

PROJECT PLANNING PACK

HOW TO GET STARTED PLANNING YOUR DREAM PROJECT

Congratulations! You have taken the first step towards getting your project underway.

Planning, designing, and building can be both an exciting and a daunting process. We prepared this project planning pack after seeing many people grapple with the design and construction process.

Most of our clients find difficulty in navigating the process and are left feeling overwhelmed trying to organize all the conflicting information that they find on the internet and elsewhere.

We have created this planning guide to help you understand the process. This pack will provide clear guidelines for not only how to take some first steps in the process, but also how to follow through to successful fruition of your ideas.

You will get answers to key questions and understand the importance of following a systematic architectural process to ensure your project runs smoothly.



Victoria Read
Director, Aspect Architecture

01. Summary Sheet

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

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. 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 created the RAPID PROJECT PLANNING PACK. Now, you have a simple process to help you move through the RESEARCH PHASE.

If you follow this tool, you will reduce project risk and improve project design.

- 01. Rapid Planning Pack Summary Sheet**
Once you have ticked all the boxes below, you are ready to move to the **Analysis Phase**

- 02. Building Project Roadmap**
Review the roadmap and identify where you are on your journey

- 03. Building Experts Directory**
Directory of professionals who can help you at each stage of your design and building process

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

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

- 06. Myth & Reality**
Some things architects do outside design to complete a project

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

- 08. Readiness Slider**
Gauge of how ready you are to move to the DESIGN PHASE

02. Building Project Roadmap

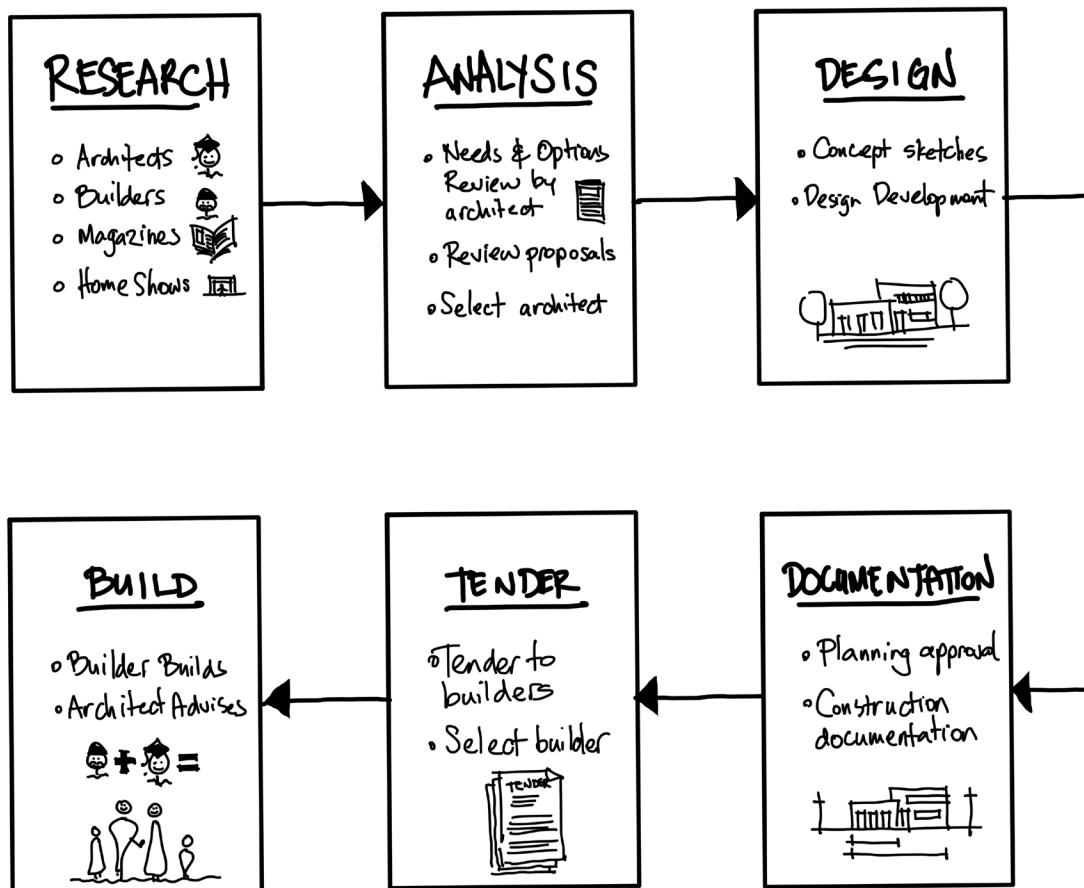
Major Steps Required For Designing and Building Your New Home

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 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 us, we will move to the ANALYSIS PHASE by conducting a NEEDS AND OPTIONS ASSESSMENT to eliminate assumptions, identify constraints and find your best options. You will receive a document that can be used by us or any other architecture firm 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 >>

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03. My Project Expert Directory

Our Personal Directory of Trusted Professionals

"It's not WHAT you know. It's WHO you know."

