

# **RIBA Plan of Work**

Design and construction proceeds through a number of Work Stages:

## **A. Appraisal**

Identification of client's requirements and possible constraints on development.

Preparation of studies to enable the client to decide whether to proceed and to select the probable procurement method.

## **B. Strategic Briefing**

Preparation of Strategic Brief, by or on behalf of the client, confirming key requirements and constraints.

Identification of procedures, organisational structure and range of consultants and others to be engaged for the Project.

## **C. Outline Proposals**

Commence development of Strategic Brief into full Project Brief.

Preparation of outline proposals and estimate of cost.

Review of procurement route.

## **D. Detailed Proposals**

Complete development of Project Brief.

Preparation of Detailed Proposals.

## **E. Final Proposals**

Preparation of Final Proposals for the Project sufficient for co-ordination of all components and elements of the Project.

## **F. Production Information**

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

F2. Preparation of further production information required under the building contract.

## **G. Tender Documentation**

Preparation and collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained.

## **H. Tender Action**

Identification and evaluation of potential tenderers.

Obtaining and appraising tenders.

## **J. Mobilisation**

Letting the building contract, appointing the contractor.

Issuing of production information to the contractor.

## **K. Construction to Practical Completion**

Administration of the building contract up to and including practical completion.

## **L. After Practical Completion**

Administration of the building contract after practical completion.

Making final inspections and setting the final account.