

Consideration	N/A	✓	Notes
<p>The activities of item 1. occur continuously throughout the project. They are inserted here and at the beginning of each phase as a reminder. The beginning of each phase is always a good time for a team update and reminder about basic communications.</p>			
1. Review:			
<ul style="list-style-type: none"> .1 Scope of work for this phase with stakeholders: 			
<ul style="list-style-type: none"> • client; 			
<ul style="list-style-type: none"> • project team, including consultants. 			
.2 Update risk register:			
<ul style="list-style-type: none"> • identify and analyze project risks on a regular basis; 			
<ul style="list-style-type: none"> • implement risk strategies to address project uncertainty; 			
<ul style="list-style-type: none"> • review unresolved risks whenever new team members are added and/or a new project phase is started. 			
.3 Keep design coordination meeting notes:			
<ul style="list-style-type: none"> • identify issues and their resolution; 			
<ul style="list-style-type: none"> • distribute to all project team members. 			
.4 Identify additional services as required during this phase:			
<ul style="list-style-type: none"> • obtain client agreement as to services and remuneration before executing. 			
2. Prepare all other necessary drawings:			
<ul style="list-style-type: none"> • site plan 			
<ul style="list-style-type: none"> • plans 			
<ul style="list-style-type: none"> • elevations 			
<ul style="list-style-type: none"> • sections 			
<ul style="list-style-type: none"> • schedules 			
<ul style="list-style-type: none"> • other 			
3. Prepare any required area calculations (net and gross) and volume calculations, including site coverage and density, as defined in zoning/land use regulations.			

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4. Prepare preliminary or outline specifications:			
• architectural			
• structural			
• mechanical			
• electrical			
• civil			
• interior design			
• other			
5. Instruct consultants to prepare layouts and drawings as required to illustrate and describe their portion of project:			
• architectural			
• structural			
• mechanical			
• electrical			
• civil			
6. Obtain detailed cost estimate, if specifically authorized by the client as part of architectural services:			
• architectural			
• structural			
• mechanical			
• electrical			
• civil			
7. Direct each consultant to prepare an estimate of construction cost for their discipline:			
• architectural			
• structural			
• mechanical			
• electrical			
• civil			
8. Update estimate of construction cost.			
9. Submit design development documents, including drawings, outline specifications, and updated estimate of construction cost to the client.			

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10. Confirm project delivery method and type of construction contract required with client.			
11. Obtain the client's written approval of design development documents.			
.1 Revise as required.			
12. Obtain the client's written authorization to proceed to construction documents phase.			
13. Where applicable, verify that all authorities and agencies have given authorization to proceed.			