



RIBA Plan of Work 2020

The RIBA Plan of Work organises the process of briefing, designing, delivering, maintaining, operating and using a building into eight stages. It is a framework for all disciplines on construction projects and should be used solely as guidance for the preparation of detailed professional services and building contracts.

Stage Boundaries:

Stages 0-4 will generally be undertaken one after the other.

Stages 4 and 5 will overlap in the **Project Programme** for most projects.

Stage 5 commences when the contractor takes possession of the site and finishes at **Practical Completion**.

Stage 6 starts with the handover of the building to the client immediately after **Practical Completion** and finishes at the end of the **Defects Liability Period**.

Stage 7 starts concurrently with Stage 6 and lasts for the life of the building.

Planning Note:

Planning Applications are generally submitted at the end of Stage 3 and should only be submitted earlier when the threshold of information required has been met. If a **Planning Application** is made during Stage 3, a midstage gateway should be determined and it should be clear to the project team which tasks and deliverables will be required. See Overview guidance.

Procurement:

The RIBA Plan of Work is procurement neutral – See Overview guidance for a detailed description of how each stage might be adjusted to accommodate the requirements of the **Procurement Strategy**.

ER – Employer's Requirements

CP – Contractor's Proposals

	0 Strategic Definition	1 Preparation and Briefing	2 Concept Design	3 Spatial Coordination	4 Technical Design	5 Manufacturing and Construction	6 Handover	7 Use		
	Projects span from Stage 1 to Stage 6; the outcome of Stage 0 may be the decision to initiate a project and Stage 7 covers the ongoing use of the building.									
Stage Outcome at the end of the stage	The best means of achieving the Client Requirements confirmed	Project Brief approved by the client and confirmed that it can be accommodated on the site	Architectural Concept approved by the client and aligned to the Project Brief	Architectural and engineering information Spatially Coordinated	All design information required to manufacture and construct the project completed	Manufacturing, construction and Commissioning completed	Building handed over, Aftercare initiated and Building Contract concluded	Building used, operated and maintained efficiently		
Core Tasks during the stage	Prepare Client Requirements Develop Business Case for feasible options including review of Project Risks and Project Budget Ratify option that best delivers Client Requirements Review Feedback from previous projects Undertake Site Appraisals	Prepare Project Brief including Project Outcomes and Sustainability Outcomes, Quality Aspirations and Spatial Requirements Undertake Feasibility Studies Agree Project Budget Source Site Information including Site Surveys Prepare Project Programme Prepare Project Execution Plan	Prepare Architectural Concept incorporating Strategic Engineering requirements and aligned to Cost Plan, Project Strategies and Outline Specification Agree Project Brief Derogations Undertake Design Reviews with client and Project Stakeholders Prepare stage Design Programme	Undertake Design Studies, Engineering Analysis and Cost Exercises to test Architectural Concept resulting in Spatially Coordinated design aligned to updated Cost Plan, Project Strategies and Outline Specification Initiate Change Control Procedures Prepare stage Design Programme	Develop architectural and engineering technical design Prepare and coordinate design team Building Systems information Prepare and integrate specialist subcontractor Building Systems information Prepare stage Design Programme	Finalise Site Logistics Manufacture Building Systems and construct building Monitor progress against Construction Programme Inspect Construction Quality Resolve Site Queries as required Undertake Commissioning of building Prepare Building Manual	Hand over building in line with Plan for Use Strategy Undertake review of Project Performance Undertake seasonal Commissioning Rectify defects Complete initial Aftercare tasks including light touch Post Occupancy Evaluation	Implement Facilities Management and Asset Management Undertake Post Occupancy Evaluation of building performance in use Verify Project Outcomes including Sustainability Outcomes		
Project Strategies might include:	<ul style="list-style-type: none"> – Conservation (if applicable) – Cost – Fire Safety – Health and Safety – Inclusive Design – Planning – Plan for Use – Procurement – Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on Project Strategies									
