

The key to a **successful** architectural practice

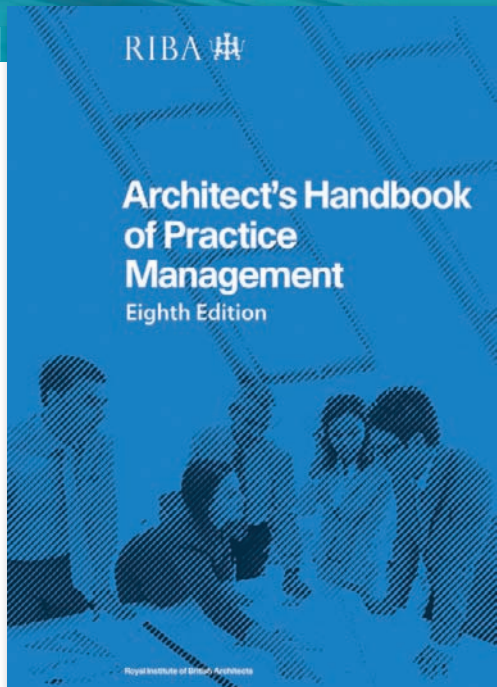


new edition

Architect's Handbook of Practice Management

Eighth edition

Nigel Ostime and David Stanford



- The most complete reference resource available to running an architectural practice
- Completely updated and revised, with a more commercial edge, offering key practice and project management skills for today's tough, competitive market
- Guides the reader towards adopting innovative business practices such as Knowledge Management and BIM
- Relevant to architectural practices of all sizes
- The ideal companion to the **Architect's Job Book**, providing a dual reference source and contemporary practice management tool.

The professional architect's business management bible has been radically overhauled to reflect the very latest practice in today's cutting-edge architectural environment.

Rewritten with an emphasis on the practical aspects of working as an architect, this new edition combines clear and comprehensive guidance with a focus on new directions in practice management which will give a modern practice that vital commercial edge.

Topics range from starting up a practice and developing a business strategy, to how to win clients, manage people, and handle fees. It includes new sections on topics such as knowledge management, QA, IT and project management too.

With its clear, accessible layout, and no-nonsense style aimed at busy architects, this is a must-read for practices of all sizes and the ideal companion to the Eighth edition of the RIBA **Architect's Job Book**.

RIBA Publishing | November 2010 | Code 69972 | Paperback | 288 pages | ISBN 978 1 85946 3 505 | **£45.00**

About the editors

Nigel Ostime

Nigel is a director at 3DReid, with broad experience of a wide range of sectors including residential, retail, hotels, offices, airports and infrastructure projects, as well as large, mixed-use town centre developments. He has a keen interest in the process of design, and was instrumental in the development of the practice's in-house 'knowledge-led' approach to project work. He was co-editor of the Eighth edition of the RIBA **Architect's Job Book** (2008).

David Stanford

David was a founder director of Reid Architecture, and held the role of Managing Director of its London office prior to the merger with 3D Architects. As a director at 3DReid he has strategic responsibility for integration, communication and practice management. Having run the office from its inception, for almost 30 years, he has a deep understanding of the practical aspects of managing a practice. David is also 3DReid's representative on the RIBA Large Practice Forum and a member of the board of Wren Mutual.

Successful architectural practice

Essential practice titles



NBS Guide to Tendering: for Construction Projects

Roland Finch

NBS | February 2011 | Code 74338 | Paperback | 32 pages | ISBN 978 1 85946 3 888 | **£10.00**

This much-needed short guide replaces the withdrawn NJCC codes of procedure. It sets down a procedure for managing tenders for construction work based on up-to-date legislation. Written in a plain-English style, it explains the transparent procedures that will allow you to avoid problems down the line. Based on the Public Contracts Regulations, it incorporates guidance from the market-leading NBS Building software and includes a worked example. Relevant to all projects and aimed at clients, architects, surveyors, designers, engineers, project managers, this important new guide will allow you to adopt the key values of fairness, clarity, simplicity and accountability. It also aligns with the principles of sustainable development which require the fair, ethical and transparent treatment of suppliers and the supply chain.

