



KOUSSA ARCHITECTS PLAN OF WORK

PROJECT: XXX
Job No: XXXX
Date: XXXX

Rev:



STAGES >	0 - STRATEGIC DEFINITION	1 - PREPARATION AND BRIEF	2 - CONCEPT DESIGN	3 - DEVELOPED DESIGN	4 - TECHNICAL DESIGN	5 - CONSTRUCTION	6 - HANDOVER & CLOSE OUT	7 - IN USE
TASKS V								
CORE OBJECTIVES	IDENTIFY CLIENT BUSINESS CASE & BRIEF.	DEVELOP PROJ. OBJECTIVES, QUALITY OBJECTIVES, PROJ. OUTCOMES. BUDGET. SUSTAINABILITY ASPIRATIONS. BRIEF, FEASIBILITY STUDIES, REVIEW SITE INFO.	PREPARE CONCEPT DESIGN. INCL STRUC. DESIGN, BUILDING SERVICES, OUTLINE SPECS, PRELIM. COST PLAN. SIGN OFF FINAL BRIEF.	PREPARE DEVELOPED DESIGN, STRUCTURAL DESIGN, BUILDING SERVICES SYSTEMS, OUTLINE SPECS, COST INFORMATION & PROJECT STRATEGIES IN ACCORDANCE W/ DESIGN PROGRAMME.	PREPARE TECH. DESIGN TO INCL. ALL ARCHITECTURAL, STRUCTURAL & BUILDING SERVICES INFORMATION, SPECIALIST SUB-CONTRACTOR DESIGN IN ACCORD. W/ DESIGN PROGRAMME	OFFSITE MANUFACTURING & ONSITE CONSTRUCTION IN ACCORDANCE WITH CONSTRUCTION PROGRAMME AND RESOLUTION OF DESIGN QUERIES FROM SITE AS THEY ARISE.	HANDOVER OF BUILDING AND CONCLUSION OF BUILDING CONTRACT	UNDERTAKE IN USE SERVICES IN ACCORDANCE WITH SCHEDULE OF SERVICES
PROCUREMENT	INITIAL CONSIDERATIONS FOR ASSEMBLING PROJ. TEAM	PREPARE PROJ. ROLES, CONTRACTUAL TREE & CONT. ASSEMBLING PROJ. TEAM.	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	
PROGRAMME	ESTABLISH PROJ. PROGRAMME	REVIEW PROJ. PROGRAMME	REVIEW PROJ. 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..				
(TOWN) PLANNING	PRE-APPLICATION DISCUSSIONS	PRE-APPLICATION DISCUSSIONS	PLANNING APPLICATIONS ARE TYPICALLY MADE USING THE STAGE 3 OUTPUT. A BESPOKE RIBA PLAN OF WORK 2013 WILL IDENTIFY WHEN THE PLANNING APPLICATION IS TO BE MADE.					
