

Project Stage	1	2	3	4	5			6	7	8	9		10
Grant Stage	Grant Stage 1 - Getting Started				Grant Stage 2 - Business Planning				Grant Stage 3 - Development				
Process	Thinking	Agree legal structure	Site Finding	Getting advice	Outline Business Plan			Full Business Plan	Buying Land	Project Development	Construction		Management
Tasks Involved	Initial discussions /ideas	Gain acceptance Agree legal structure	Look for land/buildings Agree to buy in principle	Appoint Advisors	Confirm Deliverability	Concept designs	Cost estimates	Confirm Viability Secure Planning	Purchase/lease land	Prepare Detail design Procure Builder	Supervise Work Agree/Value work		Agree Tenancies Carry Out Repairs
Advisor													
Rural Housing Enabler	Lead	Lead	Input										Lead
Community Development Advisor	Optional	Optional											
Legal Advisor (Community & Housing)		Input											
Funding/Finance Advisor					Optional			Input	Input				
Technical Co-ordinator					Optional	Optional	Optional	Optional	Optional				Optional
Legal Advisor (Property, Planning, Construction)				Input				Input	Input		Optional	Optional	Optional
Planning Advisor				Optional						Input			
Land / Valuation Advisor			Lead		Optional	Optional							
Architectural Design Advisor					Lead	Input	Input	Lead	Lead				
Cost Advisor (Quantity Surveyor)					Optional	Lead	Optional	Optional		Lead	Optional	Optional	Optional
Construction Project Manager							Lead	Input		Input	Input	Input	
											Lead	Lead	
Design and Build													
Builder/Developer			Optional										
Housing Association			Optional		Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
					Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
RIBA Stage					0	1	2	3	N/A	4	5	6	7
					Strategic Definition	Preparation and Brief	Concept Design	Developed Design		Technical Design	Construction	Handover and Close Out	In Use
					Identify site constraints	Develop project brief	Co-ordinate the project team inputs	Co-ordinate the team		Detailed drawings	Administering contracts	Updating Project information as required	Post occupancy studies
					Develop the client's brief	Complete appraisals, surveys and risk assessments	Develop design through 2D and 3D drawings, models, sketches etc	Advise on procurement strategy		Building Regulations	Resolving site queries	Final inspections	Updating of project information
					Assemble the project team	Agree schedule of services and design responsibilities	Prepare presentation material if required	Review project programme		Production information	Advising on detailed design solutions	Settling final accounts with QS if part of team	Research and development
					Pre application discussions to review the planning policy		Research heritage / landscape / transport / planning / funding	Submit planning applications		Tender action	Certifying payments		
								Review sustainability and health and safety issues		Evaluation of contractors	Regular site inspections		
								Review operational strategies		Appraising of tenders	Reviewing progress on site		
										Preparing tender packages with QS			
										Detailed specifications			
										Sustainability strategy			