

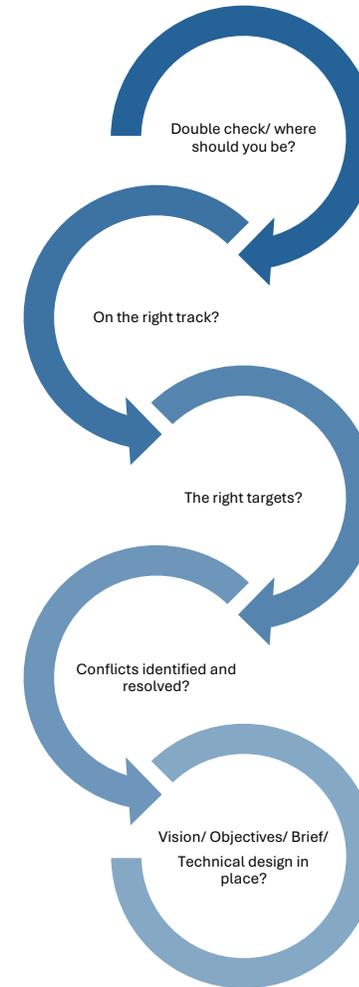
TRANSFORMING THE VALUE OF CONSULTANCY (TVC)

Stage Validation

February 2026

The RIBA Plan of work validation process and other systems adopted by public sector bodies (such as the NHS's NDAP process) aim to ensure projects are set up for success.

This checklist will help to ensure you are on the right track and can recognise the consultant's role at each stage of early project and design development.



Stage Based Validation checklist supports clients and consultants

- Signpost areas that will help you to *get it right* at each stage
- Ensure you are able to support good outcomes
- Help underpin the governance approach for the project programme
- Support better definition of the scopes of services and the outputs they expect at each stage

The checklist can be used alongside other resources on the TVC Hub including the RIBA Plan of Work toolbox and the Task Responsibility Matrix overlay published by SFT.

Stage Based Validation Checklist

Stage Based Validation Overview

At each of the RIBA Stages the client and team should ask themselves the following and be clear on the answer before they move to the next stage.

All parties should be clear whether they have undertaken the necessary validation.

The following sheets detail the critical areas of validation for each RIBA Stages 0-3.

- 1. Vision and Outcomes;** are we on track?
- 2. Responsibilities and Skills;** has everyone done what they should have done?
- 3. Outputs and Validation;** do we have the evidence and is it right?
- 4. Decision Making and Conflicts;** is there anything to be resolved?
- 5. Lessons Learned and Next Steps;** are we all aligned and any improvement actions necessary?

Stage 0

Strategic Definition

Setting up for Success

Establishing that the project is the best means of achieving the client requirements.

1. **Vision and Outcomes-** do you have a design, performance/carbon targets and place focussed approach?
2. **Responsibilities and Skills-** are design responsibilities and the range of skills in the team as well as management clear to inform the early definition of the project, setting clear strategies and targets?
3. **Outputs and Validation-**do you have a clear design approach set out in the business case, completed site surveys and appraisals before undertaking comparative analysis and recommending and ratifying the best option for delivering the client requirements?
4. **Decision Making and Conflicts-** are there mechanisms in place for the team to explore project risk and budget across a range of options?
5. **Lessons Learned and Next Steps-** have you gathered feedback from similar projects and insights from project stakeholders to inform the briefing process?

Have you established the best means of achieving the client requirements -building on the work of developing strategic assessments and investment decisions- before you move to the next stage?

Stage 1

Preparation and Briefing

Project Brief determined

- 1. Vision and Outcomes** - Design advisers can establish the best means of achieving the client requirements using SMART objectives?
- 2. Responsibilities and Skills** - Do you have design and cost advice?
- 3. Outputs and Validation** - Have you defined the project, sustainability and environmental outcomes with clear targets?
- 4. Decision Making and Conflicts** - Procured or expanded the design team with the right skills? Considered the CDP opportunities to inform design responsibility?
- 5. Lessons Learned and Next Steps** - Embedded Quality *golden thread* into consultant requirements?

Brought certainty with a clear Order of Cost report (developed from the Budget)?

Stage 2 Concept Design

Stage 2 sets the design concepts for a project.

Collaboration across the client and specialist consultant team, utilising a range of skills to realise the best outcomes.

1. **Vision and Outcomes**-allowed for design input, review and iterations, agreeing any brief derogations against the outcomes?
2. **Responsibilities and Skills**-design team and specialist consultants/ strategic engineering determined detailed tasks (including surveys, cost reporting and soft landings)/ design responsibilities?
3. **Outputs and Validation**-demonstrated spatial requirements and adjacency are being achieved to coordinate the architectural concept?
4. **Decision Making and Conflicts**-reviewed against quality and building regulations?
5. **Lessons Learned and Next Steps** –design programme is in line with project programme and responsibility matrix to guide the design process and information requirements for the Stage 2 report?

Stage 3

Spatial Co-ordination

Design information **Spatially Coordinated to Elemental Cost Plan**

Spatial coordination of the design has been tested and validated across the disciplines.

1. **Vision and Outcomes** - Understood the stage outcomes and tasks required to achieve them?
2. **Responsibilities and Skills** - Each discipline has its allocated volumes within the building? Lead designer, design team and cost consultant testing and validating design?
3. **Outputs and Validation** - Elemental costs and budget aligned ? Lead designer checked stage design co-ordinated between disciplines?
4. **Decision Making and Conflicts** - Stage 3 design programme captured design development- 60% of design completed?
5. **Lessons Learned and Next Steps** – Continually reviewed design against outcomes and objectives?

To learn more or access resources please access our knowledge hub via link below.

Knowledge Hub