KEY SUPPORT TASKS	REVIEW FEEDBACK FROM PREVIOUS PROJ.S.	HANDOVER STRATEGY & RISK ASSESSMENT. AGREE SCHEDULE OF SERVICES, DESIGN RESPONSIBILITY MATRIX & INFO EXCH. PROJ. EXECUTION PLAN & COMMUNICATION STRATEGIES.	PREPARE SUSTAINABILITY STRATEGY, RISK ASSESSMENTS, MAINTENANCE HANDOVER STRATEGY, CONSIDER CONSTRUCTION STRATEGY, HEALTH & SAFETY STRATEGY. REVIEW & UPDATE PROJ. PLAN.	REVIEW SUSTAINABILITY, MAINTENANCE & OPERATIONAL & HANDOVER STRATEGIES & RISK ASSESS. 3RD PARTY CONSULTATIONS. UPDATE CONSTRUCTION AND HEALTH & SAFETY STRATEGIES	SUBMIT BUILDING REGS, AND ANY 3RD PARTY SUBMISSIONS REQUIRING CONSENT. REVIEW AND UPDATE SUSTAINABILITY, MAINTENANCE AND OPERATIONAL AND HAND OVER STRATEGIES, RISK ASSESS.	REVIEW & UPDATE SUSTAINABILITY STRATEGY, IMPLEMENT HANDOVER STRATEGY. COMPILE AS BUILT INFO. UPDATE CONSTRUCTION AND H&S STRATEGIES.	CARRY OUT ACTIVITIES LISTED IN HANDOVER STRATEGY INCLUDING FEEDBACK FOR USE DURING THE FUTURE LIFE OF THE BUILDING OR ON FUTURE PROJECTS.	CONCLUDE ACTIVITES LISTED IN HANDOVER STRATEGY. POST OCCUPANCY EVALUATION. PROJECT PERFORMANCE, PROJECT OUTCOMES, UPDATE PROJECT INFO. FROM CLIENT FEEDBACK.
SUSTAINABILITY CHECKPOINTS	SUSTAINABILITY CHECKPOINT - 0	SUSTAINABILITY CHECKPOINT - 1	SUSTAINABILITY CHECKPOINT - 2	SUSTAINABILITY CHECKPOINT - 3	SUSTAINABILITY CHECKPOINT - 4	SUSTAINABILITY CHECKPOINT - 5	SUSTAINABILITY CHECKPOINT - 6	SUSTAINABILITY - 7
INFORMATION EXCHANGES	STRATEGIC BRIEF	INITIAL PROJ. BRIEF	CONCEPT DESIGN INCLUDING OUTLINE STRUCTURAL & BUILDING SERVICES DESIGN, ASSOCIATED PROJ. STRATEGIES, PRELIMINARY COST INFORMATION AND FINAL BRIEF.	DEVELOPED DESIGN, INCLUDING THE COORDINATED ARCH. , STRUCTURAL & BUILDING SERVICES DESIGN AND UPDATED COST INFORMATION.	COMPLETED TECHNICAL DESIGN OF THE PROJECT.	AS BUILT INFORMATION	UPDATE AS BUILT INFORMATION.	AS- BUILT INFORMATION.
UK GOVERNMENT INFORMATION EXCHANGES	NOT REQUIRED	REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED	NOT REQUIRED	REQUIRED	AS REQUIRED



