Description	N/A	✓	Notes
1. Indicate energy benchmark for existing building based on building typology and age of construction.			
2. Determine the largest energy cost component of the existing building (lighting, cooling, heating, ventilation) from building historical data on energy use.			
3. Develop a reference schematic design for the building that fulfills minimum code, functional, market and reference requirements.			
4. Undertake an energy simulation and cost analysis of the reference design.			
5. Hold a one- or two-day design workshop with the design team and invited experts to review the reference design and to discuss performance design concepts.			
6. Establish performance goals, targets and strategies, including:			
a. Energy usage;			
b. Water usage;			
c. Return on investment (ROI) timelines;			
d. Mechanical / natural ventilation strategies.			
7. Outline potential enclosure enhancements appropriate for climate zone.			
8. Set preliminary targets for envelope performance.			
9. Decide on at least one design option for further development.			
10. After the design workshop, undertake energy simulations and cost analysis of high-performance option(s); revise performance targets and strategies if necessary, and add new talent to the design team as required			
11. Prepare a Design Workshop Report.			