The RIBA Plan of Work organizes the process of briefing, designing, delivering, maintaining, and operating a building into eight stages. It is a framework for all disciplines on construction projects and should be used solely as guidance for the preparation of detailed professional services and building contracts.

### Core Tasks during the stage:
- Prepare Client Requirements
  - Develop Business Case for feasible options including review of Project Risks and Project Budget
  - Reticulate option that best delivers Client Requirements
  - Review Feedback from previous projects
  - Undertake Site Appraisals
- Prepare Project Brief
  - Project Brief including Project Outcomes and Sustainability Outcomes, Quality Aspirations and Spatial Requirements
  - Undertake Feasibility Studies
  - Agree Project Brief
  - Source Site Information including Site Surveys
  - Prepare Project Programme
  - Prepare Project Execution Plan
- Prepare Architectural Concept incorporating Strategic Engineering requirements and aligned to Cost Plan, Project Strategies and Outline Specification
- Undertake Design Studies, Engineering Analysis and Cost Exercises to test Architectural Concept resulting in Spatially Coordinated design aligned to updated Cost Plan, Project Strategies and Outline Specification
- Initiate Change Control Procedures
- Prepare stage Design Programme

### Core Statutory Processes during the stage:
- Planning
  - Site Information
  - Planning Application
  - Prepare and submit Building Regulations
  - Submit Building Regulations Application
- Building Regs Applications
  - Design
  - Prefabrication and off-site manufacturing
  - Submissions

### Procurement
- Traditional
  - Design & Build
  - Management Contract
- Contractor-led
  - Appoint client team
  - Appoint design team
  - Pre-contract services agreement
  - Project Brief
  - Project Brief Derogations
  - Signed Stage Report
  - Project Strategies
  - Outline Specification
  - Cost Plan
- Construction
  - Managing Information
  - Contractor Information
  - Cost Exercise
  - Responsibility Matrix

### Use
- User
  - Feedback on Project
  - Final Certificate
  - Feedback from user

### Further guidance and detailed stage descriptions are included in the RIBA Plan of Work 2020 Overview.

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