

Term	Definition
<b>Asset Information Plan</b>	The specific information plan for the <b>Information Model</b> used to manage, maintain and operate the asset.
<b>'As Constructed' Information</b>	Information produced at the end of a project to represent what has been constructed. This will comprise a mixture of 'as-built' information from specialist Sub-Contractors and the 'final construction issue' from design team members. A <b>Contracting Authority</b> may also wish to undertake 'as-built' surveys using new surveying technologies, to bring a further degree of accuracy to this information.
<b>Building Contract</b>	The contract between the <b>Contracting Authority</b> , and the contractor for the design and construction of the project, or the construction of the project only. In some instances, the <b>Building Contract</b> may contain design duties for specialist Sub-Contractors and/or design team members. On some projects, more than one <b>Building Contract</b> may be required; for example, one for shell and core works and another for furniture, fitting and equipment aspects.
<b>Building Information Modelling (BIM)</b>	Commonly defined (using the Construction Project Information Committee (CPIC) definition) as: <i>'Digital representation of physical and functional characteristics of a facility creating a shared knowledge resource for information about it and forming a reliable basis for decisions during its life cycle, from earliest conception to demolition.'</i>
<b>Business Case</b>	The rationale behind the initiation of a new building project. It may consist solely of a reasoned argument. It may contain supporting information, financial appraisals or other background information. It should also highlight initial considerations for the <b>Project Outcomes</b> . In summary, it is a combination of objective and subjective considerations. The <b>Business Case</b> might be prepared in relation to a number of sites or in relation to assessing refurbishment against new build option.
<b>Change Control Procedures</b>	Procedures for controlling changes to the design and construction, following the sign-off of the Stage 2 Concept Design and the <b>Final Project Brief</b> .
<b>Common Data Environment</b>	A single source of information for the project which collects, manages and disseminates relevant approved documents relating to the project.
<b>Communication Strategy</b>	The strategy that sets out when the <b>Project Team</b> will meet, how they will communicate effectively and the protocols for issuing information between the various parties, both informally and at <b>Information Exchanges</b> .
<b>Construction Programme</b>	The period in the Project Programme and the Building Contract for the construction of the project, commencing at the start of the site mobilisation date and ending at Practical Completion.
<b>Construction Strategy</b>	A strategy that addresses specific aspects of the design that may affect the buildability or logistics of constructing a project, or may affect health and safety aspects and comprises items such as craneage, site access and accommodation locations, reviews of the supply chain and sources of materials, and specific buildability items, such as the choice of frame (steel or concrete) or the installation of larger items of plant. On a smaller project, the strategy may be restricted to the location of site cabins and storage, and the ability to transport materials up an existing staircase.
<b>Contractor's Proposals</b>	Proposals presented by a contractor to the <b>Contracting Authority</b> in response to a tender that includes the <b>Employer's Requirements</b> . The <b>Contractor's Proposals</b> may match the <b>Employer's Requirements</b> , although certain aspects may be varied based on value engineered solutions, and additional information may be submitted to clarify what is included in the Tender. The <b>Contractor's Proposals</b> form an integral component of the <b>Building Contract</b> documentation.
<b>Contractual Tree</b>	A diagram that clarifies the contractual relationship between the <b>Contracting Authority</b> and the parties undertaking the roles required on a project.
<b>Core Service Disciplines</b>	The roles identified in the RIBA 2013 Plan of Work. The roles and responsibilities for each of the <b>Core Service Disciplines</b> are provided in Framework Schedule 2: Services and Key Performance Indicators Annex A – Schedule of Services.
<b>Cost Information</b>	All of the project costs, including the cost estimate, elemental cost plans, contract sum, life cycle costs etc.
<b>Delivery Timetable</b>	The timetable for the delivery of the outputs by each <b>Project Team Member</b> for one or more of the RIBA Workplan Stages;

<b>Design Programme</b>	A programme setting out the strategic dates in relation to the design process. It is aligned with the <b>Project Programme</b> .
<b>Design Queries</b>	Queries relating to the design arising from the site, typically managed using a contractor's in-house request for information or technical query process.
<b>Design Responsibility Matrix</b>	A matrix that sets out who is responsible for designing each aspect of the project and when. This document sets out the extent of any performance specified design. The <b>Design Responsibility Matrix</b> is created at a strategic level at Stage 1 and fine-tuned in response to the Concept Design at the end of Stage 2, and reviewed and updated at Stages 3, 4 and 5 in order to ensure that there are no design responsibility ambiguities at Stages 3, 4 and 5.
