

RIBA Work Stages

	RIBA Work Stage (Common name)	People involved	Purpose of work and decisions needed	Tasks to be undertaken
PREPARATION	RIBA Stage A Appraisal (Briefing)	All client interests, architect/ lead designer (depending on procurement route)	Identification of Client's requirements and any possible constraints on development. Preparation of studies to enable the Client to decide whether to proceed and to select the probable procurement method. The latter is a particularly important decision, as it will determine the way in which project resources, responsibilities and risks are apportioned between the Client and its consultants and contractors.	<p>Set up project steering group or equivalent and identify the vision and key performance indicators (KPIs) for the project.</p> <p>Consider funding and procurement route– BSF, Academy, DfES bid, LEA resources, school, other agencies.</p> <p>Traditional contract: Submit funding bid to DfES Appoint Design Team</p> <p>PFI/BSF contract: Prepare option appraisals Submit outline business case (OBC) Obtain OBC approval Fix budget for project Advertise in OJEU</p> <p>Partnering contract: Advertise for and select partnering contractor Develop scheme with client and contractor to determine budget Appoint design advisor, education expert and design champion. Set up Client organisation for briefing</p>
	RIBA Stage B Preparing Strategic Brief	Client's representatives, consortium/ partnering team members, architects, engineers and QS according to the nature of the project.	Preparation of general outline of requirements and planning of future action on behalf of, the client with client confirming key requirements and constraints. Identification of procedures, organisational structure and range of consultants and others to be engaged for the project. The strategic brief is a key output from this stage and becomes the clear responsibility of the client.	<p>Studies of user requirements, site conditions, planning, design and cost etc, as necessary to reach decisions</p> <p>Monitor performance against the vision and KPIs for the project.</p> <p>LEA prepares accommodation schedules in consultation with schools.</p> <p>Traditional contract: Sketch design proposals Cost check against budget Prepare final detailed brief.</p> <p>PFI/BSF contract: Select shortlist of bidders. Prepare ITN and issue to bidders Receive bids from bidders Evaluate sample designs (BSF) Evaluate and select Preferred Bidder</p> <p>Partnering contract: Decide Partnering Programme (workshops etc.) Cost check against budget</p>

DESIGN	RIBA Stage C Outline proposals Stage C begins when the architect's brief has been determined in sufficient detail (Sketch plans)	All client interests, consortium/partnering team members, architects, engineers, QS and specialists are required.	Provide the client with an appraisal and recommendation in order that they may determine the form in which the project is to proceed. Ensure that it is feasible functionally, technically and financially. At this point the development of the strategic brief into the full project brief begins and outline design proposals and cost estimates are prepared.	Develop the brief further. Do studies on user requirements, technical aspects, planning, design and costs as necessary to reach decisions. Monitor performance against the vision and KPIs for the project. Traditional contract: C to F – Detailed design and tender documentation produced PFI/BSF contract: C to F – Negotiations with preferred Bidder to finalise contract details. Non sample designs prepared in BSF Partnering contract: C to F – Final design developed jointly within budget constraints, most likely to an Agreed Maximum Price (AMP).
The Brief should not be modified substantially after this point. Depending on the procurement route, changes after this stage can incur additional cost or lengthen the programme.				
DESIGN	RIBA Stage D Scheme Design & Planning; Detailed Proposals; Submit Planning Application (Planning drawings)	All client interests, architects, engineers, QS and specialists and all statutory and other approving authorities, contractor (if appointed).	Determines the general approach to the layout, design and construction in order to obtain authoritative approval of the client on the outline proposals. The project brief will be fully developed and detailed proposals will be made and compiled, generally in a "Stage D" report. The application for full development control approval will be made at this point.	Complete final development brief and full design of the project by the architect. Engineers prepare preliminary design. Preparation of cost plan and full explanatory report. Submit proposals for all approvals. Monitor performance against the vision and KPIs for the project. Traditional contract: C to F – Detailed design and tender documentation produced PFI/BSF contract: C to F – Negotiations with preferred Bidder to finalise contract details. Non sample designs prepared in BSF Partnering contract: C to F – Final design developed jointly within budget constraints, most likely to an Agreed Maximum Price (AMP).
DESIGN	RIBA Stage E Detail Design; Final proposals.	All client interests, architects, engineers, QS and specialists and all statutory and other approving authorities, contractor (if appointed).	Completion of the brief with decisions made on the planning arrangement, appearance, construction method, outline specification and cost of the project. All approvals will be obtained at this stage, including for Building Regulations. In effect, during this Stage final proposals are developed for the Project sufficient for co-ordination of all its components and elements to realise the construction.	Full design of every part and component of the building by collaboration of all concerned. Complete cost checking of designs. Monitor performance against the vision and KPIs for the project. Traditional contract: C to F – Detailed design and tender documentation produced PFI/BSF contract: C to F – Negotiations with preferred Bidder to finalise contract details. Non sample designs prepared in BSF Partnering contract: C to F – Final design developed jointly within budget constraints most likely to an Agreed Maximum Price (AMP).
Any further change in location, size, shape, construction method or cost after this time is likely to result in abortive work. Some procurement methods can make it easier and less costly to make changes after this Stage.				

