

## **Annex 1**

### **The Stages of the Royal Institute of British Architects (RIBA) Plan of Work**

The RIBA Plan of Work consists of eight stages, numbered 0 to 7. Each stage represents a phase in the project lifecycle and is designed to ensure that all aspects of the project are considered and addressed.

1. RIBA Stage 0: Strategic Definition – In this stage, the project’s objectives, constraints, and requirements are defined. Stakeholders are identified, and their needs and expectations are considered.
2. RIBA Stage 1: Preparation and Brief – The project brief is developed, outlining the client’s requirements, project scope, and key performance indicators. A feasibility study may be conducted to assess the project’s viability.
3. RIBA Stage 2: Concept Design – Initial design concepts are developed, and the preferred design solution is chosen. This stage includes preliminary cost estimates and risk assessments.
4. RIBA Stage 3: Spatial Coordination – The chosen design concept is developed into a coordinated architectural, structural, and services design. This stage includes the preparation of planning applications, building regulations submissions, and detailed cost estimates.
5. RIBA Stage 4: Technical Design – Technical details are finalised, including specifications, schedules, and drawings. The design is coordinated with other disciplines, and any necessary adjustments are made.
6. RIBA Stage 5: Construction – The project is constructed according to the technical design, with regular site inspections and progress reports to ensure quality and compliance with the design.
7. RIBA Stage 6: Handover and Closeout – The project is handed over to the client after construction. Any defects or issues are rectified, and final documentation is provided.
8. RIBA Stage 7: In Use – The performance of the completed project is monitored and evaluated. Feedback is collected to inform future projects and improve the design process.