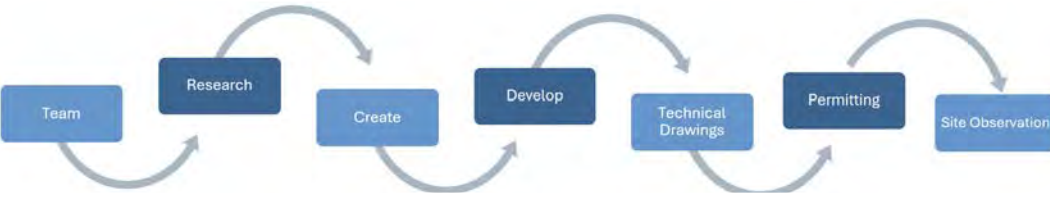


# Project Planner



## Introduction



## Hello!

We're thrilled that you've chosen to reach out to us as you embark on your construction project journey. This planner is designed to help you assess your project, minimize risks, and enhance the overall design, ensuring a successful outcome.

You might have admired stunning transformations in magazines or on HGTV, but the journey to those results often remains a mystery. The reality is that turning an idea into a finished project involves significant time, effort, and budget, which isn't always apparent in a 30-60 minute TV show. Many people are unsure where to begin!

That's why we've created this straightforward planning guide to help you start with confidence. First, we'll outline the typical project roadmap. Next, we'll provide questions to help you develop a clear and concise scope of work. We'll also include a generic cost estimator to give you a big-picture idea of your project's potential costs. Additionally, we'll cover frequently asked questions, suggest questions you should ask your architect, and clarify the various roles your architect will play in your project.

Let's get started on turning your vision into reality!



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Frequently asked questions and should-ask questions you need to know about working with an architect.

## 05 What do Architects do? Myth vs Reality

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## 06 Summary

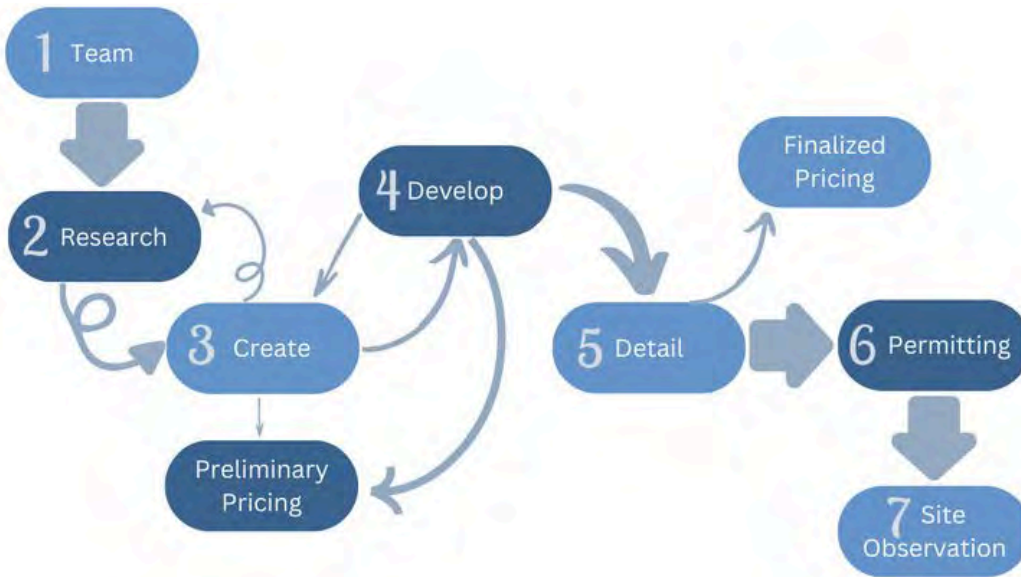
Gauge how ready you are to move forward with your project.

# Project Planner



## Project Roadmap

### A Journey Worth Taking



You are about to embark on an exciting journey! The more due diligence you perform at the beginning, the better off you'll be. It's essential to explore all your options, goals, and the critical purpose of your project.

By following this roadmap, you'll get a head start and move in the right direction.

**Team:** The right team makes the dream a success, starting with the architect.

**Research:** Once your team is in place, we begin our research, analyzing the parameters of your project to determine the best way forward.

**Create:** We dive into the creative process of schematic design. This journey may take a few twists and turns, revisiting the research phase or moving forward as we refine the best solution for your project.

