



OUTLINE PLAN OF WORK



The Outline Plan of Work indicates the process of managing, and designing building projects and administering building contracts in a number of key Work Stages. It is based on the RIBA 2007 Outline Plan of Work and shows the relationship to the standard Spanish work stages

<p><i>ESTUDIOS PREVIOS</i></p>	<p>Preparation</p>	<p>A APPRAISAL Identification of Client's needs and objectives and possible constraints on development. Preparation of feasibility studies and assessment of options to enable the Client to decide whether to proceed.</p> <p>B DESIGN BRIEF Development of initial statement of requirements into the Design Brief with the Client, confirming key requirements and constraints. Identification of procedures, organisational structures and Client service requirements for the Project Application for <i>Informe Urbanística</i>.</p>
<p><i>ANTE PROYECTO</i></p> <p><i>PROYECTO BÁSICO</i></p>	<p>Design</p>	<p>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 preliminary cost plan. Review of procurement route.</p> <p>D DESIGN DEVELOPMENT Completion of development of the Project Brief. Preparation of detailed proposals.</p>
<p><i>PROYECTO DE EJECUCIÓN</i></p>	<p>Pre-construction</p>	<p>E TECHNICAL DESIGN Preparation of technical design and specifications for the Project sufficient for co-ordination of all components and elements of the Project, including information for statutory standards and construction safety.</p> <p>F PRODUCTION INFORMATION F1 – Preparation of production information in sufficient detail to enable tenders to be obtained. Submission to <i>Colegio de Arquitectos</i> and for statutory approvals. F2 – Preparation of further production information for specialist installations <i>if required</i>.</p> <p>G TENDER DOCUMENTATION Preparation and collation of tender documentation in sufficient detail to enable tenders to be obtained for the Project.</p> <p>H TENDER ACTION Identification and evaluation of potential contractors and specialists for approval by the Client. Obtaining and appraising of tenders; submission of recommendations to the Client.</p>
<p><i>DIRECCIÓN DE OBRA</i></p>	<p>Construction</p>	<p>J MOBILISATION Letting the building contract, appointing the Contractor. Issuing of production information to the Contractor. Arranging site handover to the Contractor.</p> <p>K CONSTRUCTION TO PRACTICAL COMPLETION Administration of the building contract up to Practical Completion. Provision to the Contractor of further information as and when reasonably required. Review of information provided by Contractor and Specialist. Also aiding communications between client and contractor.</p>
<p><i>LIQUIDACIÓN Y RECEPCIÓN</i></p>	<p>Use</p>	<p>L POST PRACTICAL COMPLETION L1 - Administration of the building contract after practical completion, making final inspections and settling final account. L2 – Assisting Clients during initial occupation period <i>if required</i>. L3 – Review of project performance in use <i>if required</i>.</p>