**6 - Handover**

**Project Monitoring   
& Evaluation (PME)**

**7 – In Use**

**Post Practical Completion**

**L**

**4 – Technical Design**

**3 – Developed Design**

**Full Business Case (FBC)**

**Production Info.**

**Technical Design**

**Design Development**

**F**

**E**

**D**

**2 – Concept Design**

**Outline Business Case (OBC)**

**Concept**

**C**

**Design Brief**

**B**

**A**

**1 – Preparation & Brief**

**Initial Agreement (IA)**

**Appraisal**

**0 – Strategic Definition**

RIBA   
Stages : 2013 2007

**Strategic Assessment (SA)**

PM & Technical Information:

Handover:

* Confirm compliance e.g. Commissioning, O&M and soft landing & sustainable

Submit:

* CIG: post occupational Project Monitoring & Evaluation (PME) reports, incl. Design Info below

PM & Technical Information:

Finalise:

* Down-selection of any bidders/ competitors #
* Final Brief, incl. OBC (& Interim) stage NDAP report(s)
* Site Information incl. investigations
* Master Programme
* Master Risk Register
* Cost Plan, incl. WLC
* Project Execution Plan (PEP)
* Commissioning, O&M and Soft Landing Strategy
* Responsibility matrix & Communications plan

Submit:

* NDAP: #pre-down-selection: interim feedback on Design Info below
* NDAP: pro-forma (appendix A)
* NDAP: Draft IA, incl. Design Info below
* CIG: Board/ Client verified NDAP report

PM & Technical Information:

PM & Technical Information:

Establish Objectives:

* Project Benefits
* Quality Objectives
* Sustainability Aspirations

Establish PM Documents:

* Stakeholder groups
* Initial Brief, incl. Design Standards
* Initial Programme
* Initial Risk Register
* Cost Plan, incl. WLC
* Project Execution Plan (PEP)

Submit:

* NDAP: pro-forma (appendix A)
* NDAP: Draft IA, incl. Design Info below
* CIG: Board verified NDAP report

PM & Technical Information:

Early Stage:

* Outline Brief , incl. Strategic Context & IA stage NDAP report
* High Level Information Pack(s) for Contracted Service(s)
* Site(s) Information
* Site Selection & Option Appraisal\* Process

Develop:

* Master Programme
* Master Risk Register
* Cost Plan, incl. WLC
* Project Execution Plan (PEP)
* Commissioning, O&M and Soft Landing Strategy
* Responsibility matrix & Communications plan

Submit:

* NDAP: \*Early Stage: interim feedback on Design Info below
* NDAP: pro-forma (appendix A)
* NDAP: Draft IA, incl. Design Info below
* CIG: Board/ Client verified NDAP report

Design Information -Concept Design:

Early Stage:

* Strategic Context & Masterplan studies e.g. ≥ 1:1000 .
* Site & Option Appraisal e.g. ≥ 1:500, photos,3Ds, HAI,CDM, VfM
* Initial concept sketches &  sustainable design strategy
* Evidence of stakeholder consultation & DQI on preferred option

Late Stage:

* Concept Design incl. Arch, M&E, C&S, Fire and Landscape
* Outline drawings & specifications
* Outline sustainability strategy
* Outline Construction Strategy incl. HAI, CDM H&S Plan
* Completed Design Statement OBC self assessment
* Completed AEDET OBC self assessment
* Photographs of site showing broader context
* Evidence of Local Authority Planning consultation and/or alignment with Local Development Plan.
* Extract from draft OBC detailing benefits and risks analysis
* Evidence of HAI & CDM compliance
* Evidence Sustainability commitments will be met. (e.g. accurate & NCM model information e.g. BREEAM, .CAB files and BRUKL
* Evidence Equality commitments will be met.
* Evidence of VfM e.g. outline WLC on key design options
* Evidence that Activity Data Base (ADB) is being fully utilised.
* Evidence design guidance will be met; list any derogations.
* Design Report evidencing above - ≥ 1:500, ≥ 1:200, key ≥ 1: 50; diagrams, plans, sections, 3Ds, specs, comfort & energy DSMs.

Design information -PME:

* Complete BREEAM
* 1st annual energy NDEP
* PME Design Statement and AEDET, plus share any design learning.
* O&M/ Soft Landings, on going use optimisation and shared learning
* Submit for Design Awards

NDAP Information -Developed Design:

Mid - Late Stage:

* IA Design Standards, with any updates in benchmarks highlighted.
* Completed Design Statement FBC self assessment
* Completed AEDET FBC self assessment
* Evidence Local Authority Planning & other consents, plus any risks
* Draft FBC incl. benefits and risks analysis e.g. SCIM appendix 3.
* 3D images for key spaces identified in Design Statement.
* Evidence of HAI & CDM compliance and design optimised
* Evidence Sustainability compliance and design optimised, e.g. NCM plus accurate comfort & energy models (DSMs), BRUKLs, CAB files
* Evidence Equality and accessibility compliance & design optimised
* Evidence design coordination in place and resilient e.g. BIM
* Evidence commissioning, O&M & soft landings in place and resilient
* Evidence of VfM e.g. detailed WLC options, and design optimised
* Evidence that Activity Data Base (ADB) use is optimised.
* Evidence guidance & standards are met; list derogations & reasons
* Final Design Report, coordinated response across multi-disciplines, evidencing all above - ≥ 1:500, ≥ 1:200, ≥ 1: 50, ≥ 1: 20; 3Ds, plans, sections, specs, comfort & energy DSMs BREEAM, WLCs etc.

