

Stages			Order of work	
35% of fee	Preparation	1	Appraisal	<ul style="list-style-type: none"> ★ Identifying client's needs and aims, and possible problems with development. ★ Preparing feasibility studies and assessing options to enable the client to decide whether to proceed.
		2	Design brief	<ul style="list-style-type: none"> ★ Developing initial statement of needs into the design brief by or for the client, confirming key requirements and constraints. ★ Identifying what needs to be purchased and how and tradespeople needed on the project.
	Design	3	Concept	<ul style="list-style-type: none"> ★ Implementing the design brief and preparing any extra information. ★ Preparing concept design including outline proposals for structural and building services systems, outline specifications and preliminary cost plan. ★ Preparing sketches and computer visualisations.
		4	Design development	<ul style="list-style-type: none"> ★ Developing concept design and updating outline specifications and cost plan. ★ Finishing project brief. ★ Applying for statutory permissions if necessary. ★ Client approves concept.
20%		5	Final proposals	<ul style="list-style-type: none"> ★ Preparing final proposals and specifications, sufficient to co-ordinate the project and to provide information for statutory approvals. ★ Preparing design detail.
25%	Pre-construction	6	Product information	<ul style="list-style-type: none"> ★ Preparing production information to enable tenders. ★ Applying for statutory approvals. ★ Preparing further information for construction.
		7	Tender documents	<ul style="list-style-type: none"> ★ Preparing tender documentation to enable tenders to be obtained.
20%	Pre-construction	8	Tender action	<ul style="list-style-type: none"> ★ Identifying and evaluating potential contracts, evaluating tenders and making recommendations to the client.
		Construction	9	Action
	10		Construction to completion	<ul style="list-style-type: none"> ★ Organising administration of the building contract to practical completion.

				★ Liaising with the contractor.
	In use	11	After completion	★ Making final inspections of the work.