

The progress of architectural projects is defined in work stages as published by The Chartered Institute of Architectural Technologists which are indicated on the next page.

Each work stage is allocated a letter A to L for ease of reference.

As well as acting as a useful guide to define which stage a project has reached, or to which stage a client wishes to progress, the stages also provide a useful facility for dividing the total architectural fees into stage payments.

On some projects, particularly those of a smaller nature, it is common to group some of the stages together, such as:

Stages A to D	Work up to submission of Planning Application
Stages E & F approval	Detailed drawings for submission for Building Regulations
Stage G	Preparation of the balance of information, specifications etc required for tender purposes
Stages H to L	Tender action, contract administration and construction period

On some projects it may also be more appropriate to agree a fixed sum for each work stage, or group of work stages, rather than use a percentage apportionment.

A client may request only partial services on a project, by stating which work stages they wish to commission, with an agreement reached upon the fees to be charged for those work stages only.

Where the extent or duration of the architectural work cannot be readily identified in advance, or where technical advice on particular building matters is required, the agreement of payment by an hourly rate may be appropriate. Payment of hourly rates would be a matter of negotiation with clients, consideration being given to the complexity of the work involved, overhead costs in support of the work involved, and level of seniority of the member of staff allocated with the responsibility.

WORK STAGE		DESCRIPTION OF KEY TASKS	
PREPARATION	A	Appraisal	Identification of client's needs and objectives, business case and possible constraints on development. Preparation of feasibility studies and assessment of options to enable the client to decide whether to proceed.
	B	Design Brief	Development of initial statement of requirements into the Design Brief by or on behalf of the client confirming key requirements and constraints. Identification of procurement method, procedures, organizational structure and range of consultants and others to be engaged for the project.
DESIGN	C	Concept	Implementation of Design Brief and preparation of additional data. Preparation of Concept Design including outline proposals for structural and building services systems, outline specifications and cost plan.
	D	Design Development	Development of concept design to include structural and building services systems, updated outline specifications and cost plan. Completion of Project Brief. <i>Application for detailed planning permission</i>
	E	Technical Design	Preparation of technical design(s) and specifications, sufficient to coordinate components and elements of the project <i>and information for statutory standards and construction safety.</i>
PRE-CONSTRUCTION	F	Production Information	F1 : Preparation of detailed information for construction Application for statutory approvals. F2 : <i>Preparation of further information for construction required under the building contract. Review of information provided by specialists.</i>
	G	Tender Documentation	<i>Preparation and/or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project.</i>
	H	Tender Action	<i>Identification and evaluation of potential contractors and/or specialists for the project. Obtaining and appraising tenders; submission of recommendations to the client.</i>
CONSTRUCTION	J	Mobilisation	Letting the building contract, appointing a contractor. Issuing of information to the contractor. Arranging site handover to the contractor.
	K	Construction to Practical Completion	Administration of the Building Contract to Practical Completion. Provision to the contractor of further information as and when reasonably required. Review of information provided by contractors and specialists.
USE	L	Post Practical Completion	L1 : Administration of the building contract after Practical Completion and making final inspections. L2 : Assisting building user during initial occupation period. L3 : Review of project performance in use.

The activities in italics may be moved to suit project requirements, i.e. D, E, F1, F2, G and H