BREEAM Assessor Site AP Assessor Accredited Professional Site AP In-use	Strategy Appointment of BREEAM Assessor and AP to discuss and agree strategy for the ongoing assessment and wider sustainability objectives. During Stage 0, items such as LCA should be considered so the Design Team are aware of requirements within BIM platforms.	Appointments BREEAM should be integrated into the design process from RIBA 1 to ensure the best and most pragmatic sustainability targets are set out and achieved through expert sustainability advice. Appointment documents and the project execution plan should be reviewed to ensure objectives are continually monitored. Mainer Associates will review any design proposals and complete a pre-assessment of the development, outlining strategies to achieve the desired BREEAM rating.	Pre-contract Workshops with design team members will be undertaken to ensure all RIBA stage 2 surveys/ reports are completed to avoid credits being lost, setting a strong basis for the assessment. LCA can be undertaken by Mainer Associates via bespoke software that enables products to be reviewed and optimized in the design phase to meet BREEAM benchmarks.	Tender/contract To assist the team in producing a robust tender package, Mainer Associates will develop a set of BREEAM Specifications for inclusion within relevant specifications and contract documents, including employers requirements.	Design Stage BREEAM Assessors and Accredited professionals will provide ongoing expertise and consultancy, holding in-depth workshops with the appointed contractor and providing regular updates on progress with the aim of completing the Design Stage Assessment.	Post Construction Stage The post-construction stage assessment is undertaken to confirm the performance of the development is maintained throughout the construction delivery process. Mainer Associates provide on-going consultancy and site audits to ensure commitments at design stage are delivered, the development achieves sustainability performance targets, and the desired BREEAM rating is achieved. Site AP As BREEAM AP, Mainer Associates regularly attend site to provide in-depth consultancy to the contractor on BREEAM throughout stage 5, monitoring and advising on site-based issues and, more broadly on the progress of the assessment.	Practical Completion In addition to seeking PCS certification during this stage, Mainer Associates would help ensure that all material provided to occupants and building managers, in addition to training and continuation of the Soft Landings Framework, contains the information they need to operate the building as intended, and make ongoing improvements.	BREEAM In-use Mainer Associates are qualified BREEAM In-Use Assessors and can offer BREEAM certification on the operational performance of built assets with a view to maintaining high levels of environmental performance.	BREEAM	
Energy Part L / EPC CIBSE TM54 LZC / Passive Design	Targets Set energy performance targets and monitor delivery strategies throughout detailed design. Targets such as Net Zero and EPC A should be detailed at this stage.	LZC & Passive Design Mainer Associates will identify opportunities to implement passive design solutions and feasibility studies to establish the most appropriate LZC source for the building is recommended.	CIBSE TM54 Current models will be adapted or redesigned so that unregulated use for each functional area can be accurately calculated. Occupancy factors and intended loads will be determined via structured interviews with intended users and building managers.	EPC/Part L Our energy modeller will create several scenarios to map a range of predicted consumptions, informed by a risk assessment of the building energy use.	Design. During detailed design we can assist with procurement and more detailed PV modelling as an example. We would also be able to assist with project execution of alternatives.	As Built. During Stage 5, we have the capability to undertake work to deliver statutory requirements such as EPC and Part L documentation.	Handover. Using processes demonstrated within the Soft Landings Framework, we would help ensure the completeness of handover information.	Monitoring. During the 'in-use' phase of the development, we can assist with ongoing energy monitoring and in the review of any lessons learned throughout the design and construction process.	Energy	
Post-Occupation Soft Landings BREEAM In-Use POE		Soft Landings During Stage 1, it is advisable to make decisions on whether a Soft Landings Frameworks are to be used. Mainer Associates will compile a bespoke set of Soft Landings requirements within the project execution plan, particularly relating to responsibilities within the team. Mainer Associates can act as Soft Landings Champion or simply assist as a member of the team.	Building Management During Stage 2 when concept design work is being carried out by the team, it is imperative that personnel from the proposed building management organisation are a key part of the design team, given they will be responsible for the operation of the building.	Tender preparation Within the Soft Landings Framework, we would help to compile a robust set of tender documents which will help to deliver on numerous targets, including Soft Landings.	Review Design & Tenders During Stage 4, we would review energy simulations from both the design team, and any subsequent information from tendering contractors relating to energy performance, sustainability and Soft Landings.	Construction During construction, we would review the work of the contractor and their supply chain, in the context of sustainability objectives and Soft Landings Framework. We would use this stage to finalise items like POE and any other relevant Soft Landings outcomes.	Handover To ensure a successful handover period, we would set out a programme for POE and other post PC actions such as BREEAM In-Use.	Monitoring During the 'in-use' phase of the development, we can assist with ongoing monitoring from a number of differing data sets, and indeed, the success of the POE and Soft Landings Framework.	Post-Occupation	