

## outline plan of work

The following is based on the RIBA Plan of Work 2013

		<i>objectives</i>	<i>key activities</i>
0	Strategic Definition	Identify client's Business Case and Strategic Brief and other core project requirements.	strategic brief
1	Preparation and Brief	Develop Project Objectives, including Quality Objectives and Project Outcomes, Sustainability Aspirations, Project Budget, other parameters or constraints and develop Initial Project Brief. Undertake Feasibility Studies and review of Site Information.	Project budget Initial project brief Feasibility studies Site information
2	Concept Design	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.	Concept design Cost information Design Programme  Planning pre-application discussions
3	Developed Design	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	Developed design Update: - Cost information - Programme Detailed Planning application
4	Technical Design	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.	Technical design Building Regulations (and other controls) Cost plan review Contractor selection
5	Construction	Offsite manufacturing and onsite Construction in accordance with Construction Programme and resolution of Design Queries from site as they arise.	Administration of Building Contract Handover Strategy 'As constructed' information
6	Handover & Close Out	Handover of building and conclusion of Building Contract.	Handover & update of project information
7	In Use	Undertake In Use services in accordance with Schedule of Services.	Review Respond to feedback