

<https://riba-prd-assets.azureedge.net/-/media/GatherContent/Business-Benchmarking/Additional-Documents/2020RIBAPlanofWorktemplatepdf.pdf?rev=6f995f6f39d2414daf50889b00a7ecb4>

What is the RIBA Plan of Work?

In Architecture, it is always important to remember that we are building for a set client and that people will always be interacting with your design. Even though every design brief and design are different, it is important for the correct steps to be taken in order for a building to be appropriate. The RIBA Plan of Work sets out specific steps for architects and their clients to work together to complete a project. As well as overseeing the completion of a building, the RIBA Plan of work also continues to monitor the use of a building and how it operates, this will last the lifetime of the structure.

“The RIBA Plan of Work organises the process of briefing, designing, constructing and operating building projects into eight stages and explains the stage outcomes, core tasks and information exchanges required at each stage”

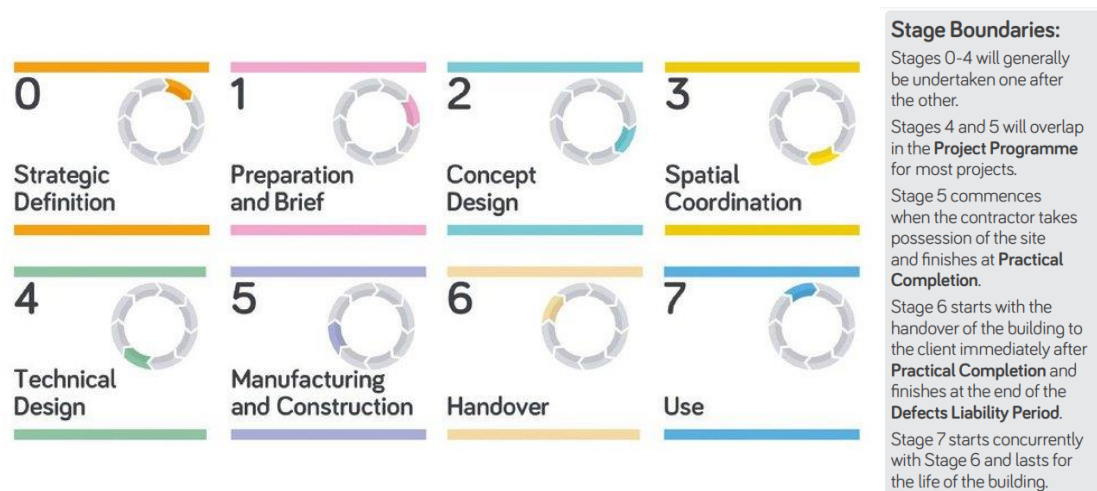


Figure 1, *RIBA Plan of Work Stages* (Royal Institute of British Architects, 2020)

The main strategies goals set out in the RIBA Plan of work are:

- Conservation Strategy
- Cost Strategy
- Fire Safety Strategy
- Health and Safety Strategy
- Inclusive Design Strategy
- Planning Strategy
- Plan for Use Strategy*

- Procurement Strategy
- Sustainability Strategy**



Stage 0

Stage 0 is about determining the best means of achieving the client's requirements. An open mind is required because a building might not be the most appropriate solution.



Stage 1

Stage 1 is about developing the detail of the brief and making sure that everything needed for the design process is in place before Stage 2. This includes ensuring that the brief can be accommodated on the site.



Stage 2

Stage 2 is about getting the design concept right and making sure that the look and feel of the building is proceeding in line with the client's vision, brief and budget. The key challenge of this stage is to make sure that the tasks that are undertaken are geared to meeting the stage objectives. Going into too much detail too early can pivot the design team's effort away from setting the best strategy for the project; but if there is too little detail, Stage 3 becomes inefficient.



Stage 3

The purpose of Stage 3 is to spatially coordinate the design before the focus turns to preparing the detailed information required for manufacturing and constructing the building. The information at the end of this stage needs to be coordinated sufficiently to avoid all but the most minor of iterations at Stage 4 and to make sure that the planning application is based on the best possible information.



Stage 4

Stage 4 is about developing the information required to manufacture and construct the building. This requires information from the design team and the specialist subcontractors employed by the contractor, regardless of which procurement route is used.



Stage 5

Stage 5 is when the building is manufactured and constructed.



Stage 6

By Stage 6 the building will be in use and the emphasis of the project team will have switched to closing out any defects and completing the tasks required to conclude the **Building Contract**.



Stage 7

This is the period when the building is in use, lasting until the building reaches the end of its life.

Figure 2, *RIBA Plan of Work Definitions* (Royal Institute of British Architects, 2020)

Why is the RIBA Plan of Work important for our business?

Working in a profession business means that we must ensure that we are working to certain standards and regulations. In the RIBA 2020 Plan of Work, it assess the importance of communication through different roles of a project and how inefficiency can be caused due to miscommunication and people completing jobs with their own methods (even if that method is the least beneficial for the efficiency of the project). Therefore, the Plan of Work is a “road map” to promote consistency.

The RIBA Plan of Work also allows us to solidify our Ethos in all of our projects, this is because we can see the steps that are going to be taken for each design and we can fit in different aspects of our ideas and goals into these stages. The Plan of Work also links directly to our idea of a circular economy because it sets out ideas to make a buildings life last as long as possible, and the aftercare taken to ensure its function is being maintained. It also states that when the building is past its lifetime and there is a demand for something new at a particular site this framework will assess what is the most appropriate action that needs to be taken and the RIBA Plan of work will go full circle and start back at Stage Zero.

Adaptation of a building (at the end of its useful life) triggers a new Stage 0



Figure 3, *RIBA Plan of Work Circle* (Royal Institute of British Architects, 2020)

*<https://www.architecture.com/knowledge-and-resources/resources-landing-page/plan-for-use-guide>

**<https://www.architecture.com/knowledge-and-resources/resources-landing-page/sustainable-outcomes-guide>

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Figure 2, Royal Institute of British Architects., 2020. *RIBA Plan of Work Definitions* [Digital Image]
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