

The Outline Plan of Work organises the process of managing, and designing building projects and administering building contracts into a number of key Work Stages. The sequence or content of Work Stages may vary or they may overlap to suit the procurement method (see pages 2 and 3).

RIBA Work Stages		Description of key tasks	OGC Gateways
Preparation	A	<b>Appraisal</b> Identification of client's needs and objectives, business case and possible constraints on development. Preparation of feasibility studies and assessment of options to enable the client to decide whether to proceed.	1 Business justification
	B	<b>Design Brief</b> Development of initial statement of requirements into the Design Brief by or on behalf of the client confirming key requirements and constraints. Identification of procurement method, procedures, organisational structure and range of consultants and others to be engaged for the project.	2 Procurement strategy
Design	C	<b>Concept</b> Implementation of Design Brief and preparation of additional data. Preparation of Concept Design including outline proposals for structural and building services systems, outline specifications and preliminary cost plan. Review of procurement route.	3A Design Brief and Concept Approval
	D	<b>Design Development</b> Development of concept design to include structural and building services systems, updated outline specifications and cost plan. Completion of Project Brief. <i>Application for detailed planning permission.</i>	
	E	<b>Technical Design</b> Preparation of technical design(s) and specifications, sufficient to co-ordinate components and elements of the project and <i>information for statutory standards and construction safety.</i>	3B Detailed Design Approval
Pre-Construction	F	<b>Production Information</b> F1 Preparation of production information in sufficient detail to enable a tender or tenders to be obtained. <i>Application for statutory approvals.</i>	
	G	<b>Tender Documentation</b> F2 <i>Preparation of further information for construction required under the building contract.</i> <i>Preparation and/or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project.</i>	
	H	<b>Tender Action</b> <i>Identification and evaluation of potential contractors and/or specialists for the project.</i> <i>Obtaining and appraising tenders; submission of recommendations to the client.</i>	3C Investment decision
Construction	J	<b>Mobilisation</b> Letting the building contract, appointing the contractor. Issuing of information to the contractor. Arranging site hand over to the contractor.	
	K	<b>Construction to Practical Completion</b> Administration of the building contract to Practical Completion. Provision to the contractor of further Information as and when reasonably required. Review of information provided by contractors and specialists.	4 Readiness for Service
Use	L	<b>Post Practical Completion</b> L1 Administration of the building contract after Practical Completion and making final inspections. L2 Assisting building user during initial occupation period. L3 Review of project performance in use.	5 Benefits evaluation

The activities in *italics* may be moved to suit project requirements, ie:

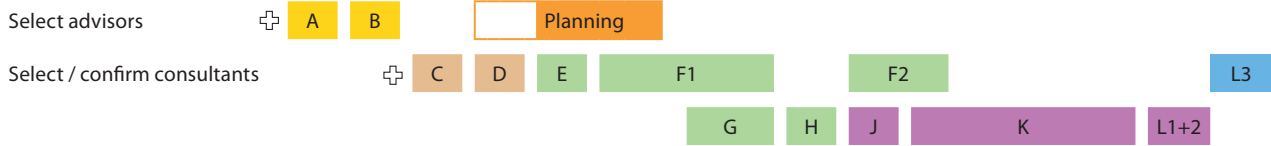
- D *Application for detailed planning approval;*
- E *Statutory standards and construction safety;*
- F1 *Application for statutory approvals; and*
- F2 *Further information for construction.*
- G+H *Invitation and appraisal of tenders*

## Work Stage Sequences by Procurement Method

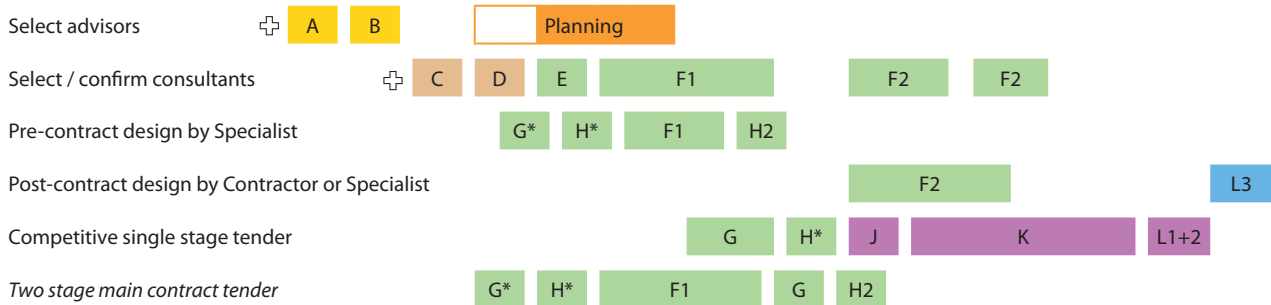
The diagrams illustrate different sequences for completion of work stages for various procurement methods, but are not representative of time. In arriving at an acceptable timescale the choice of procurement method may be as relevant as other more obvious factors such as the amount of work to be done, the client's tendering requirements, risks associated with third party approvals or funding etc.

