

PAC OUTLINE PLAN OF WORK

The PAC Outline Plan of Work organises the process of managing and designing building projects and administering building contracts into a number of key Work Stages.

PAC Work Stages		Description of key tasks
Brief and Concept Design	Brief	<p>Identification of client's needs and objectives, business case and possible constraints on development.</p> <p>Preparation of feasibility studies and assessment of options to enable the client to decide whether to proceed.</p> <p>Development of initial statement of requirements into the Design Brief by or on behalf of the client confirming key requirements and constraints.</p> <p>Identification of procurement method procedures, organisational structure and range of consultants and others to be engaged for the project.</p>
	Concept Design	<p>Implementation of Design Brief and preparation of additional data.</p> <p>Preparation of Concept Design including outline proposals for structural and building services systems, outline specifications and preliminary cost plan.</p> <p>Review of procurement route.</p> <p>Completion of Project Brief.</p> <p><i>Application for Outline Planning Permission.</i></p>
Spatial Coordination and Technical Design	Spatial Coordination	<p>Development of Concept Design to include structural and building services systems, updated outline specifications and cost plan.</p>
	Technical Design	<p>Preparation of Technical Design(s) and specifications, sufficient to co-ordinate components and elements of the project and <i>information for statutory standards and construction safety.</i></p> <p>Preparation of detailed information for construction.</p> <p>Preparation and/or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project.</p> <p><i>Application for Building and Land-Use Permit.</i></p>
Construction and Handover	Tender Action	<p>Identification and evaluation of potential contractors and/or specialists for the project.</p> <p>Obtaining and appraising tenders; submission of recommendations to the client.</p>
	Project Planning	<p>Letting the Building Contract, appointing the contractor.</p> <p>Issuing of information to the contractor.</p> <p>Arranging site hand over to the contractor.</p>
	Construction	<p>Administration of the Building Contract to Practical Completion.</p> <p>Provision to the contractor of further Information as and when reasonably required.</p> <p>Review of information provided by contractors and specialists.</p>
	Handover	<p>Administration of the Building Contract after Practical Completion and making final inspections.</p> <p>Assisting building user during initial occupation period.</p> <p>Review of project performance in use.</p>

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