<b>Early Warning System</b>	A system whereby the member of a Project Team notifies the <b>Contracting Authority</b> and other suppliers as soon as the member is aware of a matter adversely affecting the project, its own performance or the performance of another member of the <b>Project Team</b> . The notification shall include proposals (within the scope of its agreed role, responsibilities and expertise) for avoiding or remedying the matter.
<b>Employer's Requirements</b>	Proposals prepared by design team members. The level of detail will depend on the stage at which the Tender is issued to the contractor. The <b>Employer's Requirements</b> may comprise a mixture of prescriptive elements and descriptive elements to allow the contractor a degree of flexibility in determining the <b>Contractor's Proposals</b> .
<b>Feasibility Study</b>	Studies undertaken to test the feasibility of the <b>Initial Project Brief</b> on a specific site or in a specific context and to consider how site-wide issues will be addressed.
<b>Feedback</b>	Feedback from the <b>Project Team</b> and the end users, following completion of a project.
<b>Final Project Brief</b>	The <b>Initial Project Brief</b> amended so that it is aligned with the <b>Concept Design</b> and any briefing decisions made during Stage 2. (Both the <b>Concept Design</b> and <b>Initial Project Brief</b> are <b>Information Exchanges</b> at the end of Stage 2).
<b>Handover Strategy</b>	The strategy for handing over a building, including the requirements for phased handovers, commissioning, training of staff or other factors crucial to the successful occupation of a building. The Government Soft Landings process shall be used as the basis for formulating the strategy and undertaking a <b>Post-Occupancy Evaluation</b> .
<b>Health &amp; Safety Strategy</b>	The strategy covering all aspects of health and safety on the project, outlining legislative requirements as well as other project initiatives, including the <b>Maintenance and Operational Strategy</b> .
<b>Information Exchange</b>	The formal issue of information for review and sign-off by the <b>Contracting Authority</b> at key stages of the project. The <b>Project Team</b> may also have additional formal <b>Information Exchanges</b> as well as the many informal exchanges that occur during the iterative design process.
<b>Information Model</b>	All documentation, non-graphical information and graphical information which the <b>Project Team</b> is required to provide into the <b>Information Model</b> for the purpose of delivering <b>Project Outputs</b> .
<b>Initial Project Brief</b>	The brief prepared following discussions with the Contracting Authority to ascertain the <b>Project Objectives</b> , the <b>Contracting Authority Business Case</b> and, in certain instances, in response to site <b>Feasibility Studies</b> .
<b>Maintenance and Operational Strategy</b>	The strategy for the maintenance and operation of a building, including details of any specific plant required to replace components.
<b>Non-Core Service Disciplines</b>	The <b>Non-Core Service Disciplines</b> comprise roles which may be required in addition to the <b>Core Service Disciplines</b> for a project. Examples (which are not an exhaustive list) of the <b>Non-Core Service Disciplines</b> that may be required are provided in Framework Schedule 2: Services and Key Performance Indicators.

<b>Post-Occupancy Evaluation</b>	Evaluation undertaken post-occupancy to determine whether the <b>Project Outcomes</b> , both subjective and objective, set out in the <b>Final Project Brief</b> have been achieved.
<b>Practical Completion</b>	<b>Practical Completion</b> is a contractual term used in the <b>Building Contract</b> to signify the date on which a project is handed over to the <b>Contracting Authority</b> . The date triggers a number of contractual mechanisms.
<b>Project BIM Protocol</b>	The <b>Project BIM Protocol</b> sets out the obligations of the principal members of the <b>Project Team</b> in respect of the use of <b>BIM</b> on the Project.
<b>Project Budget</b>	The <b>Contracting Authority</b> budget for the Project, which may include the construction cost as well as the cost of certain items required post completion and during its operational use.
<b>Project Execution Plan</b>	The <b>Project Execution Plan</b> is produced in collaboration between the Project Lead and Lead Designer, with contributions from other designers and members of the <b>Project Team</b> . The <b>Project Execution Plan</b> sets out the processes and protocols to be used to develop the design. It is sometimes referred to as a project quality plan.
<b>Project Information</b>	Information, including models, documents, specifications, schedules and spreadsheets, issued between parties during each stage and, in formal <b>Information Exchanges</b> , at the end of each Stage.
<b>Project Information Plan</b>	The plan for the structure and management and exchange of information from the <b>Project Team</b> in the <b>Information Model</b> and the related processes and procedures.
<b>Project Objectives</b>	The <b>Contracting Authority</b> key objectives as set out in the <b>Initial Project Brief</b> . The document includes, where appropriate, the <b>Contracting Authority Business Case</b> , <b>Sustainability Aspirations</b> or other aspects that may influence the preparation of the brief and, in turn, the <b>Concept Design</b> stage. For example, <b>Feasibility Studies</b> may be required in order to test the <b>Initial Project Brief</b> against a given site, allowing certain high-level briefing issues to be considered before design work commences in earnest.