DESIGN	RIBA Stage F Production information	Architects, QS, engineers and specialists, contractor (if appointed).	Final decisions taken on every matter related to design, specification, construction and cost. For a traditional procurement process, production information is first prepared in sufficient detail to enable a tender or tenders to be obtained. Any further production information required under the building contract to complete the information for construction is then prepared. All statutory approvals should be obtained by the end of this phase.	Prepare final production information i.e. drawings, schedules and specifications. Monitor performance against the vision and KPIs for the project. Traditional contract: C to F – Detailed design and tender documentation produced PFI/BSF contract: C to F – Negotiations with preferred Bidder to finalise contract details. Non sample designs prepared in BSF Partnering contract: C to F – Final design developed jointly within budget constraints, most likely to an Agreed Maximum Price (AMP).
DESIGN	RIBA Stage G Tender documents; Bills of Quantities	Architects, engineers and specialists. Contractor (if appointed)	Prepare and collate tender documentation in sufficient detail to enable a tender or tenders to be obtained for the construction of the Project. It should be noted that this Stage is much more relevant to Traditional forms of procurement.	Prepare Bills of Quantities and tender documents Monitor performance against the vision and KPIs for the project Traditional contract: G to H – Tendering process – contractor selected PFI/BSF contract: G to H – PFI contract signed LEP established in BSF Negotiations with contractor for future phases in BSF Partnering contract: G to H – Contract signed Maximum price (AMP) fixed
DESIGN	RIBA Stage H Tender action	Architects, QS, engineers, contractor, client.	Prepare and complete all information and arrangements for obtaining tender(s). Identify potential contractors and/or specialists for the construction of the project. Tenders obtained and appraised with recommendations made to the client body or Steering Group to allow an appointment to be made. It is important that the contractors' understanding of, and commitment to, the project vision and its sustainability is tested at this stage. This can be achieved by the inclusion of this as a key selection criterion early in the procurement process.	Hold pre-tender briefing for potential contractors to ensure they have a good project understanding Obtain and appraise tenders Appoint contractor Monitor performance against the vision and KPIs for the project.

CONSTRUCT	RIBA Stage J Project Planning; Mobilisation (Site Operations)	Architects, QS, engineers, contractor, client	Building contract let and contractor appointed Production information issued to the contractor Site is handed over to the contractor	Take action in accordance with the RIBA Plan of Work Appoint contractor Hand over site to contractor to prepare prior to construction Monitor performance against the vision and KPIs for the project. Traditional contract: J to M – Construction monitored by design team PFI/BSF contract: J to M – Construction of first phase Facilities Management (FM) service delivery commences on completion Partnering contract: J to M – Contractor, design team and client continue to 'partner' to achieve budget/programme
	RIBA Stage K Operations on Site; Construction to Practical Completion (Site Operations)	Contractors, sub-contractors	Contractor programmes the work in accordance with the contract and commences work on site. The client or their representative - the architect in Traditional procurement - administers the building contract up to and including practical completion (this is the point at which the contractor hands back ownership of the site and completed project to the client). Further information supplied to the contractor as and when reasonably required.	Take action in accordance with the RIBA Plan of Work Regular site inspections of work to ensure it meets specification. Monitor performance against the vision and KPIs for the project
	RIBA Stage L Completion (Site Operations)	Architects, engineers, contractors, sub-contractors, QS, client	This Stage is clearly separated from the construction phase. Final inspections are made to ensure specifications have been met. In addition, the final account is settled	Take action in accordance with the RIBA Plan of Work Monitor performance against the vision and KPIs for the project
USE	RIBA Stage M Feedback	Architect, engineers, QS, contractor, client, users as appropriate	At this Stage, the building has been handed over to the client for occupation. Any defects will have been remedied and the final account settled. This allows the management, construction and performance of the project to be assessed.	Analyse job records and inspect completed building(s) as appropriate. Conduct studies of the building in use. These are particularly important to focus on energy in use against the design specification. Monitor performance against the vision and KPIs for the project.
The RIBA Stages conclude at Stage M. For projects to be sustainable, the operational and decommissioning phases need to be separately identified and planned for by the client. For PFI/BSF procurement, these will be the responsibility of the consortium.				