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).

<table>
<thead>
<tr>
<th>RIBA Work Stages</th>
<th>Description of key tasks</th>
<th>OGC Gateways</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Preparation</td>
<td>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.</td>
<td>1 Business justification</td>
</tr>
<tr>
<td>B Design Brief</td>
<td>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.</td>
<td>2 Procurement strategy</td>
</tr>
<tr>
<td>C Concept</td>
<td>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.</td>
<td>3A Design Brief and Concept Approval</td>
</tr>
<tr>
<td>D Design Development</td>
<td>Development of concept design to include structural and building services systems, updated outline specifications and cost plan. Completion of Project Brief. Application for detailed planning permission.</td>
<td></td>
</tr>
<tr>
<td>E Technical Design</td>
<td>Preparation of technical design(s) and specifications, sufficient to co-ordinate components and elements of the project and information for statutory standards and construction safety.</td>
<td>3B Detailed Design Approval</td>
</tr>
<tr>
<td>F Pre-Construction</td>
<td>Preparation of detailed information for construction. Application for statutory approvals.</td>
<td></td>
</tr>
<tr>
<td>F1 Production Information</td>
<td>Preparation of further information for construction required under the building contract. Review of information provided by specialists.</td>
<td></td>
</tr>
<tr>
<td>F2 Tender Documentation</td>
<td>Preparation and/or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project.</td>
<td></td>
</tr>
<tr>
<td>F3 Tender Action</td>
<td>Identification and evaluation of potential contractors and/or specialists for the project. Obtaining and appraising tenders; submission of recommendations to the client.</td>
<td>3C Investment decision</td>
</tr>
<tr>
<td>J Construction</td>
<td>Letting the building contract, appointing the contractor. Issuing of information to the contractor. Arranging site hand over to the contractor.</td>
<td></td>
</tr>
<tr>
<td>K Construction to Practical Completion</td>
<td>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.</td>
<td>4 Readiness for Service</td>
</tr>
<tr>
<td>L Use</td>
<td>Administration of the building contract after Practical Completion and making final inspections. Assisting building user during initial occupation period. Review of project performance in use.</td>
<td>5 Benefits evaluation</td>
</tr>
</tbody>
</table>

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
The diagrams illustrate different sequences for completion of work stages for various procurement methods, but are not representative of time. In arriving at an acceptable timescale the choice of procurement method may be as relevant as other more obvious factors such as the amount of work to be done, the client’s tendering requirements, risks associated with third party approvals or funding etc.

This symbol indicates that prior to commencement time should be allowed for appointing consultants.

### Fully designed project single stage tender

<table>
<thead>
<tr>
<th>Select advisors</th>
<th>B</th>
<th>Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select / confirm consultants</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>Pre-contract design by Specialist</td>
<td>G</td>
<td>H</td>
</tr>
<tr>
<td>Post-contract design by Contractor or Specialist</td>
<td>F2</td>
<td>L3</td>
</tr>
<tr>
<td>Competitive single stage tender</td>
<td>G</td>
<td>H*</td>
</tr>
<tr>
<td>Two stage main contract tender</td>
<td>G*</td>
<td>H*</td>
</tr>
</tbody>
</table>

G* First stage documentation, H* First stage tender may include Contractor's Proposals, H2 Second stage tender

### Fully designed project with design by contractor or specialist

<table>
<thead>
<tr>
<th>Select advisors</th>
<th>B</th>
<th>Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select / confirm consultants</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>Pre-contract design by Specialist</td>
<td>G*</td>
<td>H*</td>
</tr>
<tr>
<td>Post-contract design by Contractor or Specialist</td>
<td>F2</td>
<td>L3</td>
</tr>
<tr>
<td>Competitive single stage tender</td>
<td>G</td>
<td>H*</td>
</tr>
</tbody>
</table>

### Design and build project single stage tender

<table>
<thead>
<tr>
<th>Select advisors</th>
<th>B</th>
<th>Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select / confirm consultants</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>Employer's requirements</td>
<td>G</td>
<td>H</td>
</tr>
<tr>
<td>Contractor's proposals</td>
<td>E</td>
<td>F</td>
</tr>
</tbody>
</table>

Note: final design activity by Client may be at stage C, D, E or possibly F. These stages not repeated by contractor

### Design and build project two stage tender (all design by contractor)

<table>
<thead>
<tr>
<th>Appoint consultants</th>
<th>B</th>
<th>Design review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer's requirements</td>
<td>G</td>
<td>H1</td>
</tr>
<tr>
<td>Contractor's proposals</td>
<td>C</td>
<td>D/E</td>
</tr>
</tbody>
</table>

### Partnering contract

<table>
<thead>
<tr>
<th>Appoint consultants</th>
<th>B</th>
<th>Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appoint partnering team</td>
<td>H</td>
<td>C</td>
</tr>
<tr>
<td>Select specialists</td>
<td>H</td>
<td>E</td>
</tr>
<tr>
<td>Agree guaranteed maximum price</td>
<td>G/H</td>
<td>J/K</td>
</tr>
</tbody>
</table>

Design and construction sequences may be as shown for Management contract / Construction management

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**Management Contract / Construction Management**

- **Select advisors**
  - A
  - B
  - Planning

- **Select / confirm consultants**
  - C
  - D

- **Select MC or CM**
  - G
  - H
  - J
  - K
  - L1+2

- **Shell and core packages**
  - E
  - F1
  - G
  - H
  - F2
  - J
  - K

- **Fit out packages**
  - E
  - F1
  - G
  - H
  - F2

**MC = management contractor  CM = construction manager**

Specialist contractors should be appointed by the management contractor or the construction manager as appropriate in time for the delivery of any pre-construction design services as required by the overall programme. Each package will require building control approval before its construction commences.

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**Public Private Partnerships and Private Finance Initiative**

**PPP/PFI stages**

- **Preparation**
  1.1 Inception
  1.2 Pre-qualification
  1.3 Output specification

- **Tenders / Negotiations**
  2.1 First bids
  2.2 Second bids
  2.3 Preferred bidder to financial close

- **Construction**
  3.1 Contract award
  3.2 Construction

- **Use**
  4 After hand-over
  5 Commissioning / operations
  6 Evaluation

**OGC model**

- 0
- 1
- 2
- 3.1
- 3.2
- 4
- 5
- 6

- **Select client design advisors**
  - 1.1 - 3
  - 2.1
  - 2.2
  - 2.3

- **Provider’s outputs**
  - 1.2
  - 2.1
  - 2.2
  - 2.3

- **Provider’s design team**
  - C
  - D + E
  - F1
  - F2

**SMART PFI Variations**

- **Select client design advisors**
  - 1.3
  - 1.3 review

- **Provider’s outputs**
  - 1.2

- **Provider’s Design Team**
  - (D+E)
  - F1
  - F2 + K

**RIBA stages**

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