

Consideration	N/A	✓	Notes
1. Create project brief for the design project:			There are multiple projects that comprise the design-construction endeavour. The project brief indicated here refers to the design project which the architect is responsible for managing. Contents may vary widely.
.1 scope statement			
.2 design project objectives			
.3 design deliverables			
.4 milestones			
.5 assumptions and constraints			
.6 high-level project risks			
.7 design project budget			
2. Review assembled data, including program, budget, requirements of authorities having jurisdiction, site data and special requirements.			
3. Prepare functional space diagrams.			
4. Provide consultants with pertinent program data and functional space requirements.			
5. Receive and review results of investigations and tests, including geotechnical reports and analyses.			
.1 Request additional information, if necessary.			
.2 Forward investigation reports to consultant(s).			
6. With consultants:			
.1 Identify proposed building systems to be used in the project.			
.2 Obtain analyses of comparative systems, with recommendations.			
.3 Review proposed building systems and analysis with client.			
.1 Obtain client approval of proposed building systems.			

Consideration	N/A	✓	Notes
.4 Obtain space and location requirements for selected building systems, after review and acceptance by the client.			
7. Prepare schematic design documents in compliance with applicable codes, including:			
• site plan			
• principal floor plans			
• building sections			
• general descriptive views (elevations)			
• illustrative sketches, models or renderings			
• other			
8. Identify all documents with project number and date, and name of the practice.			
9. Calculate areas and volumes.			
.1 Analyze plan efficiency and applicable net-to-gross ratios.			
10. Update project brief to include system and equipment descriptions.			
11. Obtain from each consultant an estimate of construction costs for their system or components:			
• structural			
• mechanical			
• electrical			
• civil			
• other			
12. Prepare written estimate of construction cost based on all available data. Include appropriate contingencies.			
13. Submit schematic design documents, including drawings, project brief, calculations and estimate of construction costs to the client.			
14. Obtain the client's written authorization to proceed to design development phase, and funding agency approval where applicable.			