



RIBA
Plan of Work
2020

Stage Boundaries

Stage 0 will generally be undertaken on site after the other.

Stage 1 will be undertaken in the Project Programme for most projects.

Stage 2 continues when the contractor takes possession of the site and finishes at Practical Completion.

Stage 3 starts with the handover of the building to the client immediately after Practical Completion and finishes at the end of the Defects Liability Period.

Stage 4 starts immediately after Stage 3 and runs to the end of the building.

Planning Note

Planning Note: The RIBA Plan of Work 2020 is a framework for the delivery of a building project. It is not a prescriptive document and does not dictate the way in which a project should be delivered. It is a framework for the delivery of a building project. It is not a prescriptive document and does not dictate the way in which a project should be delivered.

Procurement

The RIBA Plan of Work 2020 procurement requires a Client to commission the architect to develop a project brief. The architect's role is to develop a project brief that is aligned to the requirements of the Procurement Strategy.

- Employer's Requirements
- Contract's Programme

	0	1	2	3	4	5	6	7
	Strategic Definition	Preparation and Briefing	Concept Design	Spatial Coordination	Technical Design	Manufacturing and Construction	Handover	Use
The RIBA Plan of Work 2020 is a framework for the delivery of a building project. It is not a prescriptive document and does not dictate the way in which a project should be delivered.								
Stage Outcome at the end of the stage	The last instance of achieving the Client Requirements confirmed.	Project Brief approved by the client and confirmed that it can be accommodated on the site.	Architectural Concept approved by the client and aligned to the Project Brief.	Architectural and engineering information Spatially Coordinated.	All design information required for manufacture and construction of the project completed.	Manufacturing, construction and Commissioning completed.	Building handover, Measures initiated and Building Commission concluded.	Building used, operated and maintained efficiently.
Core Tasks during the stage	Produce Client Requirements. Develop Business Case for feasibility options including scope of Project Brief and Project Budget. Early input that feeds into Client Requirements. Produce Feedback from previous complete. Understand Site Appraisal.	Produce Project Brief including Project Outcomes and Sustainability Outcomes. Quality Regulations and Spatial Requirements. Understand Feasibility Studies. Agree Project Budget. Gather Site Information including Site Surveys. Produce Project Programme. Produce Project Execution Plan.	Produce Architectural Concept incorporating Strategic Engineering Requirements and aligned to Client Brief, Project Strategies and Outline Specifications. Agree Project Brief. Understand Design Reviews with client and Project Stakeholders. Produce Project Design Programme.	Understand Design Studies Engineering Analysis and Client Services to form Architectural Concept including or Spatially Coordinated design aligned to Client Brief, Project Strategies and Outline Specifications. Understand Change Control Procedures. Produce Project Design Programme.	Develop architectural and engineering technical design. Produce and coordinate design team Building Systems information. Produce and integrate specialist information Building Systems information. Produce Project Design Programme.	Produce Site Logistics. Understand Building Systems information Building. Monitor progress against Construction Programme. Project Construction Quality. Produce Site Quality as required. Understand Commissioning of Building. Produce Building Manual.	Handover building on site with Plan for Use Strategy. Understand scope of Project Performance. Understand external Commissioning. Security delivery. Comply with all Measures taken including light touch Post Occupancy Evaluation.	Implement Building Management and Asset Management. Understand Post Occupancy Evaluation of building performance to use. Security Project Outcomes including Sustainability Outcomes.
Core Statutory Processes during the stage	Strategic approval of Planning consultation.	Submit pre-application Planning Advice. Include submission of health and safety Pre construction Information.	Obtain pre-application Planning Advice. Agree outline Building Regulations compliance. Obtain outline outline Planning Application.	Review design against Building Regulations. Produce and submit Planning Application.	Submit Building Regulations Application. Obtain outline outline Building Regulations. Produce Construction Phase Plan. Submit Health and Safety File.	Comply with Construction Phase Plan. Comply with Planning Conditions as required.	Comply with Planning Conditions as required.	Comply with Planning Conditions as required.
Procurement Route	Design & Build / Design & Build / Design Management / Construction Management / Construction							
Information Exchanges at the end of the stage	Client Requirements. Business Case.	Project Brief. Feasibility Studies. Site Information. Project Budget. Project Programme. Procurement Strategy. Responsibility Matrix. Information Requirements.	Project Brief Derivatives. Signed off Design Report. Project Strategies. Outline Specifications. Client Plan.	Signed off Stage Report. Project Strategies. Signed off Outline Specifications. Signed off Client Plan. Planning Application.	Manufacturing Information. Construction Information. Final Specifications. Signed off Project Strategies. Building Regulations Application.	Building Manual including Health and Safety File and Fire Safety Information. Practical Completion certificate including Defects List. Asset Information.	Feedback on Project Performance. Post Occupancy Evaluation. Post Occupancy Evaluation.	Feedback from Post Occupancy Evaluation. Updated Building Manual including Health and Safety File and Fire Safety Information as necessary.

Handover Strategy Riba Plan Guide

Puja Mehta



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Table of Contents Handover Strategy Riba Plan Guide

1. Understanding the eBook Handover Strategy Riba Plan Guide
 - The Rise of Digital Reading Handover Strategy Riba Plan Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Handover Strategy Riba Plan Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Handover Strategy Riba Plan Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Handover Strategy Riba Plan Guide
 - Personalized Recommendations
 - Handover Strategy Riba Plan Guide User Reviews and Ratings
 - Handover Strategy Riba Plan Guide and Bestseller Lists
5. Accessing Handover Strategy Riba Plan Guide Free and Paid eBooks
 - Handover Strategy Riba Plan Guide Public Domain eBooks

- Handover Strategy Riba Plan Guide eBook Subscription Services
- Handover Strategy Riba Plan Guide Budget-Friendly Options
- 6. Navigating Handover Strategy Riba Plan Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Handover Strategy Riba Plan Guide Compatibility with Devices
 - Handover Strategy Riba Plan Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Handover Strategy Riba Plan Guide
 - Highlighting and Note-Taking Handover Strategy Riba Plan Guide
 - Interactive Elements Handover Strategy Riba Plan Guide
- 8. Staying Engaged with Handover Strategy Riba Plan Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Handover Strategy Riba Plan Guide
- 9. Balancing eBooks and Physical Books Handover Strategy Riba Plan Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Handover Strategy Riba Plan Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Handover Strategy Riba Plan Guide
 - Setting Reading Goals Handover Strategy Riba Plan Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Handover Strategy Riba Plan Guide
 - Fact-Checking eBook Content of Handover Strategy Riba Plan Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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