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Rapid Project Planning Pack for The Research Phase

"If I had six hours to chop down a tree, I'd spend the first 4 sharpening the axe" - Abraham Lincoln

The #1 Project Problem

#1 Problem: Projects going over time and over budget.

We often see people moving projects into the design phase **before** the research is started. This is like a doctor starting surgery without a thorough diagnosis or trying to build a house on a bad foundation.

That is why we offer the **Rapid Project Planning Pack**. Now, you have a simple process to help you move through the **Research Phase**. If you use this tool, you will reduce project risk and improve project design.

- **01. Contents**
Once you have ticked all the boxes below, you are ready to move to the **Analysis Phase**

- **02. Building Project Roadmap (available at project start-up)**
Review the roadmap and identify where you are on your journey

- **03. Building Cost Estimator**
Simple do-it-yourself worksheet to estimate your building project

- **04. FAQs & SAQs**
Frequently-asked questions and should-ask questions you need to know about working with an architect

- **05. Myth & Reality**
Some things architects do in addition to design to complete a project

- **06. How To Create A Design Brief Using Only 7 Questions**
Contact your shortlisted architects to start your process

- **07. Readiness Slider**
Gauge of how ready you are to move to the **Design Phase**

02. Building Project Roadmap

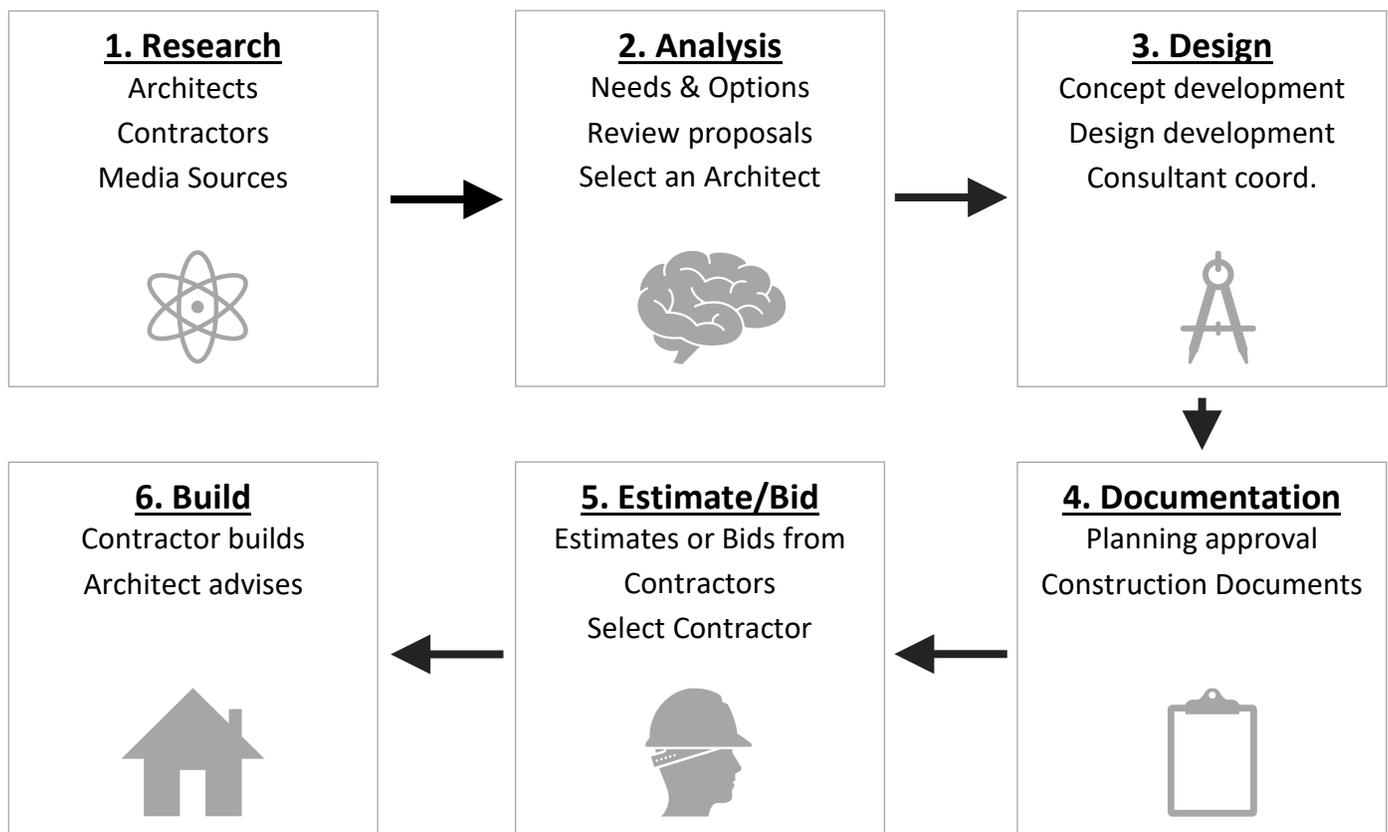
Major Steps Required for Designing and Building Your New Home

