



Project Planning Pack

helping you get ready to start your project

01. SUMMARY SHEET

Rapid Project Planning Pack for the Research Phase

“ If I had 6 hours to chop down a tree, I'd spend the first 4 sharpening the axe

[Abraham Lincoln]

#1 PROJECT PROBLEM

Projects going over time and over budget.

On a regular 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

+44 7899 710142
info@kassanis.com
www.kassanis.com

01. RPP 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. Project 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 your Building Project

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.

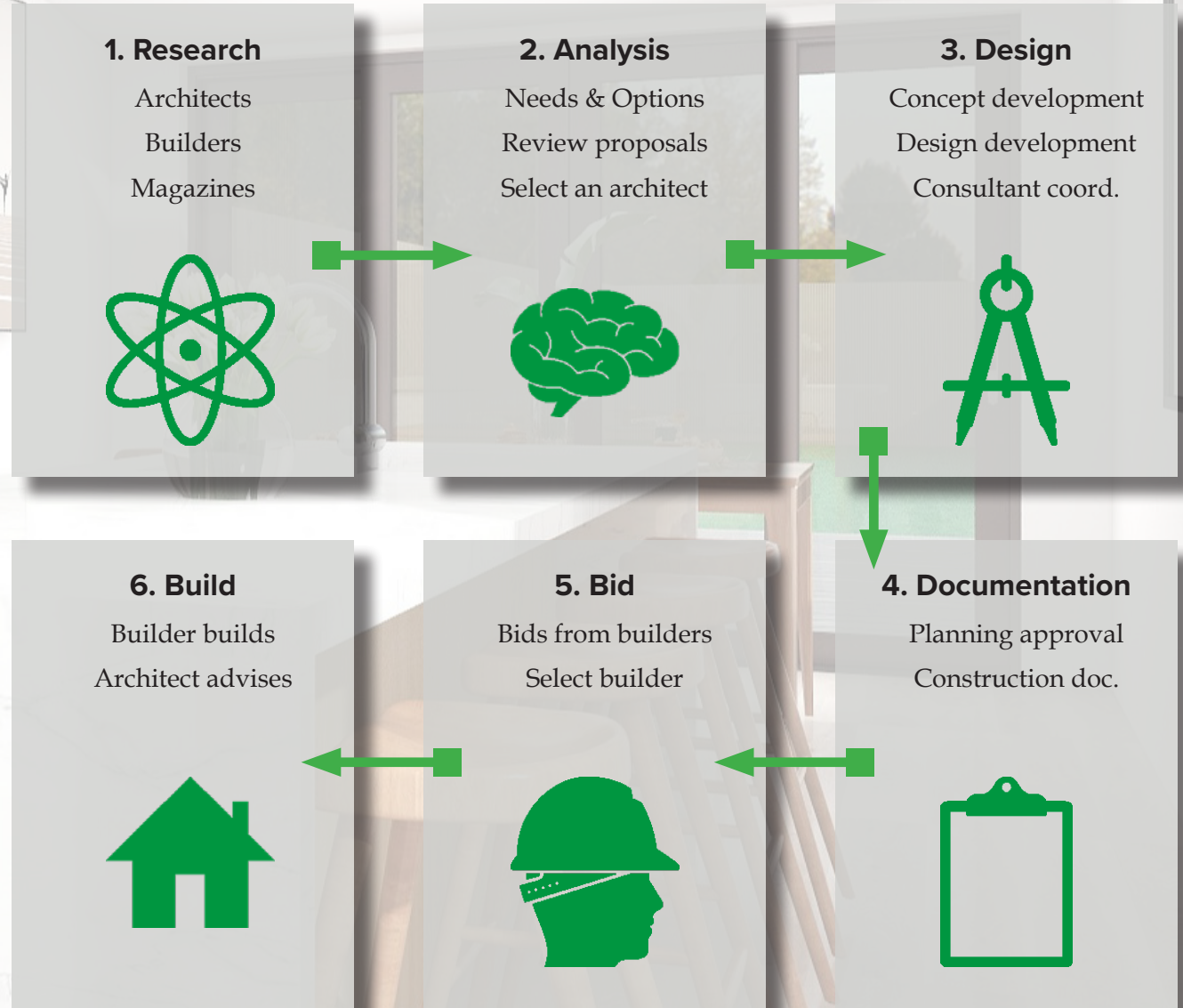
If you work with our studio, we will move to the **Analysis Phase** by conducting a **NEEDS AND OPTIONS REVIEW** to eliminate assumptions, identify constraints and find your best options.