⊕ This symbol indicates that prior to commencement time should be allowed for appointing consultants.

### Fully designed project single stage tender

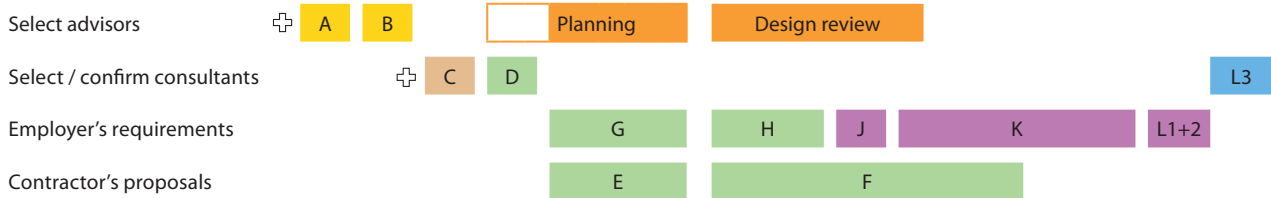


### Fully designed project with design by contractor or specialist



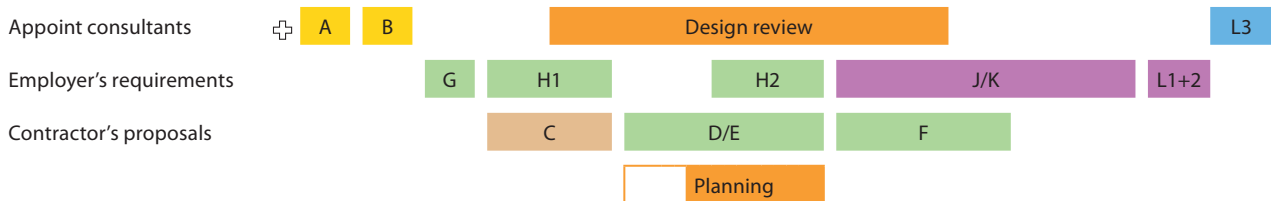
G\* First stage documentation, H\* First stage tender may include Contractor's Proposals, H2 Second stage tender

### Design and build project single stage tender

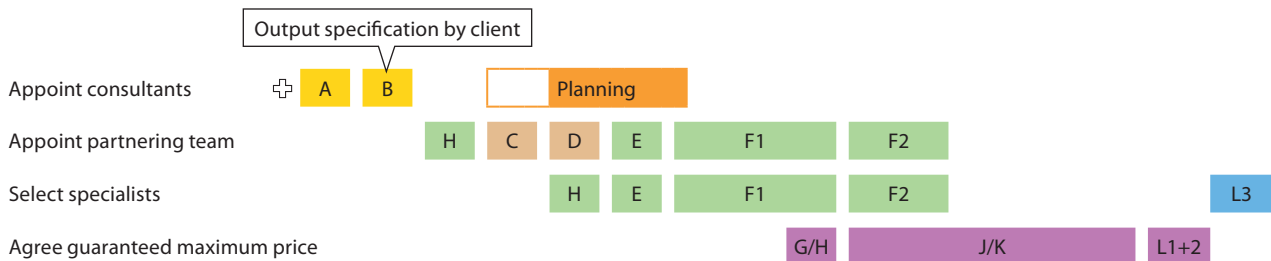


Note: final design activity by Client may be at stage C, D, E or possibly F. These stages not repeated by contractor

### Design and build project two stage tender (all design by contractor)



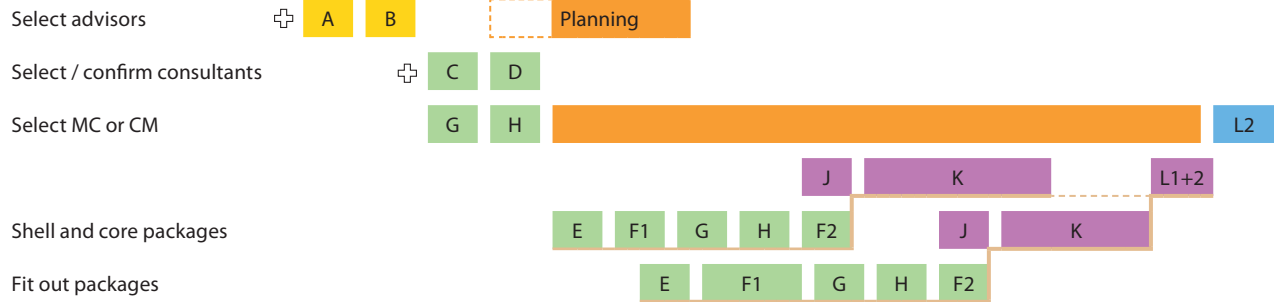
### Partnering contract



Design and construction sequences may be as shown for Management contract/ Construction management