The Roadmap

This is important ... please read carefully.

Right now, you should be in the **Research Phase**. This is where you are gathering information and exploring ideas. When you are ready to get serious, you will want to check the feasibility of your ideas and understand the project constraints. If you work with FIRM817, we will move to the

Analysis Phase by conducting a Needs and Options Review to eliminate assumptions, identify constraints and find best options. You will receive a document that can be used by FIRM817 or any other architect that will help reduce project risk and get the best options for your site and budget.



When you are ready to review the feasibility of your project, email or call us >>

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03. Building Cost Estimator

The Simple, Do-It-Yourself Way to Estimate Your Number

The #1 Question ...

The most common question architects, contractors and every other professional are most often asked is, '**How much will my project cost?**'

There are so many variables that a definitive answer is literally impossible at the beginning of a project.

Even worse, the consequences of trying to answer and risk giving 'unreliable advice' will have most experts avoiding the question.

But the truth is, this question is VERY important. No one can proceed with any level of confidence if they don't have at least a ball-park estimation of project costs.

This guide will help you to determine an estimate of overall project costs. Your actual number may be more or less, but it can be helpful to see an estimated figure.

New Home Cost Estimator				Estimate Your Cost	
Category	Standard	Medium	Luxury	Area	Cost
Cost Per Sq Ft	\$200	\$250	\$400		
2000	\$400,000	\$500,000	\$800,000		
3000	\$600,000	\$750,000	\$1,200,000		
4000	\$800,000	\$1,000,000	\$1,600,000		

Renovation Cost Estimator				Estimate Your Cost	
Category	Standard	Medium	Luxury	Area	Cost
Cost Per Sq Ft	\$300	\$350	\$400		
1000	\$300,000	\$350,000	\$400,000		
1500	\$450,000	\$525,000	\$600,000		
2000	\$600,000	\$700,000	\$800,000		

For a detailed project cost assessment, email me at one@firm817.com

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04. Questions to Ask

When Hiring an Architect, It's Helpful To Have A Process To Make Sure You Get The BEST Person For The Project.

Asking The Right Questions

Although extensive schooling and training are required for all architects, that doesn't mean all architects are created equal.

Finding the RIGHT architect for you depends on several factors, including: personality, design method, building for taste or to make money, budget and even whether your project requires a specialist skill set.

Choosing the right architect can mean the difference between an enjoyable experience and one plagued with problems and hassles the whole way through once a project moves into the **Build Phase**. How will your project go?

These questions lead to the answer . . .

