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| **STAGE 0** |
| Strategic Definition |

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| **Job no** |  |
|       |
| **Job Title** |  |
|       |
| **Team members** |  |
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**Instruction for use**

This checklist is an rtf (rich text format) form, optimised for editing in Microsoft Office Word. Parts of it have been temporarily locked to preserve the default wording found in the *RIBA Job Book* (Tenth Edition). The parts that are not locked are the check boxes, the ‘notes’ fields and the ‘completed on’ fields. In other words, it is possible to add your own text and subsequently edit these fields.

It is recognised that the default wording, which is currently locked, may need to be added to and edited. To unlock it, please follow the instructions below:

**Microsoft Office Word 2003**

* Select *View>Toolbars>Forms* from the main menu. The *Forms* toolbar will appear.
* Click the *Protect Form* button  to unlock the checklist. To lock it again, click it again.
* If needed, click the *Form Field Shading* button  to hide the grey shading that appears around the editable fields. To show it again, click it again.

**Microsoft Office Word 2007**

* Click the Office button  to bring up a menu. Select *Word Options* from the bottom of the menu.
* The *Word Options* dialog window will open. Select the *Show Developer Tab* option. At the bottom of the window, click *OK*.
* A new *Show Developer* tab appears at the top of your screen. Click on it.
* In the *Protect* group, select *Protect document*. A window will appear on the right-hand side of your screen.
* In this window, select *Stop protection* from the bottom of the list.

**Microsoft Office Word 2010**

* Click the *File* tab to bring up a menu. Select *Word Options* from the bottom of the menu.
* The *Word Options* dialog window will open. Select the *Customize Ribbon* option.
* Select *Developer* box in the right hand side menu and click OK on the bottom of the screen.
* A new *Show Developer* tab appears at the top of your screen. Click on it.
* In the *Protect* group, select *Restrict Editing*. A window will appear on the right-hand side of your screen.
* In this window, select *Stop protection* from the bottom of the list.

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|  | Activities |  |  |
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| 1. | Receive enquiry from potential client and review it carefully.*Enter notes here* | [ ]  Completed on |  |
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| 2. | Make checks on client as appropriate to ensure they are bona fide and have the means to undertake the project. Establish the client’s level of experience.*Domestic clients are ‘consumers’ under the Unfair Terms in Consumer Contracts Regulations 1999, which imposes a greater requirement on the architect to make sure they fully understand the terms and conditions of the appointment. Refer to the advice in Stage 1: RIBA standard forms of appointment.**Enter notes here* | [ ]  Completed on |  |
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| 3. | Undertake resource assessment including that required in terms of the health and safety regulations and make decision to proceed accordingly.*If you don’t have the resources in-house consider collaborating with another practice rather than just declining the opportunity. Your considerations as to whether to accept the commission may include other matters such as whether it is likely to be a profit- or loss-making exercise and whether it fits with your overall business plan and profile for the practice. If you decide to decline, make a recommendation for another practice. In this way you will have helped the client and be owed a favour from the other practice. Naturally you will need to consider whether this course of action will give unwanted advantage to the competition!*Enter notes here | [ ]  Completed on |  |
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| 4. | If possible, arrange a meeting with the client to discuss their needs, particularly if you have not met them before, and arrange a preliminary inspection of the site.*Consider providing the client with a copy of* A Domestic Client’s Guide to Engaging an Architect *or* A Commercial Client’s Guide to Engaging an Architect *(RIBA Publishing, 2017) as appropriate to help them understand the project process and what to expect along the way.*Make them aware of any CDM Regulations duties that they might have – dependent upon the type of project (see also action 9 below).*Enter notes here* |  |
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| 5. | Ascertain the individual (husband, wife, company director, etc) who will have authority to make decisions and issue instructions.*Enter notes here* | [ ]  Completed on |  |
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| 6. | Look up the relevant town planning policies. Refer to the planning page of the local authority’s website and the Planning Portal (www.planningportal.gov.uk). If the building is in a conservation area or is listed, include the necessary activities/approvals in your proposal to the client. Enter notes here | [ ]  Completed on |  |
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| 7. | Check with your professional indemnity insurers if the project calls for services outside those covered by the policy. For example, if you are likely to engage other consultants directly, be called upon to give advice on self-build operations, or act as manager for a series of separate trades contracts. Cover could also be called into question because of the nature or scale of operations, or because of stipulations by the client as to the amount or duration of cover required.If you engage subconsultants directly, check their competence and resources, particularly with regard to the CDM Regulations. Consider the use of RIBA Subconsultant Professional Services Contract 2018.Enter notes here | [ ]  Completed on |  |
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| 8. | Prepare and submit a proposal.Refer to Stage 0: Fee proposals and appointments and Stage 0: Letter contracts.Enter notes here | [ ]  Completed on |  |
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| 9. | Notify client of CDM responsibilities (where applicable) and make sure they understand their duties.Refer to Stage 0: CDM responsibilities (for clients).Enter notes here | [ ]  Completed on |  |
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| 10. | If in competition prepare pitch to client.Refer to Stage 0: Perfect pitch – selling your ideas.Enter notes here | [ ]  Completed on |  |
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| 11. | Negotiate terms and fee as necessary. On agreement of scope of work and fee, issue appointment documents and arrange for signing by both parties. Alternatively, set out the proposal letter with a space for the client to sign and date, acknowledging their agreement and then returning a copy to you.Enter notes here | [ ]  Completed on |  |
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| 12. | Assess whether the project will be undertaken using BIM and act accordingly.Refer to ‘BIM Basics’ in Stage 3 and the Expert Advice in Stage 4.Enter notes here | [ ]  Completed on |  |
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| 13. | Determine whether any other architects have previously been involved and if so, check their appointment has been properly terminated and notify them of your involvement.Enter notes here | [ ]  Completed on |  |
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| 14. | Visit the site and make a detailed site assessment.Enter notes here | [ ]  Completed on |  |
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| 15. | Prepare site appraisal for the purpose of determining the strategic brief.Enter notes here | [ ]  Completed on |  |
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| 16. | Undertake viability assessment as required.Refer to Stage 1: Design development appraisals.Enter notes here | [ ]  Completed on |  |
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| 17. | Prepare and agree strategic brief with the client.Refer to Stage 1: Developing the brief and Stage 1: Project brief proforma.Enter notes here | [ ]  Completed on |  |
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