## Work Stage Sequences by Procurement Method

### Management Contract / Construction Management



MC = management contractor CM = construction manager

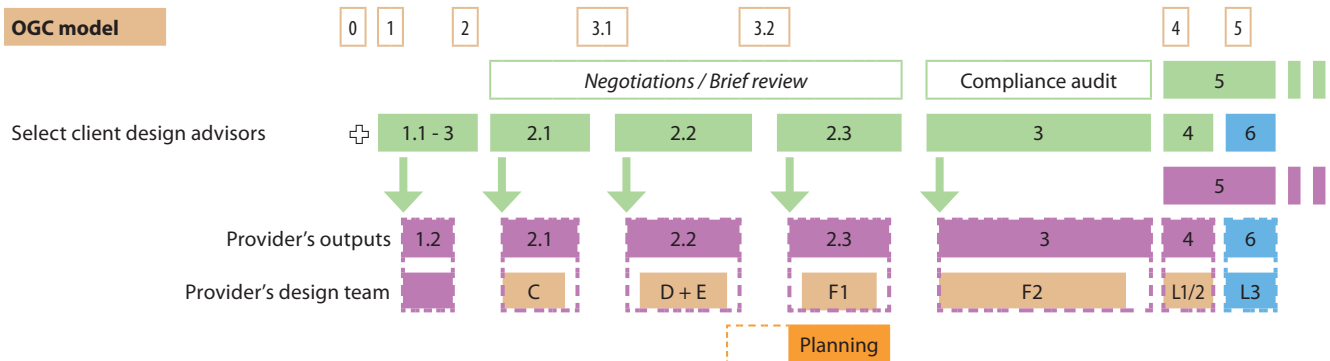
Specialist contractors should be appointed by the management contractor or the construction manager as appropriate in time for the delivery of any pre-construction design services as required by the overall programme. Each package will require building control approval before its construction commences.

### Public Private Partnerships and Private Finance Initiative

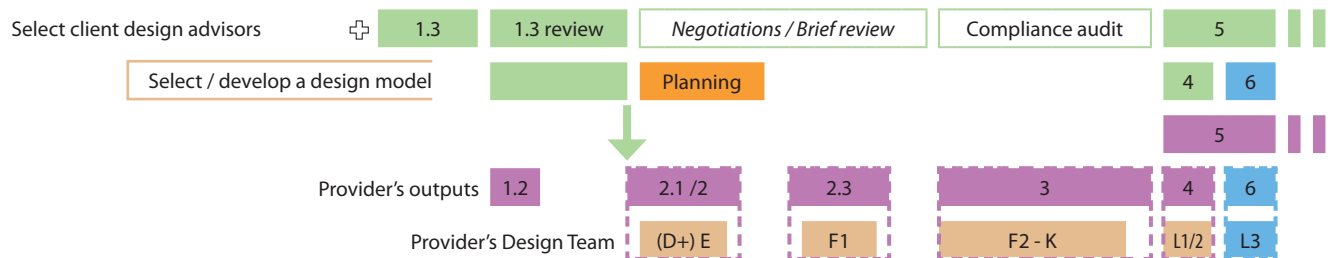
PPP/PFI stages

- |                          |   |                    |                              |
|--------------------------|---|--------------------|------------------------------|
| Preparation              | Tenders/Negotiations                    | Construction       | Use                          |
| 1.1 Inception            | 2.1 First bids                          | 3.1 Contract award | 4 After hand-over            |
| 1.2 Pre-qualification    | 2.2 Second bids                         | 3.2 Construction   | 5 Commissioning / operations |
| 1.3 Output specification | 2.3 Preferred bidder to financial close |                    | 6 Evaluation                 |

#### OGC model



#### SMART PFI Variations



# Corrigenda

Issued by RIBA Publishing on 5 January 2009

The recent important amendment to the **RIBA Outline Plan of Work 2007** affects the wording in stages F1 and F2, which now reads:

## **F Production Information**

**F1** Preparation of production information in sufficient detail to enable a tender or tenders to be obtained.

*Application for statutory approvals.*

**F2** *Preparation of further information for construction required under the building contract.*

The change affects the following pages in the **printed documents**:

- Standard Agreement for the Appointment of an Architect, S-Con-07-A *and*  
Standard Agreement for the Appointment of a Consultant, S-Con-07-C:
  - **Schedule of Design Services, SS-DS-07, p.5**
  - **Schedule of Role Specifications, SS-RS-07, p.4**
- **Guide to the RIBA Agreements 2007, p.9**
- **RIBA Agreements 2007 Online Schedules and Guides, p.12**
  - **Design Services for a Historic Building or Conservation Project (SS-HB-07), p.18**
  - **Project Management Services (SS-PM-07), p.43**
  - **Access Management Services (SS-AM-07), p.49**
- **Plan of Work: Multi-Disciplinary Services, p.3 and p.71**
- **Architect's Job Book 8th Edition, p.7, p.165, pp.167–168**

Further copies of these corrigenda may be downloaded gratis from the [www.ribabookshops.com](http://www.ribabookshops.com)