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<b>Tasks</b>								
<b>Core Objectives</b> from the RIBA Plan of Work	The best means of achieving the <b>Client Requirements</b> confirmed and <b>RIBA Core Tasks</b> complete	<b>Project Brief</b> approved by the client and confirmed that it can be accommodated on the site and <b>RIBA Core Tasks</b> complete	<b>Architectural Concept</b> approved by the client and aligned to the <b>Project Brief</b> and <b>RIBA Core Tasks</b> complete	Architectural and engineering information <b>Spatially Coordinated</b> and <b>RIBA Core Tasks</b> complete	All design information required to manufacture and construct the project completed and <b>RIBA Core Tasks</b> complete	<b>Manufacturing, construction and Commissioning</b> completed and <b>RIBA Core Tasks</b> complete	Building handed over, <b>Aftercare</b> initiated, and <b>Building Contract</b> concluded and <b>RIBA Core Tasks</b> complete	Building used, operated and maintained efficiently and <b>RIBA Core Tasks</b> complete
<b>Delivery Strategy</b>	Engage an experienced <b>Certified Passivhaus Designer/Consultant</b> to help you: Prepare project in accordance with the <b>Passivhaus Project Responsibility Matrix</b> Develop awareness and understanding of the Passivhaus standard and how it can support the aims and ambitions of your potential project Map correlations between the <b>Passivhaus Benefits Guide, the Business Case, Strategic Brief, Cost Information</b> and other core project requirements including other performance criteria/standards Discover how early briefing/design decisions impact upon the cost-effective delivery of Passivhaus building <i>Advisory: review whole life carbon / embodied carbon strategies employed on other/previous projects</i>	Prepare project in accordance with the <b>Passivhaus Project Responsibility Matrix</b> Agree the <b>Project Execution Plan</b> including <b>Design Responsibility Matrix, Schedule of Services, Information Exchanges, Technology and Communication Strategies</b> and consideration of <b>Common Standards</b> Ensure <b>Cost Information</b> and <b>Feasibility Studies</b> consider the advice of an experienced certified Passivhaus Designer/Consultant <i>Advisory: using lessons learned, define whole life carbon / embodied carbon strategy</i> <i>Advisory: prepare Plan for Use. Prepare for involvement of project team after Practical Completion</i>	Prepare project in accordance with the <b>Passivhaus Project Responsibility Matrix</b> Review <b>Project Risk Assessments</b> and <b>Maintenance and Operational Strategies</b> Ensure <b>Cost Information</b> considers the complexity/simplicity of the <b>Concept Design</b> and the strategies set out in the <b>Passivhaus Plan</b> <i>Advisory: undertake embodied carbon analysis and review alignment with project brief</i> <i>Advisory: Prepare initial Maintenance and Operational Strategies and Plan for Use</i>	Prepare project in accordance with the <b>Passivhaus Project Responsibility Matrix</b> Prepare a schedule considering potential conflicts with national (or other) standards, including the Passivhaus standard Update <b>Cost Information</b> taking into account discussions with potential contractors, specialist subcontractors and suppliers Update <b>Project Risk Assessments</b> and <b>Maintenance and Operational Strategies</b> taking into account Passivhaus considerations <i>Advisory: undertake embodied carbon analysis and review alignment with project brief</i> <i>Advisory: review and update Maintenance and Operational Strategies and Plan for Use</i>	Prepare project in accordance with the <b>Passivhaus Project Responsibility Matrix</b> Review manufacturing and assembly risks in the updated <b>Project Risk Assessment</b> Develop components more accurately considering the implications of the possible methods of manufacturing or fabrication Develop the interface details and specifications including structural, airtightness, thermal bridging, water/moisture/ vapour penetration and acoustic issues <i>Advisory: review and update Maintenance and Operational Strategies and Plan for Use</i> <i>Advisory: undertake embodied carbon analysis and review alignment with project brief</i> <i>Consider consulting a constructor that has experience completing Passivhaus buildings</i>	Prepare project in accordance with the <b>Passivhaus Project Responsibility Matrix</b> <i>Advisory: consider how to capture commissioning and 'As-Built' information in a manner that will assist the In-Use stage, including the potential disassembly of the building</i> <i>Advisory: review and update Maintenance and Operational Strategies and Plan for Use</i>	Prepare project in accordance with the <b>Passivhaus Project Responsibility Matrix</b> <i>Advisory: capture commissioning and 'As-Constructed' information in a manner that will assist the In-Use stage including the potential disassembly of the building</i> <i>Advisory: develop Feedforward Action Plan to capture feedback from the Construction stage. Document successes, challenges, obstacles and lessons learned for future use and repurposing on future projects (inc. procurement, sequencing and buildability and cost)</i> <i>Advisory: link Passivhaus components to BIM components to assist Facilities Management</i> <i>Advisory: review and update Maintenance and Operational Strategies and Plan for Use</i>	<i>Advisory: Seasonal Commissioning</i> <i>Advisory: develop Feedforward Action Plan to capture feedback during the In-Use stage necessary to inform future projects</i> <i>Advisory: monitor disassembly or potential reuse of materials during demolition at the end of the stage and provide Feedback</i> <i>Advisory: undertake Building Performance Evaluation - set up and commission monitoring equipment</i> <i>Advisory: consider extended aftercare for 12 months or more after practical completion</i> <i>Advisory: implement Maintenance and Operational Strategies and Plan for Use</i>