**Develop:** Incorporating the designs with the systems of the building to best forward the design intent.

**Detail:** Once we've developed the optimal solution, it's off to the races, creating the technical plans and information needed for permitting, pricing, and construction.

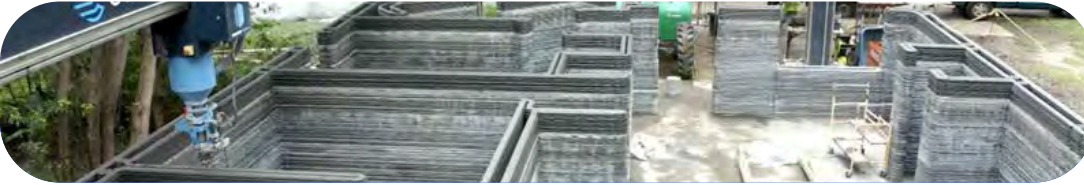
**Permitting:** All plans go through the process of verifying the project meets local zoning and code requirements. Any comments or changes are identified and corrected to work inline with the design.

**Site** Weekly or bi-weekly site visits ensures the timeline, budget, and design intent are on

**Observation:** track.



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## 02 Scope of Project

## How to Create a Scope of Project

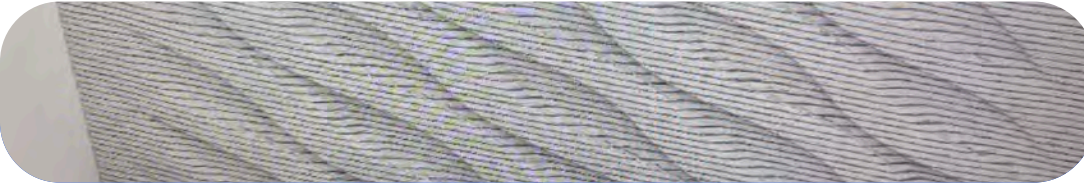
It is incredibly important to understand your goals and purpose of your project. A project Scope is the anchor that keeps EVERYONE on the same page and moving in the right direction. Narrowing down the scope of work will help you, your architect, and your builder at staying on task to achieve the project in the most efficient and effective way. Please answer the below questions to the best of your ability. We will use these answers in our analysis phase to verify your needs and wants.

### Questions

### Answers

- 1 What is the number one purpose of this project?
- 2 Who are the important people this project needs to be designed for?
- 3 What will you need to know for your project to be a dramatic success?
- 4 What are the critical spaces/places needed to achieve your goal?
- 5 How do you want to FEEL as you move through these spaces?
- 6 What is the budget or additional boundaries we need to work within?
- 7 What are the critical timelines that influence the completion of this project?

# Project Planner



## Construction Cost Estimator

### How much will my project cost?

One of the most important questions in any construction project is its cost. With so many variables and unknowns, it's impossible to determine the exact cost at the beginning of the process. However, this is a critical question that everyone needs answered to ensure they have the right finances in place to start.

To help with this, we've developed ballpark estimates to kick off the conversation. While there's always a risk of providing "bad advice," we've created this guide to help you understand how these estimates are generated and key steps to keeping yourself within that budget.

#### Cost Estimator

Style	Your Cost Estimate				Your Cost Estimate	
	Standard	Medium	Luxury	Commercial*	Area	Cost
Cost Per Sq Ft	\$150-\$200	\$250	\$300 +	\$250-\$350		
1000 Sq Ft	\$200,000	\$250,000	\$300,000	\$350,000		
2000 Sq Ft	\$400,000	\$500,000	\$600,000	\$700,000		
3000 Sq Ft	\$600,000	\$750,000	\$900,000	\$1,200,000+		

\*Commercial projects have an additional variable based on the use & zoning requirements. More regulated than residential projects, licensed architects & engineers are required for permitting.

#### Budget Tips

- 1. Set a Realistic Budget:** Begin by determining how much you can afford to spend. Consider all potential costs, including materials, labor, permits, and unexpected expenses. It's wise to include a contingency fund, typically around 10-15% of your total budget, to cover any unforeseen costs.
- 2. Research Financing Options:** Look into different financing options such as construction loans, traditional bank loans, or even government grants. Choose the one that fits your financial situation best.
- 3. Get Professional Estimates:** Obtain detailed estimates from contractors and architects. These estimates will give you a clearer picture of the costs involved and help you avoid surprises down the road.
- 4. Track Expenses:** Use financial management tools or software to keep track of your expenses throughout the project. This will help you stay within budget and make informed decisions as the project progresses.
- 5. Plan for Cash Flow:** Ensure you have a reliable cash flow for ongoing expenses. This might involve setting up a dedicated project account or arranging for periodic loan disbursements.
- 6. Review and Adjust:** Regularly review your budget and financial plan. Be prepared to make adjustments as needed to stay on track and avoid overspending.