Design Information -Brief:

Establish:

* AEDET or equal, healthcare (DQI) Design Quality Indicator, Target & Benchmark
* Design Statement to realise all Project Objectives, & list of stakeholders present
* Commitment to Sustainability incl. BREEAM Healthcare target statement.
* Commitment to Equality, incl. access, Dementia Health Promotion targets.
* list NHS guidance/ & technical standards to follow e.g. SHPNs, SHTMs, CIBSE etc.
* Accommodation Schedules based on above & NHS Activity Data Base
* Strategic Context: SA, PAMS, CPS, EAMS, Planning, Masterplan, etc.

Design Information:

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& Evaluation (PME)**

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**Technical Design**

**Concept**

Design Statement (DS):

* Establish workshop stakeholder group incl. service user reps and public
* Establish IA Design Standards, incl:
* Workshop DS1a: set ‘non-negotiables’
* Workshop DS1b: set ‘benchmarks’
* Develop and Consult
* NDAP Notification
* Submit & Review IA Design Standards
* NDAP Report IA

Design Statement (DS):

* Workshop DS 4: (PME at circa +1yr) assessment
* PME report on learning
* NDAP report, on request

Design   
Statement (DS):

Design Statement (DS):

* Establish early NDAP dialogue
* Informal consultations (early OBC, plus OA**\***)
* Workshop DS 2 a&b**\***: (late OBC, plus OA**\*** ) design self-assessments
* NDAP Notification (late OBC)
* Submit & Review Concept Design
* NDAP Report OBC

**\*** additional OA Site/ Option Appraisal requirement, as well as for formal NDAP late OBC stage report.

Design Statement (DS):

* Informal consultation (pre-down selection(s)**#** & mid FBC) – interim reports on request
* Workshop DS 3 a&b**#**: (pre-down selection(s) **#**  
  & late FBC) design self-assessments
* NDAP Notification (mid-late FBC)
* Submit & Review Developed Design
* NDAP Report FBC

**#** additional pre-down selection(s) requirement, as well as for formal NDAP late FBC stage report

AEDET/ ASPECT:

AEDET / ASPECT:

* Workshop 3 a&b**#**: (pre-down selection(s)**#**   
   & late FBC) design self-assessments

AEDET / ASPECT:

* Workshop 2 a&b**\***: (late OBC, plus OA**\*** ) design self-assessments

AEDET / ASPECT:

* Workshop stakeholder group as above
* Workshop 1 benchmark current service facility(ies) - if applicable;   
  establish bespoke target score

AEDET / ASPECT:

* Workshop 4: (PME at circa +1yr) assessment

HAI SCRIBE:

* HAI Construction confirmation & records

BREEAM:

* Assessment – Confirm project target score and extent final credits now evidenced
* Issue interim ‘design’ certificate

BREEAM: (circa +1yr

* Issue ‘final’ certificate
* PME report on learning for future projects and O&M

HAI SCRIBE:

* Confirm HAI applied in design details & specs.
* Workshop H3 a&b**#**: (pre-down selection(s)**#**   
  & late FBC) HAI risk assessments

HAI SCRIBE:

* HAI applied in concept and space planning
* Workshop H2 a&b**\***: (late OBC, plus OA**\*** ) HAI risk assessments

HAI SCRIBE:

* Establish multi-disciplinary HAI group
* HAI process & controls to be briefed   
  incl, shared learning on prior projects

BREEAM:

BREEAM:

* Assessment – evidence construction score
* Issue NDEP energy cert.

BREEAM:

* Pre Assessment – Agree project specific target score with HFS support
* Design Stage Assessment

HAI SCRIBE:

Technical / Guidance:

NHS Guidance & technical Standards:

* Agree key Guidance & Standards appropriate for the project;   
  incl, shared learning on prior projects

NHS Guidance & UK technical Standards:

* Update Guidance & Standards
* Agree key Derogations list

NHS Guidance & UK technical Standards:

* Evidence contract terms, Guidance & Standards
* Evidence Derogations lists; incl. technical reasons/ mitigations.

NHS & technical Standards:

* Final Standards and Derogations
* Prepare O&M manuals

NHS & technical Standards:

* PME report on learning for future projects and ongoing O&M (circa +1yr)

HAI SCRIBE: (circa +1yr

* PME report on learning for future projects and O&M

CDM:

CDM:

* Establish multi-disciplinary CDM group
* CDM process & controls to be briefed   
  incl, shared learning on prior projects

CDM: (circa +1yr

* PME report on learning for future projects and O&M

CDM:

* Confirm HAI applied in design details & specs.
* Workshop C3 a&b**#**: (pre-down selection(s) **#**   
  & late FBC) CDM risk assessments

Building Information Modelling:

* Data Drop 2 – Outline Solution Model

BIM:

BIM:

* Data Drop 4 – Operational and Maintenance Model

Building Information Modelling:

* Data Drop 1 – Initial Brief of operational requirement & Model

BIM: (circa +1yr

* Data Drop 5 – in-use Validation Information Model and ongoing O&M

Building Information Modelling:

* Data Drop 3 – Construction Information Model

CDM:

* CDM applied in concept and space planning
* Workshop C2 a&b**\***: (late OBC, plus OA**\*** ) CDM risk assessments

Planning:

* NDAP report used as evidence of A&DS Design Review undertaken by Planning
* Planning Approval

Planning:

* Pre Planning Consultation\* (If applicable)
* NDAP report used as consultation evidence
* Planning In Principle Approval (If applicable)

CDM:

* CDM Construction confirmation & records

Planning: