



Engineering Consulting Project Management

A RIBA-aligned technical overview for design and supervision workflows in engineering consulting firms.

Design Department

RIBA Stages 0–4: Strategic
Definition through Technical
Design

Site Supervision

RIBA Stages 5–7:
Manufacturing through Use
phase

Core Entities

Project Contracts, Engineering Stages, Submittals, Document
Registers

Design Department Scenarios

RIBA Stages 0–4

01	02	03
Create RIBA Stage Plan	Manage Deliverables	Control Submittals
Set up stage records for Stages 0–4 with ownership and schedule integration	Ensure clear outputs and assigned service lines for each stage	Track review/approval cycles with revision control and due dates
04	05	
Document Register	Monitor Delays	
Maintain single source of truth for all issued documentation	Identify approval risks and stage slippage with delay reporting	

Site Supervision Scenarios

RIBA Stages 5–7

Supervision Stages

Create RIBA 5–7 records with supervision ownership and deliverables

Site Visits

Document routine visits and formal inspections with evidence trail

Construction Submittals

Manage IFC clarifications and RFI-like cycles during construction



1

Handover & Snagging

Manage completion evidence and client acceptance documentation

2

Aftercare

Record post-handover feedback and track resolution activities



Communication & Governance



Single Timeline

Client Communication Log captures all channels (Email/Meeting/Call/Portal) in one searchable timeline



Escalation Process

Measured escalation reduces approval stagnation with reminder tracking and escalation levels



Reporting & KPIs

Stage Register, Project Coverage, Delay Reports, and Workload Summary for performance tracking

8

RIBA Stages

Complete project lifecycle coverage

5

Core Entities

Integrated data model

4

Key Reports

Performance visibility

Engineering Consulting Project Management

A RIBA-aligned technical overview for design and supervision workflows in engineering consulting firms.

Design Department

RIBA Stages 0–4: Strategic
Definition through Technical
Design

Site Supervision

RIBA Stages 5–7:
Manufacturing through Use
phase

Core Entities

Project Contracts, Engineering Stages, Submittals, Document
Registers



Design Department Scenarios

RIBA Stages 0–4

01	02	03
Create RIBA Stage Plan	Manage Deliverables	Control Submittals
Set up stage records for Stages 0–4 with ownership and schedule integration	Ensure clear outputs and assigned service lines for each stage	Track review/approval cycles with revision control and due dates
04	05	
Document Register	Monitor Delays	
Maintain single source of truth for all issued documentation	Identify approval risks and stage slippage with delay reporting	

Site Supervision Scenarios

RIBA Stages 5–7

Supervision Stages

Create RIBA 5–7 records with supervision ownership and deliverables

Site Visits

Document routine visits and formal inspections with evidence trail

Construction Submittals

Manage IFC clarifications and RFI-like cycles during construction



1

Handover & Snagging

Manage completion evidence and client acceptance documentation

2

Aftercare

Record post-handover feedback and track resolution activities

Communication & Governance



Single Timeline

Client Communication Log captures all channels (Email/Meeting/Call/Portal) in one searchable timeline



Escalation Process

Measured escalation reduces approval stagnation with reminder tracking and escalation levels



Reporting & KPIs

Stage Register, Project Coverage, Delay Reports, and Workload Summary for performance tracking

8

RIBA Stages

Complete project lifecycle coverage

5

Core Entities

Integrated data model

4

Key Reports

Performance visibility

