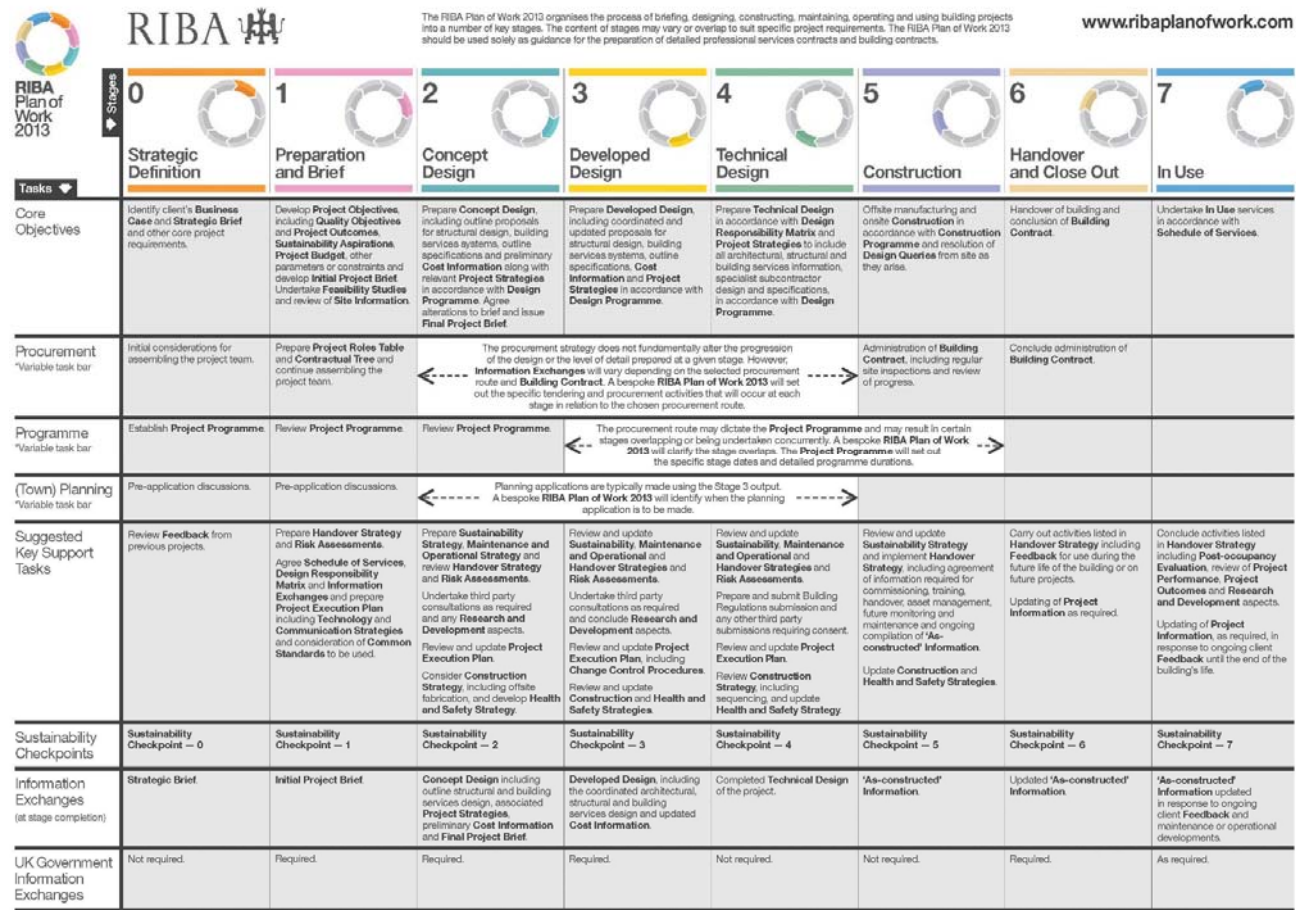
Profession & Business 1

Level 5

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RIBA Plan of Works



RIBA Plan of Works

First developed in 1963, for half a century the RIBA Plan of Work has been the definitive UK model for the building design and construction process, also exercising significant influence on an international stage.

The RIBA Plan of Work has been a bedrock document for the architects' profession and the construction industry, providing a shared framework for the organisation and management of building projects that is widely used as both a process map and a management tool, and providing important work stage reference points used in a multitude of contractual and appointment documents and best practice guidance.