New



Sustainable Buildings: The Client's Role

Joanna Eley

RIBA Publishing | April 2011 | Code 74295 | Paperback | 40 pages | ISBN 978 1 85946 366 6 | **£10.00**

Prepared by the RIBA, this straightforward guide is for clients wishing to build a sustainable building. It will help them make best use of available professional advice and knowledge. It will make it easier for them to understand the choices and to communicate their vision to the design team. Along the way, it outlines why sustainability matters in building projects, how it can serve objectives and, most importantly, the client's vital role in achieving it. Structured in two main parts, Section 1 tells the client what they need to understand about current legislation and targets that affect the project. Section 2 alerts them to what they need to think about at each stage.

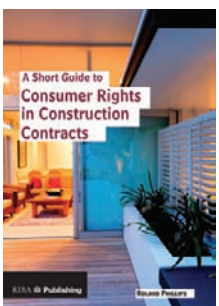
Coming Soon



Code for Sustainable Homes Technical Guide

RIBA Publishing | October 2010 | Code 68816 | Paperback | 289 pages | ISBN 978 1 85946 3 314 | **£40.00**

This is an essential reference for construction professionals wanting to understand the technical background to and process of achieving a Code rating for new build homes. Now in full colour, the November 2010 edition follows a recent wide-ranging Government consultation that sought views on updating the code, to take account of the changes to Approved Document L (2010), and to resolve some issues that had arisen during its use.



A Short Guide to Consumer Rights in Construction Contracts

RIBA Publishing | October 2010 | Code 73704 | Paperback | 32 pages | ISBN 978 1 85946 3 840 | **£9.99**

This essential guide is for all professional advisors and contractors who advise on or make a contract with a consumer. UK Consumer Rights legislation imposes obligations designed to protect the consumer client which can trip up an unwary architect or contractor and leave them exposed to significant contractual risk, charges of negligence, or statutory fines. **A Short Guide to Consumer Rights in Construction Contracts** provides an accessible guide to the legislation, clearly explaining exactly what needs to be done and when.



A guide to letter contracts

2nd edition

Roland Phillips

RIBA Publishing | August 2010 | Code 73086 | Paperback | 40 pages | ISBN 978 1 85946 3 864 | **£17.95**

Essential for architects and other consultants offering design services, this book offers critically important guidance to minimise the inherent risks of concluding appointments by letter. This fully updated second edition presents the safest way to word a letter contract for very small projects. It includes full coverage of consumer rights legislation, a detailed section on all the key watch-points, including payment, copyright, liability and insurance, two annotated model letters, a model notice of the domestic client's right to cancel and four worked examples demonstrating how the models may be adapted in practice.



Rough Guide to Sustainability

3rd edition

Brian Edwards

RIBA Publishing/Earthscan | February 2010 | Code 69040 | Paperback | 280 pages | ISBN 978 1 85946 3 321 | **£29.95**

This no-nonsense student and practice primer equips the contemporary architect to deal with the profession's most important challenge: designing buildings for sustainability. It sets out the environmental, professional and governmental context underlying sustainable principles, as well as outlining the science, measures and design solutions that designers need to adopt to meet 21st century definitions of responsible architecture. It includes updated design advice on building types, and a useful history of green architecture education.



A Clients Guide to Engaging an Architect

Royal Institute of British Architects

RIBA Publishing | November 2009 | Code 70615 | Paperback | 34 pages | ISBN 978 1 85946 3 581 | **£10.00**

Straightforward and completely up to date, this guide sets out everything that you as a client – whether for domestic, commercial, small or large projects – needs to be aware of. As well as explaining the considerable added value that the right architect can bring to the project, the guide talks you through the formal appointment mechanisms that architects as professionals will expect to transact with you. General background information outlining the importance of the brief and project management is supported by an explanation of the RIBA's industry-standard **Outline Plan of Work**. Importantly, the various options for calculating fees are described.



