Context | RIBA Plan of Work 2013



# **ACTION PLAN**

### How the RIBA Plan of Work 2013 operates

THE RIBA PLAN OF WORK 2013 has eight stages, numbered 0-7, and eight 'task bars' that replace the key tasks in the RIBA Plan of Work 2007, three of which (procurement, programme and planning) the user can customise.

#### Stages

- The eight stages of the 2013 Plan are:

  > Stage o Strategic Definition: A
  new stage in which a project is
  strategically appraised and defined
  before a detailed brief is created.

  > Stage 1 Preparation and Brief:
  Focuses on the creation of the
  initial project brief and associated
  feasibility studies, and emphasises
  the need to properly assemble the
  project team.
- > Stage 2 Concept Design: Maps exactly to the former Stage C (Concept)
- > Stage 3 Developed Design: Maps broadly to former Stage D (Design Development) and part of Stage E (Technical Design). The strategic difference is that now the Developed Design will be co-ordinated and aligned with Cost Information by the end of Stage 3. Extra time will be needed for the lead designer to review information and to make any changes arising from comments.

- > Stage 4 Technical Design: Comprises the residual technical work of core design team members and specialist subcontractors with design duties.
- > Stage 5 Construction: broadly maps to former Stage K (Construction to Practical Completion), and includes Stage J (Mobilisation).
- > Stage 6 Handover and Close Out:
  Deals with activities associated with
  issue of the Practical Completion
  Certificate through to the Final
  Certificate, plus new activities
  associated with building handover.
  > Stage 7 In Use: A new stage
  that covers the building in use,
  performance monitoring, updating
  of project information, and long
  term project feedback activities
  until the end of the building's life or

the commissioning of a new Stage o.

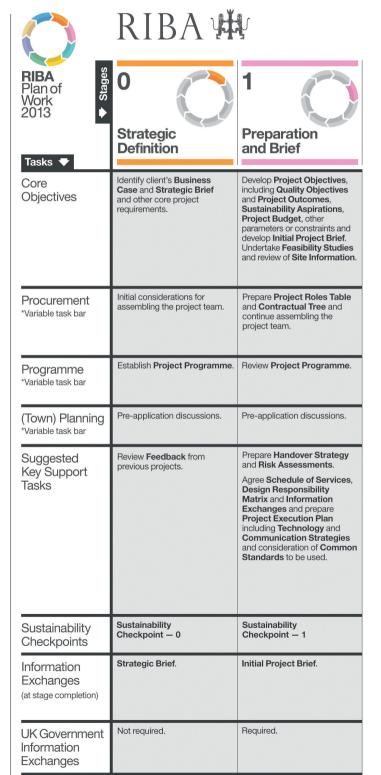
#### Task Bars

Replacing stages, the flexible task bars can be adjusted to match the procurement approach and planning activities, allowing users to generate a bespoke practice or project Plan. The remaining task bars provide details of key support tasks, sustainability check points, project team information exchanges and new government information gateways.

#### INFORMATION BOX

For further preview information about the RIBA Plan of Work 2013 and to book free regional roadshows go to www.architecture.com/planofwork. The Plan of Work 2013 will be launched on 21 May 2013 – as a

downloadable file and an online version (that enables a bespoke project or practice Plan to be created), plus associated technical guidance from RIBA Publishing. All will be on www.ribaplanofwork.com.



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.

## www.ribaplanofwork.com

2 Concept Design	3 Developed Design	4 Technical Design	5 Construction	Handover and Close Out	7 In Use
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.	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.	Prepare Technical Design in accordance with Design Responsibility Matrix and Project Strategies to include all architectural, structural and building services information, specialist subcontractor design and specifications, in accordance with Design Programme.	Offsite manufacturing and onsite Construction in accordance with Construction Programme and resolution of Design Queries 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> .
The procurement strategy does not fundamentally alter the progression of the design or the level of detail prepared at a given stage. However,  Information Exchanges will vary depending on the selected procurement route and Building Contract. A bespoke RIBA Plan of Work 2013 will set out the specific tendering and procurement activities that will occur at each stage in relation to the chosen procurement route.  Administration of Building Contract, including regular site inspections and review of progress.				Conclude administration of Building Contract.	
Review Project Programme.  The procurement route may dictate the Project Programme and may result in certain stages overlapping or being undertaken concurrently. A bespoke RIBA Plan of Work 2013 will clarify the stage overlaps. The Project Programme will set out the specific stage dates and detailed programme durations.					
Planning applic A bespoke <b>RIBA</b>	ations are typically made using the A <b>Plan of Work 2013</b> will identify w application is to be made.	e Stage 3 output. vhen the planning>			
Prepare Sustainability Strategy, Maintenance and Operational Strategy and review Handover Strategy and Risk Assessments. Undertake third party consultations as required and any Research and Development aspects. Review and update Project Execution Plan. Consider Construction Strategy, including offsite fabrication, and develop Health and Safety Strategy.	Review and update Sustainability, Maintenance and Operational and Handover Strategies and Risk Assessments. Undertake third party consultations as required and conclude Research and Development aspects. Review and update Project Execution Plan, including Change Control Procedures. Review and update Construction and Health and Safety Strategies.	Review and update Sustainability, Maintenance and Operational and Handover Strategies and Risk Assessments.  Prepare and submit Building Regulations submission and any other third party submissions requiring consent. Review and update Project Execution Plan.  Review Construction Strategy, including sequencing, and update Health and Safety Strategy.	Review and update Sustainability Strategy and implement Handover Strategy, including agreement of information required for commissioning, training, handover, asset management, future monitoring and maintenance and ongoing compilation of 'As- constructed' Information. Update Construction and Health and Safety Strategies.	Carry out activities listed in Handover Strategy including Feedback for use during the future life of the building or on future projects.  Updating of Project Information as required.	Conclude activities listed in Handover Strategy including Post-occupancy Evaluation, review of Project Performance, Project Outcomes and Research and Development aspects.  Updating of Project Information, as required, in response to ongoing client Feedback until the end of the building's life.
Sustainability Checkpoint — 2	Sustainability Checkpoint – 3	Sustainability Checkpoint – 4	Sustainability Checkpoint – 5	Sustainability Checkpoint — 6	Sustainability Checkpoint – 7
Concept Design including outline structural and building services design, associated Project Strategies, preliminary Cost Information and Final Project Brief.	Developed Design, including the coordinated architectural, structural and building services design and updated Cost Information.	Completed <b>Technical Design</b> of the project.	'As-constructed' Information.	Updated 'As-constructed' Information.	'As-constructed' Information updated in response to ongoing client Feedback and maintenance or operational developments.
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.

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