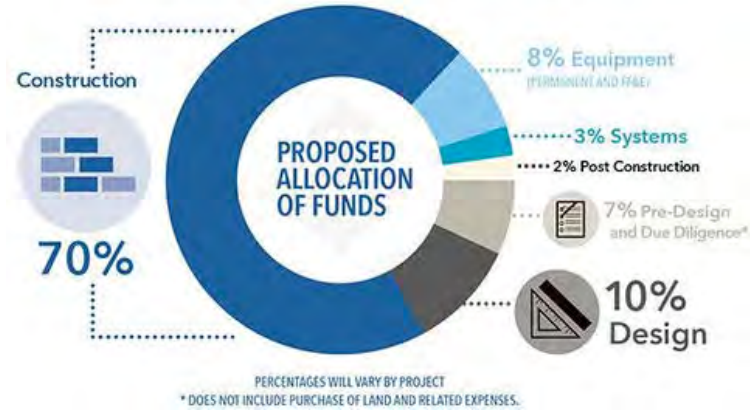
# Project Planner



## 4 FAQs & SAQs

## Asking the Right Questions

While the education and qualifications are similar, not all architects are created equal. Finding the RIGHT architect for your project depends on more than just their qualifications. Factors such as personality, experience, design style, and if your project requires specialty skills will all need to be taken into consideration. This choice at the beginning determines the difference between a good experience and one plagued with problem after problem through the construction phase.



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

What is your unique value you bring for our specific type of project?

How can you add value to our project that maximizes the return on investment?

What kind of relationship do you have with engineers, builders and interior designers?

What are your strengths and weaknesses that will most influence the success of my project?

What are some specific challenges you see with my project and how have you overcome these in the past?

Do you have a team game plan that outlines how we will all successfully work together, even under pressure?

How would you like me to share my ideas, images, needs, and desires?

Can you be upfront with me if my budget, timeline or scope are unrealistic?

Do you have experience to run the process of finding and selecting the best construction team?

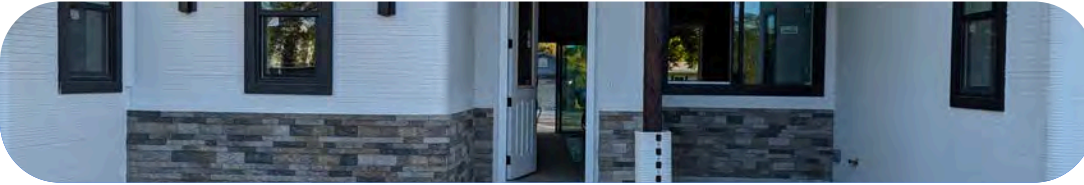
Do you have the capacity to deliver my project within my timeline?

Do you offer a pre-design analysis service to help move us safely and efficiently towards the design phase?

What educational material do you provide so we can understand the requirements of our specific type of project?



# Project Planner



## 5 Myth vs Reality

### What do Architects do?

Construction projects are significant investments. It's crucial to understand what an architect does and does not do to ensure your project starts off on the right foot. Many of our clients have expressed surprise at the range of services we provide. To clear up any confusion, we've outlined some common myths and realities below. This section aims to set the record straight and help us begin your project with clarity.

#### Myth

Architects draw plans or blueprints for the builder to use.

Architects only care what a building looks like.

Architects only know how to design for the rich.

Architects work alone.

Architects are highbrow and unapproachable.

#### Reality

Leadership & Coordination at each stage of the project, heading up the whole team of professionals including engineers, designers, builders, tradesmen, etc. ensuring the client's goals become a reality.

Ensuring Compliance with building and safety regulations, local planning regulations and restrictions. Preservation laws also need to be adhered to regarding the local environment or historic requirements.

Problem Solving requires the translation of the schematic design into construction documents which are the instructions and technical specifications with adequate detailed drawings to meet any budget.

Project Management requires the attendance of all meetings during design and site visits during construction to ensure the quality and accurate construction while resolving any problems that may arise.

Service Oriented architects are in this industry to help. All you need to do is ask.