Which Contract?

4th edition

Sarah Lupton, Stanley Cox and Hugh Clamp

RIBA Publishing | July 2007 | Code 58319 | Paperback | 360 pages | ISBN 978 1 85946 2 379 | **£49.50**

The indispensable **Which Contract?** is the most accessible and reliable comparison of the burgeoning number of standard forms of building contract currently available in the UK. Taking account of all the recognised standard forms, it provides a guide to selecting the right contract, and an invaluable contract-by-contract comparative analysis. It makes contract choice a simple, and understandable process.



Architect's Job Book

8th edition

3D Reid

RIBA Publishing | July 2008 | Code 61857 | Paperback | 304 pages | ISBN 978 1 85946 2 522 | **£60.00**

The **Architect's Job Book** is the Royal Institute of British Architects' long-established and recognised standard reference work for running architectural jobs and administering construction contracts. This new edition has been completely updated to reflect current practice and substantially reformatted to make it easier to use for today's practising architect. The book examines the architect's key obligations and actions to be undertaken at every work stage set out as a series of checklists. The guidance is amplified by useful notes as well as references to supplementary guidance material at the end of every chapter.



Green Guide to the Architect's Job Book

2nd edition

Sandy Halliday

RIBA Publishing | August 2007 | Code 55696 | Paperback | 88 pages | ISBN 978 1 85946 1 860 | **£17.50**

The **Green Guide to the Architect's Job Book** is a highly readable process map through the complexities of design and construction to aid the successful delivery of long-term sustainability in our built environment. Totally up-to-date and compatible with the **Architect's Job Book**, the **Green Guide to the Architect's Job Book** nonetheless stands alone as a straightforward, practical aide-memoire based on hard-won experience in the real world for architects and, importantly, project managers and clients, many of whom are actively seeking sustainable buildings.



Plan of Work

Multi-Disciplinary Services

Roland Phillips

RIBA Publishing | July 2008 | Code 61856 | Paperback | 96 pages | ISBN 978 1 85946 1 952 | **£42.00**

Plan of Work: Multi-Disciplinary Services is the guide to the **RIBA Outline Plan of Work 2007**, the de facto standard project framework used by the construction industry. Now updated to reflect current procurement practice and the consequences of better risk management, this guide describes how the different parties in the contemporary multi-disciplinary team can work together effectively to complete work stages. **Plan of Work: Multi-Disciplinary Services** builds on its well-established reputation for providing a flexible model for preparing designs with a cost plan and an invaluable roadmap for monitoring their construction.



The BIID Interior Design Job Book - How to run a project

RIBA Publishing | October 2010 | Code 69971 | Paperback | 288 pages | ISBN 978 1 85946 3 499 | **£49.95**

Suitable for all interior designers – **The BIID Interior Design Job Book** provides guidance for every stage of a job. It sets out a step-by-step process which dovetails with the standard procedures used by architects and contractors, is full of practical advice, and includes model letters and specimen forms which can be quickly adapted to any job. It also contains guidance to the legal background, a clause-by-clause explanation of the standard form of client contract (**ID/10**), and an introduction to space planning. Fully endorsed by the British Institute of Interior Design, it will bring a professional rigour to the way projects run and is vital for maintaining a competitive edge in a crowded field.



Successful architectural practice The key to **RIBA Agreements** architectural practice

RIBA Agreements 2010 Complete Reference Set **£150.00** + VAT

RIBA Publishing
July 2010
Code 72709
Paperback
ISBN 978 1 85946 3 727



Guide to RIBA Agreements 2010

Roland Phillips

RIBA Publishing | July 2010 | Code 69966 | Paperback | ISBN 978 1 85946 3 482 | **£20.00**

The 2010 edition of this guide explains how to use the brand new and comprehensively reviewed suite of contracts for professional services known as the RIBA Agreements 2010. With worked examples and guidance about matters affecting professional contracts, it is designed to be read in conjunction with the Notes and Model Letters accompanying each of the contracts in the suite. Clients will also find that it helps them understand the professionals' role and the responsibilities of each party to the Agreement.