<b>Core Quality Assurance Tasks</b>	Prepare the initial <b>Passivhaus Plan</b> Undertake <b>Research and Development</b> to identify useful <b>Design Metrics</b> and <b>Case Studies</b> and refine the <b>Business Case</b> and <b>Benchmarks</b> in order to assist in the preparation of the <b>Brief, Site Information</b> and <b>Cost Information</b> Review previous comparable Passivhaus projects, visit comparable Passivhaus buildings and develop <b>Case Studies</b> to set <b>Benchmarks, gather Cost Data</b> , and learn from the experience of others. Use this information to inform the <b>Initial Project Brief</b>	Emphasise the <b>Passivhaus Standard</b> in the <b>Initial Project Brief</b> , establish the intended <b>Certification Strategy</b> An experienced certified <b>Passivhaus Designer/Consultant</b> undertakes <b>Research and Development</b> to prepare useful <b>Design Metrics</b> and refine <b>Benchmarks</b> which assist the preparation of <b>Feasibility Studies</b> and <b>Cost Information</b> which will be included in the <b>Initial Project Brief</b> Refine and develop the initial <b>Passivhaus Plan</b> for discussion with (yet to be appointed) <b>Passivhaus Certifier</b>	Update the <b>Passivhaus Plan</b> to reflect this stage of design development, review a cost optimised design against Passivhaus certification criteria using the <b>Passivhaus Planning Package (PHPP)</b> and review the <b>Certification Strategy</b> and the <b>Certification Status</b> Identify opportunities for optimisation and initiate any appropriate <b>Research and Development</b>	Optimise synergies through whole systems design Simplify controls and optimise usability Principles of handover process and post completion service agreed Identify opportunities for optimisation and initiate any appropriate <b>Research and Development</b> Update the <b>Passivhaus Plan</b> to reflect this stage of design development, review a cost optimised design against Passivhaus Certification criteria using <b>PHPP</b> and review the <b>Certification Strategy</b> and the <b>Certification Status</b> <b>PASSIVHAUS CERTIFICATION DESIGN REVIEW</b>	Identify opportunities for optimisation and initiate any appropriate <b>Research and Development</b> Track and review impact of any proposed variations. Validate cost optimised variations against Passivhaus certification criteria using <b>PHPP</b> before making design changes. Update construction documents, and record variations accordingly Update the <b>Passivhaus Plan</b> to reflect this stage of design development, review a cost optimised design against Passivhaus Certification criteria using <b>PHPP</b> and review the <b>Certification Strategy</b> and the <b>Certification Status</b> <b>PASSIVHAUS CERTIFICATION DESIGN REVIEW</b>	Identify opportunities for optimisation and initiate any appropriate <b>Research and Development</b> Track and review impact of any proposed variations. Validate cost optimised variations against Passivhaus Certification criteria using <b>PHPP</b> before making changes on site. Update construction documents, the <b>Construction Programme</b> and record variations accordingly Obtain and compile site evidence, certificates, and documentation Commission the building services Update the <b>Passivhaus Plan</b> to reflect this stage of design development, review a cost optimised design against Passivhaus Certification criteria using <b>PHPP</b> and review the <b>Certification Strategy</b> and the <b>Certification Status</b> Possible pre-start <b>PASSIVHAUS CERTIFICATION DESIGN REVIEW</b>	Obtain and compile site evidence, certificates and documentation Update the <b>Passivhaus Plan</b> to reflect this stage of design development, review as-built design against Passivhaus Certification criteria using <b>PHPP</b> and review the <b>Certification Strategy</b> and the <b>Certification Status</b> Issue evidence to <b>Passivhaus Certifier</b> <b>Passivhaus Certifier</b> conducts review, requests clarifications and, upon compliance: <b>PASSIVHAUS CERTIFICATION AWARDED</b>	
<b>Procurement Tasks</b>	Develop a <b>Procurement Strategy</b> which appoints a <b>Passivhaus Designer/Consultant</b> to assist between Stage 0 and the end of Stage 1 Appoint an experienced <b>Passivhaus Designer/Consultant</b> to assist with Stage 0 to the end of 1 so that they can inform the <b>Strategic Definition</b> and assist with <b>Preparation and Briefing</b>	When assembling the project team and developing the <b>Procurement Strategy</b> , consider how project team members with Passivhaus experience will be selected Ensure Stage 2-7 tender information encourages the behaviours required for effective collaboration, creative problem solving, and the experience needed to identify early opportunities for Passivhaus optimisation	In accordance with <b>Procurement Strategy</b> appoint <b>Passivhaus Designer/Consultant</b> and <b>Passivhaus Certifier</b> to assist with future stages of the project (Stage 2-7) Review the appropriateness of <b>Early Contractor Involvement (ECI)</b> , update <b>Procurement Strategy</b> , then hold discussions with contractors and specialist subcontractors relevant to the procurement route and test Passivhaus objectives set out in the <b>Concept Design</b> including the <b>Passivhaus Plan</b>	Hold further discussions with contractors and specialist subcontractors relevant to the procurement route to test the <b>Passivhaus Plan</b> components and coordination exercises set out in the <b>Developed Design</b>	Review how the Passivhaus standard impacts on the assembly of the construction team (inc. sub-contractors) including how the project team will achieve a collaborative approach and how creative problem solving can be incentivised Ensure Stage 5 tender information encourages the behaviours required for effective collaboration, creative problem solving, and the experience needed to identify early opportunities for Passivhaus optimisation	Ensure sub-contractors tender information encourages the behaviours required for effective collaboration, creative problem solving, and the experience needed to identify early opportunities for Passivhaus optimisation	<i>Advisory: gather Feedback on the capability and performance of specialist subcontractors who delivered Passivhaus aspects</i>	