

# PROJECT PLANNING PACK

A FREE RESOURCE TO HELP YOU MAP OUT YOUR PROJECT

## THE #1 PROJECT PROBLEM: PROJECTS GOING OVER TIME AND OVER BUDGET

On a daily basis, we see people moving projects into the design phase before the research is started, increasing the risk of their projects costing them more time and money than they should.

That is why we have created the Project Planning Pack, a simple planning exercise to help you move through the **Research Phase**. Each of the steps detailed in this pack will help you reduce project risk and improve your project design.

Once you have completed each step and ticked off the boxes below, you are ready to move to the **Analysis Phase**, where you can bring in the expertise of an architect to help you with the next stage of your journey.

---

**1. Building A Project Plan**

Review the roadmap and identify where you are on your journey

---

**2. Questions To Ask**

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

---

**3. Myth & Reality**

Some things architects do outside design to complete a project

---

**4. Create Your Design Brief**

Contact your shortlisted architects to start your process

# BUILDING A PROJECT PLAN

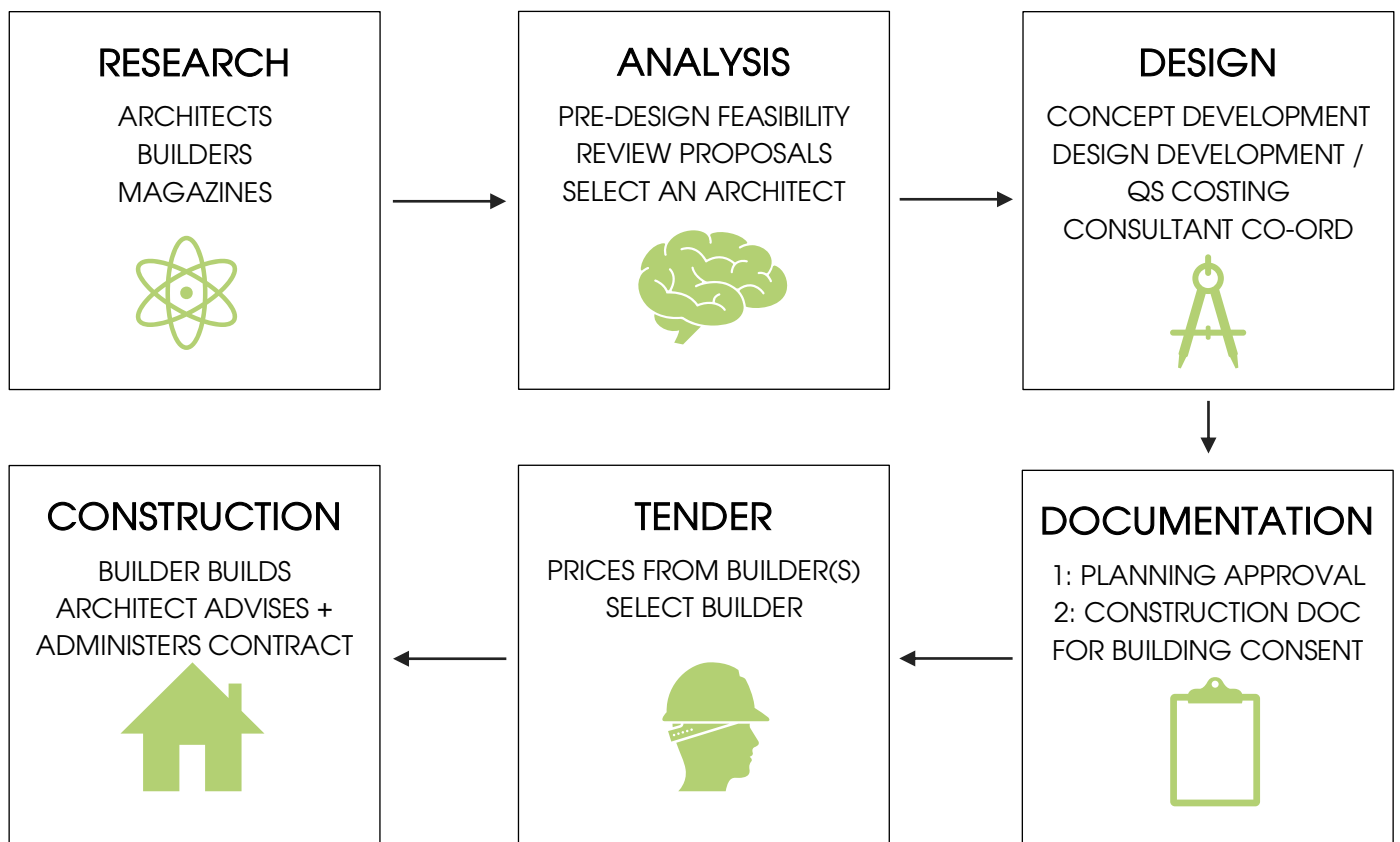
## THE PROJECT PLAN

Right now, you should be in the **Research Phase**. This is where you are gathering information and playing around with ideas. At the point you want to get serious, you will want to check the feasibility of your ideas and understand what the project constraints are.

If you work with me, we will move to the **Analysis Phase** by conducting a Pre-Design\_Feasibility Report to eliminate assumptions, identify constraints and find your best options.

You will receive a document that can be used by me or any other architect that will ensure you 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 on:

office@pinfoldarchitects.nz  
022 018 3367



# QUESTIONS TO ASK

## 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 style, building for development or home owner, 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?

When hiring an architect, it's helpful to have a process to make sure you get the best person for the project - use the questions below as a guide.

### A GREAT ARCHITECT IS YOUR DESIGNER, ADVOCATE, TEACHER, PROJECT LEADER AND CO-ORDINATOR

What unique value do you have for our specific type of project?

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

How can you add value to our home so that we maximize the return on investment when/if we sell?

What can I do to help you deliver the best work for us?

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

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

What are the specific challenges for our type of project and how have you overcome these in the past?

Will you run the tender process to find and select the best construction team?

If my budget, timeline and scope of project are unrealistic, will you let me know?

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

# MYTH VS. REALITY

## WHAT DO ARCHITECTS ACTUALLY DO?

An architects' 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

**Checking the title** and, in particular, any easements and land covenants that may restrict what or where you can build.

**Ensuring Compliance** with the

- 1.Planning regulations (resource consent) and
- 2 .Building code (building consent).

**Leadership** - heading up the team of professionals who will work on this stage of the project including builders, tradespeople, engineers, designers and financial professionals.

**Construction documentation** - translates the design into instructions and technical specifications for contractors and construction experts.

**Contract administration** - site visits and meetings, overseeing the construction and validating the quality of work, negotiating with contractors and dealing with and resolving any problems that arise.  
Approving payment claims.

# CREATE YOUR DESIGN BRIEF

## HOW TO CREATE A DESIGN BRIEF USING ONLY 7 QUESTIONS

**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 our 7 Question design brief creator.

Fill in the answers to draft an outline brief for further discussion;

Your Question	Answer
1 Outline your current situation? Where do you live and what would you like to improve?	
2 How do you live? Is that 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?	