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RIBA PRE-2013	RIBA 2013	
N/A	STAGE 0	STRATEGIC DEFINITION
RIBA STAGE A - B	STAGE 01	PREPARATION & BRIEF
RIBA STAGE C	RIBA STAGE 2	CONCEPT DESIGN
RIBA STAGE D	RIBA STAGE 3	DEVELOPED DESIGN
RIBA STAGE E	RIBA STAGE 3 - 4	DEVELOPED DESIGN / TECHNICAL DESIGN
RIBA STAGE F	RIBA STAGE 4	TECHNICAL DESIGN
RIBA STAGE G, H,J,K	RIBA STAGE 5	CONSTRUCTION
RIBA STAGE L	RIBA STAGE 6	HANDOVER & CLOSE OUT
N/A	RIBA STAGE 7	IN USE



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STAGE 0	STRATEGIC BRIEF	IDENTIFY BUSINESS CASE AND STRATEGIC BRIEF & OTHER CORE PROJECT REQUIREMENTS INITIAL CONSIDERATIONS FOR ASSEMBLING THE PROJECT TEAM ESTABLISH PROJECT PROGRAMME PRE-APPLICATION DISCUSSIONS MAYBE REQUIRED TO TEST STRATEGIC BRIEF
STAGE 01	PREPARATION & BRIEF	DEVELOP PROJECT OBJECTIVES, QUALITY OBJECTIVES, PROJECT OUTCOMES, SUSTAINABILITY ASPIRATION & PROJECT BUDGET DEVELOP INITIAL PROJECT BRIEF, UNDERTAKE FEASIBILITY STUDIES AND REVIEW SITE INFORMATION & PROJECT PROGRAMME PRE-APPLICATION DISCUSSIONS WITH LOCAL AUTHORITY AGREE SCHEDULE OF SERVICES, DESIGN RESPONSIBILITY MATRIX, INFORMATION EXCHANGES, PREPARE PROJECT EXECUTION PLAN
RIBA STAGE 2	CONCEPT DESIGN	PREPARE CONCEPT DESIGN, OUTLINE PROPOSALS FOR STRUC. ENG, M&E, COST PLAN, AGREE FINAL BRIEF AGREE ALTERATIONS TO BRIEF AND ISSUE FINAL BRIEF. PLANNING APPLICATION POSSIBLE AT THE END OF STAGE 02 PREPARE SUSTAINABILITY STRATEGY, MAINTENANCE AND OPERATIONAL STRATEGY. REVIEW HANDOVER STRATEGY CONSIDER CONSTRUCTION STRATEGY, INCL. OFFSITE FABRICATION & DEVELOP HEALTH & SAFETY STRATEGY
RIBA STAGE 3	DEVELOPED DESIGN	PREPARE DEVELOPED DESIGN, COORDINATED AND UPDATED PROPOSALS FOR STRUC. DESIGN, BUILDING SERVICES, PREPARE OUTLINE SPECIFICATIONS, COST INFORMATION & PROJECT STRATEGIES IN LINE WITH DESIGN PROGRAMME PLANNING APPLICATION RECOMMENDED AT THE END OF STAGE 03 REVIEW AND UPDATE SUSTAINABILITY, MAINTENANCE & OPERATIONAL & HANDOVER STRATEGIES & RISK ASSESSMENTS
RIBA STAGE 3 - 4	DEVELOPED DESIGN / TECH. DESIGN	<i>INFORMATION EXCHANGES WILL VARY DEPENDING ON THE SELECTED PROCUREMENT ROUTE. THIS 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.</i>
RIBA STAGE 4	TECHNICAL DESIGN	PREPARE TECHNICAL DESIGN TO INCLUDE ARCHITECTURAL, STRUCTURAL & BUILDING SERVICES INFORMATION. INCLUDE SUBCONTRACTOR DESIGN AND SPECIFICATIONS IN ACCORDANCE WITH DESIGN PROGRAMME PLANNING CONDITIONS ATTACHED TO A PLANNING CONSENT ARE ADDRESSED DURING STAGE 04. PRIOR TO STAGE 05. PREPARE & SUBMIT BUILDING REGULATIONS SUBMISSION.
RIBA STAGE 5	CONSTRUCTION	OFFSITE MANUFACTURING AND ONSITE CONSTRUCTION IN ACCORDANCE WITH THE CONSTRUCTION PROGRAMME. ADMINISTRATION OF BUILDING CONTRACT, INCLUDING REGULAR SITE INSPECTIONS AND REVIEW OF PROGRESS. CONTRACTOR WILL NEED TO COMPLY WITH ANY CONSTRUCTION-SPECIFIC PLANNING CONDITIONS. ONGOING COMPILATION OF 'AS-BUILT' INFORMATION.
RIBA STAGE 6	HANDOVER & CLOSE OUT	HANDOVER OF BUILDING AND CONCLUSION OF BUILDING CONTRACT CONCLUDE ADMINISTRATION OF BUILDING CONTRACT CARRY OUT ACTIVITIES LISTED IN HANDOVER STRATEGY INCLUDING FEEDBACK FOR USE DURING THE FUTURE LIFE OF THE BUILDING OR ON FUTURE PROJECTS.
RIBA STAGE 7	IN USE	UNDERTAKE IN USE SERVICES IN ACCORDANCE WITH SCHEDULE OF SERVICES CONCLUDE ACTIVITIES LISTED IN HANDOVER STRATEGY INCL. POST-OCCUPANCY EVALUATION. REVIEW OF PROJECT PERFORMANCE, PROJECT OUTCOMES AND RESEARCH AND DEVELOPMENT ASPECTS.