RIBA Plan of Works

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 RIBA Plan of Work 2013:

- Acts across the full range of sectors and project sizes
- Provides straightforward mapping for all forms of procurement
- Integrates sustainable design processes
- Maps Building Information Modelling (BIM) processes
- Provides flexibility in relation to (town) planning procedures.

RIBA Plan of Works

The RIBA Plan of Work 2013 itself is not a contractual document: it directs readers to various tools and supplementary core documents used by a project team, including documents relating to professional services contracts, Schedules of Services and project protocols, which may or may not be contractual, and to the various forms of commonly used Building Contracts.

Stages of the Plan of Works

The stages are represented by numbers to avoid confusion with the stages in the RIBA Outline Plan of Work 2007, which were represented by letters.

The shift to numbers also allows the stages to be aligned with a set of unified industry stages agreed through the Construction Industry Council (CIC). Aligning the stage numbers in the RIBA Plan of Work 2013 with this structure helps to achieve one of the core objectives of the RIBA Plan of Work 2013, namely greater cohesion within the construction industry.

Stages of the Plan of Works

Each Stage is evaluated against a series of Tasks:

- Core Objectives
- Procurement
- Programme
- (Town) Planning
- Suggested Key Support Tasks
- Sustainability Checkpoints
- Information Exchanges
- UK Government Exchanges

Stage 0

Strategic Definition is a new stage in which a project is strategically appraised and defined before a detailed brief is created.

This is particularly relevant in the context of sustainability, when a refurbishment or extension, or indeed a rationalised space plan, may be more appropriate than a new building.

Certain activities in Stage 0 are derived from the former (RIBA Outline Plan of Work 2007) Stage A – Appraisal.

Stage 1

Preparation and Brief merges the residual tasks from the former Stage A – Appraisal – with the Stage B – Design Brief – tasks that relate to carrying out preparation activities and briefing in tandem.

Develop Project Objectives, including Quality Objectives and Project Outcomes

Sustainability Aspirations

Project Budget

Consider other parameters or constraints

Develop Initial Project Brief

Undertake Feasibility Studies and review of Site Information

Stage 2

Concept Design maps exactly to the former Stage C – Concept.

Prepare Concept Design

Outline proposals for structural design

Building services systems

Outline specifications

Preliminary Cost Information

Finalise Project Brief.

Stage 3

Developed Design maps broadly to the former Stage D – Design Development – and part of Stage E – Technical Design.

Prepare Developed Design

Prepare Coordinated and updated proposals for structural design & building services systems

Outline specifications

Cost Information

Project Strategies in accordance with Design Programme.

Stage 4

Technical Design comprises the residual technical work of the core design team members. At the end of Stage 4, the design work of these designers will be completed, although they may have to respond to Design Queries that arise from work undertaken on site during Stage 5.

This stage also includes and recognises the importance of design work undertaken by specialist subcontractors and/or suppliers employed by the contractor (Performance Specified Work in JCT contracts) and the need to define this work early in the process in the Design Responsibility Matrix

Stage 4

Prepare Technical Design in accordance with Design Responsibility Matrix

Project Strategies to include all architectural, structural and building services information, specialist subcontractor design and specifications, in accordance with Design Programme.

Stage 5

Construction maps to the former Stage K – Construction to Practical Completion – but also includes Stage J – Mobilisation

Offsite manufacturing and onsite Construction in accordance with the Construction Programme and resolution of Design Queries from site as they arise.

Stage 6

Handover and Close Out maps broadly to the former Stage L – Post Practical Completion – services.

Handover of building and conclusion of Building Contract

Stage 7

In Use is a new stage which includes Post-occupancy Evaluation and review of Project Performance as well as new duties that can be undertaken during the In Use period of a building

Undertake In Use services in accordance with Schedule of Services

The Project Team

As part of the development of the RIBA Plan of Work 2013, it has been necessary to redefine the roles that will be contained in the updated RIBA appointment documents. These will now comprise:

Client

Client advisers

Project lead

Lead designer

Architect

Building services engineer

Civil and structural engineer

Cost consultant

Construction lead

Contract administrator

Health and safety adviser. Principle Designer & Principle Contractor.

