

RIBA 2013 Plan of Work Stage	PMA Fee Prop. Stage	Task Description	Jan' 2017				Feb' 2017				March 2017				April 2017				May 2017				
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
1	1.1	Meet clients to carry out preliminary stakeholder engagement																					
	1.2	Agree initial brief with clients																					
	1.3	Visit site for photographic survey																					
	1.4	Commission Topo Survey																					
	1.5	Commission Preliminary Ecology Report																					
	1.6	Commission desktop study with geotechnical consultant																					
2	2.1	Assess information provided by client, list design tasks to be achieved																					
	2.2	Check local and national planning policy, identify key constraints																					
	2.3	Identify local architectural vernacular																					
	2.4	Precedent Studies																					
	2.5	Investigate existing services																					
	2.6	Design studies to assess constraints / opportunities of brief – environmental, amenity, planning, site etc																					
	2.7	Concept proposals and design options																					
	2.8	Client Meeting to discuss options																					
	2.9	Prepare sketch drawings to 1:100 scale																					
	2.10	Liaise with Quantity Surveyor																					
	2.11	Opportunities & Constraints document																					
	2.12	Present / Discuss design ideas to client																					
	2.13	Hold initial public consultation & record feedback																					
	2.14	Meet clients to assess feedback from consultation																					