Who Are These Experts?

Understanding WHAT to do is one obstacle and working out WHO can help you is another.

On a daily basis, our team receives requests for us to recommend design professionals. To make this process easier, I have listed the professionals that

we trust for specific types of projects. Not only do they do a great job, but they provide excellent advice, as well. These are the experts we trust explicitly.

If you have other questions about your project, don't hesitate to reach out to me. If I can't answer, then I'll direct you to someone who can.

Profession	Name	Company	Contact Details
<input type="checkbox"/> Architect / Interior Architecture	Victoria Read	Aspect Architects	+64-6-3068570 victoria@aspectarch.nz
<input type="checkbox"/> Contractor	Marc Jurlina	Holmes Construction	+64-6-3049816 mj@hcg ltd.co.nz
	Simon Griffith	Thistle Building Company	+64-6-3774550 simon@thistlebuildingcompany.co.nz
<input type="checkbox"/> Planner	Phil Percy	Perception Planning	+64-6-3066105 philip@perceptionplanning.co.nz
<input type="checkbox"/> Structural Engineer	Stefan Lanser	LGE Consulting	+64-6-3772541 stefan@lgeconsulting.co.nz
	Thomas Dittmar	Sawrey Consulting	+64-4-5661483 thomas@sawrey.co.nz
<input type="checkbox"/> Real Estate	Susan Stephen	Susan Stephen & Co	+64-27-2622834 susan@susanstephenandco.nz
<input type="checkbox"/> Landscape Architect	Hamish Moorhead	Hamish Moorhead Landscapes	+64-27-2920420 hamish@moorheadlandscapes.co.nz
<input type="checkbox"/> Surveyor	Mike Shaw	Adamson Shaw	+64-6-3700027 mike@adamsonshaw.co.nz

The *right* architect will manage both the experts AND the process.

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04. Building Cost Estimator

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

The #1 Question ...

The most dreaded question architects, builders and every other professional hates has got to be, '**how much will my project cost?**'

There are so many variables that a definitive answer is literally impossible.

Even worse, the consequences of trying to answer and

risk giving 'bad advice' will have most experts running away to avoid the question.

The problem is that this question is VERY important. No one can proceed if they don't have a ball-park estimation of cost.

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 Build Cost Estimator

Style	Standard	Medium	Luxury	Area	Cost
Cost Per m2	\$3500	\$4500	\$5500		
100	\$350,000	\$450,000	\$550,000		
200	\$700,000	\$900,000	\$1,100,000		
300	\$1,050,000	\$1,350,000	\$1,650,000		

**All prices shown are ex GST

Renovation Cost Estimator

Style	Standard	Medium	Luxury	Area	Cost
Cost Per m2	\$2500	\$3500	\$4500		
100	\$250,000	\$350,000	\$450,000		
150	\$375,000	\$525,000	\$675,000		
200	\$500,000	\$700,000	\$900,000		

**All prices shown are ex GST

For a detailed project cost assessment, email me at victoria@aspectarch.nz

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05. 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 style, 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?

The questions are 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/building 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 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 run the tender 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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06. 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 building and safety regulations, local planning regulations and restrictions. Depending on the project, there may be laws surrounding the preservation of the local environment or any historic parts of a building.

Leadership - heading up the team of professionals who will work on this stage of the project including builders, engineers, landscaper architects, designers, and other professionals.

Construction documentation - translates the design into instructions and technical specifications for contractors and construction experts. Ensures those specifications are met.

Procurement – advising on procurement methods, which construction companies to use & checking contracts.

Project management - site visits and meetings, overseeing the construction and validating quality of work, negotiating with contractors and dealing with and resolving any problems that arise.

In summary, the architect is the conductor of the project orchestra.

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07. 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 our 7 Question design brief creator. You can request a more detailed, but equally simple, guide by visiting www.aspectarch.nz

Your Question	Answer
1 Outline your current situation?	
2 How do you live in or use your current premises? 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 project needs to be designed for?	
6 What are the budget, timeframes and boundaries we need to work within?	
7 How much do you want to be involved in the management of your building project?	

To download our full design brief guide, visit www.aspectarch.nz

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08. 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," Builders Mantra

Question

Slider

(0-10, zero = low, 10 = high)

On a 1-10 scale, how clear are you on exactly what you need?

0 _____ 10

On a 1-10 scale, how aware are you of all the various options your site will accommodate?

0 _____ 10

On a 1-10 scale, how confident are you that you are aware of all the legal requirements?

0 _____ 10

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?

0 _____ 10

On a 1-10 scale, how confident are you that you that your budget will achieve your needs?

0 _____ 10

Give yourself a current overall rating for readiness.

0 _____ 10

Don't worry if you are not at 10 on all scales yet. The NEEDS AND OPTIONS ASSESSMENT process allows you to fill in the knowledge gaps and gets you ready to move to the DESIGN PHASE.

Our NEEDS AND OPTIONS ASSESSMENT is the process designed to get you to 10 on ALL sliders above.

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