Preparing a Stage 3 Report

Upon completion of Stage 3, it is prudent to compile a report as supporting information, documents & details.

It is at this stage that the project is most likely to take a break, so make sure you have a schedule of information to pass on.

Preparing a Stage 3 Report – Part 1

Project Description

Introduction

The Client

Project Description.

Project Team and Fee Structure. Client/Architect Contract

Strategic Project Brief:

Mission statement (the client's ambition for their business and the project)

Statement about context (the background to the need for the building, and the choice of location).

Functions (what the building will be used for)

Statements on size and capacity.

Any phasing requirements.

Preparing a Stage 3 Report

Who is your Client?

Are you working Directly for the Developer?

Are you working as a sub-consultant to another design team member?

Is your client an individual or a business group?

Who's funding the development? Private/public money.

Is your client financially secure?

Do they have any experience?

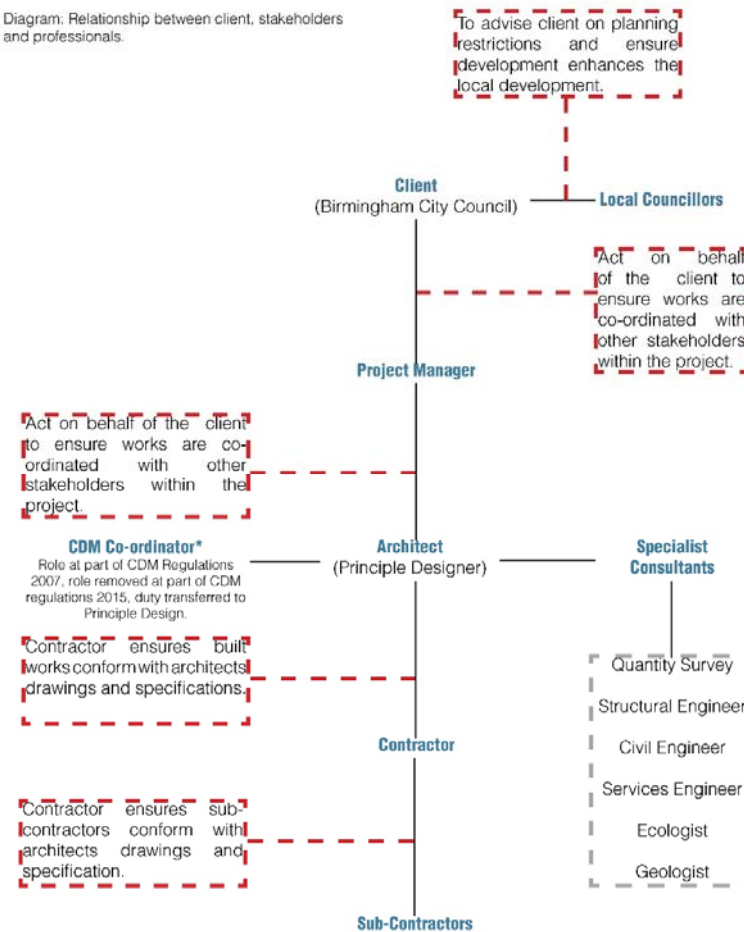
Do they have professional or financial guidance?



Preparing a Stage 3 Report

The Design Team Tree

Diagram: Relationship between client, stakeholders and professionals.



Preparing a Stage 3 Report – Part 2

Site

- Location, size and description
- Topography, physical features and boundaries
- Conservation and historical context
- Planning context
- Environmental Impact

Preparing a Stage 3 Report – Part 3

Design Philosophy

- Statement of design process: - Assessment - Involvement - Evaluation
- Design Intent.
- Impact of the design team consultations on the design.

Preparing a Stage 3 Report – Part 4

Project Delivery

- Procurement Strategy
- Project risk register
- Programmes for the: -
 - Pre-contract
 - Contract stage
 - Commissioning and occupation

Preparing a Stage 3 Report – Part 5

Regulatory Framework

- Statement of compliance (or otherwise) with national and local planning policies
- Identify residual risks under the CDM Regulations 2015 for the relevant project stage.

Preparing a Stage 3 Report – Part 6

Cost Planning

- Cost Plan
- Prepare a report outlining how you would approach a value engineering exercise to reduce the cost plan by 10%.