<b>Project Outcomes</b>	The desired outcomes for the project (for example, in the case of a hospital this might be a reduction in recovery times). The outcomes may include operational aspects and a mixture of subjective and objective criteria.
<b>Project Outputs</b>	Configured information delivered from the <b>Information Model</b> for a specific permitted purpose e.g. stage outputs, <b>Information Exchanges</b> , submissions for planning, procurement, construction etc.
<b>Project Performance</b>	The performance of the project, determined using <b>Feedback</b> , including about the performance of the <b>Project Team</b> and the performance of the building against the desired <b>Project Outcomes</b> .
<b>Project Programme</b>	The overall period for the briefing, design, construction and post-completion activities of a project.
<b>Project Roles Table</b>	A table that sets out the roles required on a project as well as defining the stages during which those roles are required and the parties responsible for carrying out the roles.
<b>Project Strategies</b>	The strategies developed in parallel with the <b>Concept Design</b> to support the design and, in certain instances, to respond to the <b>Final Project Brief</b> as it is concluded. These strategies will typically include:
	- acoustic strategy
	- fire engineering strategy
	- <b>Maintenance and Operational Strategy</b>
	- <b>Sustainability Strategy</b>
	- building control strategy
	- <b>Technology Strategy</b>
These strategies are usually prepared in outline at Stage 2 and in detail at Stage 3, with the recommendations absorbed into the Stage 4 outputs and <b>Information Exchanges</b> . The intention is that they should be transferred into the various models or drawn information.	
<b>Project Team</b>	The participants involved in the delivery of a project as identified in the <b>Project Execution Plan</b> .
<b>Project Team Member</b>	Any person having responsibilities in relation to the production, delivery and/or use of the content of the <b>Information Model</b> and appointed by the <b>Contracting Authority</b> in relation to a project.

<b>Quality Objectives</b>	The objectives that set out the quality aspects of a project. The objectives may comprise both subjective and objective aspects, although subjective aspects may be subject to a design quality indicator (DQI) benchmark review during the <b>Feedback</b> period.
<b>Research and Development</b>	Project specific research and development responding to the <b>Initial Project Brief</b> or in response to the <b>Concept Design</b> , as it is developed.
<b>Risk Assessments</b>	The <b>Risk Assessments</b> consider the various design and other risks on a project and how each risk will be managed and the party responsible for managing each risk.
<b>Schedule of Services</b>	A list of specific services and tasks (duties) to be undertaken by a party involved in the project which is incorporated into their <b>Call Off Agreement</b> .
<b>Site Information</b>	Specific <b>Project Information</b> in the form of specialist surveys or reports relating to the project or site specific context.
<b>Stage</b>	The relevant RIBA Workplan stage(s).
<b>Strategic Brief</b>	The brief prepared to enable the strategic definition of the project. Strategic considerations might include considering different sites, whether to extend, refurbish or build new, and the key <b>Project Outcomes</b> , as well as initial considerations for the <b>Project Programme</b> and assembling the Project Team.
<b>Sustainability Aspirations</b>	The <b>Contracting Authority</b> aspirations for sustainability, which may include additional objectives, measures or specific levels of performance in relation to international standards, as well as details of specific demands in relation to operational or facilities management issues.
<b>Sustainability Checkpoint</b>	Shall include as a minimum the consideration of issues and provision information and advice as to life cycle costs, including costs in use, appropriate sources of energy, thermal modelling, energy conservation, solar gain, environmental impact issues, water consumption, maintenance and renewal requirements, any potential benefits of long term maintenance agreements in relation to specific equipment and plant etc.
<b>Sustainability Strategy</b>	The <b>Sustainability Strategy</b> will be prepared in response to the <b>Sustainability Aspirations</b> and will include specific additional items, such as an energy plan and ecology plan and the design life of the building, as appropriate.
<b>Technology Strategy</b>	The strategy established at the outset of a project that sets out technologies, including <b>Building Information Modelling (BIM)</b> and any supporting processes (including the <b>Project BIM Protocol</b> , <b>Project Information Plan</b> and the BIM documents), and the specific software packages that each member of the <b>Project Team</b> will use. Any interoperability issues can then be addressed before the design phases commence. This strategy also establishes how information is to be communicated and managed by the use of a <b>Common Data Environment</b> and all information, non-graphical and graphical, and the file formats for such information that the <b>Project Team</b> is required to provide into the <b>Information Model</b> for the purpose of delivering <b>Project Outputs</b> . The <b>Project Execution Plan</b> records agreements made.