

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*