A great architect is your Designer, Advocate, Teacher, Project Leader and Coordinator

<input type="checkbox"/> What unique value do you have for our specific type of project?	<input type="checkbox"/> How would you like me to share my ideas, images, needs, wants and research?
<input type="checkbox"/> How can you add value to our home so that we maximize the return on investment when/if we sell?	<input type="checkbox"/> What can I do to help you deliver the best work for us?
<input type="checkbox"/> Do you offer a pre-design analysis service to help move us safely and efficiently towards the design phase?	<input type="checkbox"/> Do you have a team-oriented game-plan that outlines how we will all successfully work together, even under pressure?
<input type="checkbox"/> What are the specific challenges for our type of project and how have you overcome these in the past?	<input type="checkbox"/> Will you manage the bidding process to find and select the best construction team?
<input type="checkbox"/> If my budget, timeline and scope of project are unrealistic, will you let me know?	<input type="checkbox"/> What educational material do you provide so we can understand the requirements of our specific type of project?

Hiring the RIGHT architect is the single most important decision to make on your project.

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05. Myth vs. Reality

What Do Architects Actually Do?

An architect's role is a lot larger than most people realize. When an architect manages your project, they ensure that every part of the process below

(and more) is handled to ensure that the biggest investment in your life or career is safe and secure.

Myth

Sketches design that a builder uses.

Reality

Reviews the land survey and, in particular, easements and zoning requirements that may restrict what or where you can build.

Plans for compliance with building and safety codes, special planning regulations and restrictions. Depending on the project, there may be ordinances surrounding the preservation of the local environment or historic parts of a building.

Leads the team of professionals who will work on the design phases of the project including the contractor, tradespeople, engineers, landscape consultants and other professionals.

Prepares construction documents to translate the design into instructions and technical specifications for contractors and sub-contractors.

Observes construction to interpret the construction documents with site visits and meetings, reviewing the contractor's pay requests, mediating and helping to resolve any problems that arise between you and the contractor.

In summary, the Architect is the composer of the project "musical score."

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06. How to Create a Design Brief Using Only 7 Questions

“Focusing is About Saying No.” - Steve Jobs

Alice: "Would you tell me, please, which way I ought to go from here?"

The Cheshire Cat: "That depends a good deal on where you want to go."

Alice: "I don't much care where."

The Cheshire Cat: "Then it doesn't much matter which way you go."

The method below is a useful 7 Question design brief worksheet. You can request a more detailed, but equally simple, guide by visiting www.firm817.com or e-mailing me at one@firm817.com

Your Question	Answer
1 Outline your current situation?	
2 Do you have special patterns of living? Is how you live changing or about to change?	
3 What will you need to see to know your project has been a dramatic success?	
4 How do you want to FEEL as you move through your new space?	
5 Who are the important people this home needs to be designed for?	
6 What are the budget, timeframes and boundaries we need to work within?	
7 What does your home really mean to you?	

To download our full design brief guide, visit www.firm817.com or email me at one@firm817.com

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07. Readiness Slider

Are You Ready to Move to the Design Phase?

Do You Need an Architect?

This exercise allows you to assess how ready you are to move to the **Design Phase**. If you are not close to 10 on ALL scales, then it's best to seek help from an expert to do this research.

If you rush into the design phase without this

information available, you'll run the risk of making too many assumptions, which is the # 1 reason projects go over budget and over time.

"Measure twice, cut once," The Carpenter's Mantra

Question	Slider (0-10, zero = low, 10 = high)
On a 1-10 scale, how clear are you on exactly what you need?	<input type="range" value="0"/>
On a 1-10 scale, how aware are you of all the various options your site will accommodate?	<input type="range" value="0"/>
On a 1-10 scale, how confident are you that you are aware of all the legal requirements?	<input type="range" value="0"/>
On a 1-10 scale, how aware are you of the process you will need to have in place to get the project completed on time and on budget?	<input type="range" value="0"/>
On a 1-10 scale, how confident are you that your budget will achieve your needs?	<input type="range" value="0"/>
Give yourself a current overall rating for readiness.	<input type="range" value="0"/>

Don't worry if you are not at 10 on all scales yet. The Needs and Options Review process allows you to fill in the knowledge gaps and gets you ready to move to the **Design Phase**.

Our Needs and Options Review is the process designed to get you to 10 on ALL sliders above.

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