

RIBA stage C

C 12 SUBMIT STAGE C REPORT AND UPDATED OUTLINE BUSINESS CASE FOR PROJECT BOARD APPROVAL

1. DEFINITION

The Stage C report summarises the Project development at the end of RIBA work stage C.

This document will inform the process of updating of the OBC and both will then require to be submitted to the Project Board.

Refer to procedures AB1 Form the Project Board, C3 Update the Outline Project Brief and C4 Stage C Design

2. PURPOSE

At the end of Stage C, the Project Board must approve the Stage C Report and recommend that the updated OBC is passed to the Estates Committee so that formal approval can be sought from the University Court to progress to RIBA Stage D.

3. PROCEDURE

3.1 CONTENTS OF STAGE C REPORT

The following is a guide to the typical contents of a stage C report, although this will be influenced by the size and complexity of the project and its site. The format should preferably be A4.

No	Item	Description of contents
1	Project Directory	Name, title, contact details of all relevant personnel
2	Introduction	A brief outline of the project, its objectives and key personnel
3	'Sign-off sheet'	A sheet, signed by the EDM and Project Sponsor at the end of Stages AB, confirming endorsement of the Stages AB report by the Project Board
4	Project Objectives	The University's vision for the project, programme etc. noting if there are any changes from the Stage AB
5	The site	Location, ownership, surveys, climate / microclimate, constraints and opportunities. Analysis of site information gathered during Stages AB

No	Item	Description of contents
6	Project Brief	Accommodation schedule and any other information updated from the 'Statement of Need'
7	Changes since Stage AB & Design Development	This should include a record of all briefing meetings and clearly note all changes and the reasons, for example changes due to client briefing, design development, statutory requirements
8	Architectural strategy & drawings	A written explanation of the design concept and building organisation together with relevant drawings
9	Core components	Development of any core components within the building
10	Fire strategy	Development of fire strategy in liaison with the UoE fire officer
11	Landscape proposals (if relevant)	Report and drawings as required to explain development of proposals from Stages AB to Stage C
12	Programme	Updated Master Programme showing key works stages, approvals, tendering and site construction
13	Sustainability & BREEAM	Consideration of all aspects noted in the University procedure AB13, together with a report from the BREEAM assessor
14	CDM & Risk Assessments	Collated by the CDM-C for insertion into the H&S file
15	DDA	Statement on DDA appropriate to this project
16	Cost Report*	Cost report of proposals, including for risk *this may be presented as a separate report if more appropriate
17	Consultees	Record on Templates T18a and T18b of all statutory and non-statutory consultees and notes from meetings with them
18	Appendices	These should include information that is not directly required to amplify the text of the main report, but is supporting information that should be recorded. These might include: <ul style="list-style-type: none"> • Information received / information required for next stage • Schedule of accommodation • Design guide refs • Minutes of meetings • Drawings (from the Design Team and any other consultants) • Outline specifications

3.2 SIGN OFF STAGE C REPORT

The Design Team leader should submit a minimum of 3 bound finalised copies of the completed Stage C report to the Project Management Team (numbers of copies to be agreed)

After checking the report the Project Management Team will circulate all copies to the Project Sponsor and Project Administrator for checking and signing off.

All three copies will then be countersigned by the EDM and copies distributed as follows:

- One copy to the Project Sponsor who will present this at the next Project Board
- One copy retained by the Project Management Team
- One copy retained by the Design Team leader

3.3 PRESENT STAGE C REPORT AND UPDATED OBC TO PROJECT BOARD

The Project Management Team should ensure that a Project Board meeting has been set up at least two months prior to the intended date to ensure that all the key personnel can attend.

The Stage C report and OBC will be presented to the Project Board to seek their agreement to approach the Estates Committee.

Estates Committee agreement is required to proceed to RIBA Stage D and Gateway 2.

[Refer to procedure C11 Update the OBC](#)

4. OUTPUT

- Project Board approval for both the updated OBC and the Stage C Report
- Project Board agreement to approach the Estates Committee for their endorsement to proceed to RIBA Stage D and Gateway 2.
- Copy of the Stage C report filed in L.6.01.