For example this page shows the generic steps for a project. Steps 3-5 are often re-configured to tailor the project plan to a clients particular circumstances.

With the **NEEDS AND OPTIONS REVIEW** you will receive a document that can be used by us 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 contract us

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03. MY PROJECT EXPERT DIRECTORY

Our Personal Directory of Trusted Professionals

“ *Its not what you know its 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 regular basis, our team receives requests for us to recommend design professionals. To make this process easier, We have listed the design 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 us. If we can't answer your question, then we'll direct you to someone who can.

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

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PROFESSION	NAME	COMPANY	CONTACT DETAILS
<input type="checkbox"/> Structural Engineer	Derek Mason	Super Structures Associates	derek.mason@ssaceltd.co.uk 020 8102 7974
<input type="checkbox"/> Quantity Surveyor	Matthew McCord	Construction Measure	info@constructionmeasure.co.uk 07508 663009
<input type="checkbox"/> Measured Survey	Neal Hostettler-Smith	Twickenham Surveys	mail@twickenhamsurveys.co.uk 020 8614 4480
<input type="checkbox"/> Approved Inspector	Paul Le Mare	Assent Building Control	paullemare@assentbc.co.uk 01784 452508
<input type="checkbox"/> Party Wall	William Cowap	Anyards Designers & Surveyors	bill.cowap@anyards.co.uk 01932231361
<input type="checkbox"/> Planning Consultant	Yussuf Mwanza	MZA Planning	office@mzapanning.com 020 8995 7848
<input type="checkbox"/> Renewables & heat pumps	Rob Edwardes	G R Edwardes Ltd	rob@gredwardes.co.uk 01308 422637
<input type="checkbox"/> Retrofit installations	Neil Turner	Ecological Building Systems	info@ecologicalbuildingsystems.com 01228 711511

04 . PROJECT 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.

note 1: fees are for all professional services (not just architect) and fees for statutory consents e.g. council's fee for planning application

For a detailed project cost assessment contact us

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		STYLE			YOUR ESTIMATE	
		standard	medium	luxury	<u>area</u>	<u>cost</u>
1	extension; cost (£) per sq m	1,750 to 2,000	2,000 to 2,600	2,600 to 3,500		
2	internal alterations; + refurbishment cost (£) per sq m	150 to 400	400 to 1,000	1,000 to 1,800		
3	kitchen fit out; cost (£) per kitchen	5,000 to 7,500	7,500 to 15,000	15,000 to 100,000	<i>no.</i>	<i>cost</i>
4	utility room fit out; cost (£) per room	1,500 to 2,000	2,000 to 3,500	3,500 to 9,000		
5	bathroom fit out; cost (£) per bathroom	1,250 to 2,000	2,000 to 3,500	3,500 to 11,000		
					SUB-TOTAL	
6	fees, surveys; (note 1)	between	12-20% of build cost		<i>calculate %</i>	
					SUB-TOTAL	
7	VAT			20% of build cost	<i>calculate %</i>	
					TOTAL	

05. QUESTIONS TO ASK

When Hiring a Designer/ Architect Ask the Right Questions

“ *A great architect is your Designer, Advocate, Teacher, Project Leader and Coordinator* ”

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.

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

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

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

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

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

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

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

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

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

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

06. MYTH vs. REALITY

What Do Architects Actually Do?

“ *The architect is the conductor of the project orchestra* ”

ARCHITECTS ROLE

An architect's role is a lot larger than most people realise. 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.

It would be impossible to list here all the facets of an architect's role but some typical technical examples are shown

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MYTH

REALITY

Produces sketches a builder uses to quote and build

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

Uses a standardised system that churns out drawings for planning and building regulations

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.

Cut and pasting one job to another

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

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.

07. HOW TO CREATE A DESIGN BRIEF USING ONLY 7 QUESTIONS

“ Focusing is about saying no
[Steve Jobs]

DESIGN BRIEF

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 here is our 7 Question design brief creator. You can request a more detailed, but equally simple, guide by visiting

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YOUR QUESTION	ANSWER
1 Outline your current situation?	
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?	

08. READINESS SLIDER

Are You Ready To Move To The Design Phase?

“ Measure twice, cut once
[Builders Mantra]

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.

Our Needs and Options Review is the process designed to get you to 10 on ALL sliders above.

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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 clear are you on exactly what you need?	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 Review process allows you to fill in the knowledge gaps and gets you ready to move to the **DESIGN PHASE**.