RIBA Standard Agreement 2010: Architect

RIBA Publishing
June 2010
Code 69979
Paperback
ISBN 978 1 85946 3 406
£32.00 + VAT



RIBA Domestic Project Agreement 2010: Architect

RIBA Publishing
June 2010
Code 69978
Paperback
ISBN 978 1 85946 3 420
£17.00 + VAT

Buy the RIBA Agreements as electronic versions using the online agreements tool: www.ribabookshops.com/agreements

RIBA Good Practice Guide Series

This series has been specifically developed to provide architects and other construction professionals with practical advice and guidance on a range of topics that affect them and the management of their business on a day-to-day basis. Written in an easy-to-read, straightforward style, each guide will be the reader's first point of reference on the particular subject in question, offering a quick overview of the key points and then providing a route map for finding further, more detailed information.

Coming Soon



Good Practice Guide: Arbitration

Mair Coombes-Davis

RIBA Publishing | April 2011 |
Code 69969 | Paperback | 144 pages |
ISBN 978 1 85946 345 1 | **£19.95**

Bestseller



Good Practice Guide: Marketing Your Practice

Edited by Helen Elias

RIBA Publishing | December 2009
Code 69154 | Paperback | 144 pages |
ISBN 978 1 85946 3 079 | **£19.95**

Bestseller



Good Practice Guide: Fee Management

Roland Philips

RIBA Publishing | February 2009
Code 61859 | Paperback | 148 pages |
ISBN 978 1 85946 1 808 | **£19.95**



Good Practice Guide: Negotiating the Planning Maze

2nd edition

Philip Moren and John Collins

RIBA Publishing | November 2009
Code 69963 | Paperback | 184 pages |
ISBN 978 1 85946 3 468 | **£19.95**



Good Practice Guide: Building Condition Surveys

Mike Hoxley

RIBA Publishing | July 2009
Code 68971 | Paperback | 160 pages |
ISBN 978 1 85946 3 086 | **£19.95**



Good Practice Guide: Mediation

Andy Grossman

RIBA Publishing | May 2009
Code 68700 | Paperback | 104 pages |
ISBN 978 1 85946 3 123 | **£19.95**



Good Practice Guide: Inspecting Works

Nicholas Jamieson

RIBA Publishing | February 2009
Code 63510 | Paperback | 172 pages |
ISBN 978 1 85946 1 938 | **£19.95**



Good Practice Guide: Extensions of Time

Gillian Birkby, Albert Poole
and Frances Anderson

RIBA Publishing | August 2008
Code 64213 | Paperback | 102 pages |
ISBN 978 1 85946 2 980 | **£19.95**



Good Practice Guide: Painless Financial Management

Brian Pinder-Ayres

RIBA Publishing | February 2008
Code 63509 | Paperback | 120 pages |
ISBN 978 1 85946 1 808 | **£19.95**

Bestseller



Good Practice Guide: Starting a Practice

Simon Foxell

RIBA Publishing | November 2006
Code 59233 | Paperback | 170 pages |
ISBN 978 1 85946 2 492 | **£19.95**



Good Practice Guide: Employment

Brian Gegg and David Sharp

RIBA Publishing | January 2006
Code 55694 | Paperback | 112 pages |
ISBN 978 1 85946 1 822 | **£19.95**

Bestseller



Good Practice Guide: Keeping out of Trouble

Owen Luder

RIBA Publishing | January 2006
Code 55692 | Paperback | 160 pages |
ISBN 978 185946 1 815 | **£19.95**

Special Offer

Valid until 31 May 2011 - Online only

Buy four Good Practice Guides and receive **£10 off** your order.

