



HAVEN
DESIGNWORKSHOP

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This packet will help you define your needs and prepare both yourselves and your architect for our first Exploratory Meeting. Thank for taking the time to plan your new project.

Packet includes:

Questions to explore

—

Readiness rating

—

Design Brief

—

Questions to ask



Project Planning Packet

Names(s):	
Current address:	
Project address:	
Email 1:	
Email 2:	
Cell phone 1:	
Cell phone 2:	

Brief description of your project:

Questions to Explore

When thinking about your project, it is important to consider how you live now and how you want to live in your new home.

Family Composition (children, ages, animals, etc.)

Hobbies

What is your main reason for doing this project?

What is the most important room in your home? Why?

What car(s) do you drive?

Number each item according to your priorities. (1 = low, 2 = medium, 3 = high)

Quality	Size	Sustainability	Design
Schedule	Budget		

What are your reasons for hiring an architect? Number each item according to your priorities (1 = low, 2 = medium, 3 = high)

Experience	Design	Communication	Cost
Personality	Construction Experience		

What is your approximate construction budget?

Do you have a preferred contractor?

When would you like to move into your home?

What experience have you had in building a home?

What exterior style do you prefer?

What interior style do you prefer?

Exterior examples



Contemporary



Traditional



Transitional



Sustainable

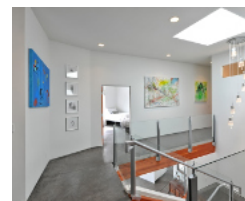
Interior examples



Contemporary



Natural



Modern



Traditional



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Readiness Rating

Are you ready to move to the Design Phase?

This exercise allows you to assess how ready you are to move to the **Design Phase**.

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

Don't worry if you are not at 5 on all scales yet. Our **Feasibility Analysis** will allow you to fill in the knowledge gaps and get you ready to move to the **Design Phase**.



Question

Your Rating (1=low, 5=high)

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1 | <u>On a 1-5 scale</u> , how sure are you on the style that you would like for your project? | 1 | 2 | 3 | 4 | 5 |
| 2 | <u>On a 1-5 scale</u> , how confident are you on what you want for your project? (Key elements, rooms, materials, etc.) | 1 | 2 | 3 | 4 | 5 |
| 3 | <u>On a 1-5 scale</u> , how confident are you that your budget will achieve your needs? | 1 | 2 | 3 | 4 | 5 |
| 4 | <u>On a 1-5 scale</u> , how aware are you of the process you will need to have in place to get the project completed on time and on budget? | 1 | 2 | 3 | 4 | 5 |
| 5 | <u>On a 1-5 scale</u> , how clearly do you understand government regulations? | 1 | 2 | 3 | 4 | 5 |
| 6 | <u>On a 1-5 scale</u> how would you rate your overall readiness? | 1 | 2 | 3 | 4 | 5 |



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Design Brief

The Seven Question Design Creator

This method helps us build a structure for our first meeting with you. It gives us some background into your motivations and needs.

That way you won't fall into Alice's dilemma:

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."



Question

Answer

1	Outline your current situation?	
2	How do you live? Is that changing or about to change? (e.g., moving, baby, etc.)	
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	What's important to you in the design of your home?	
6	What are the budget, size, timeframes and boundaries we need to work within?	
7	What does your home really mean to you?	



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Questions to Ask Us

Asking The Right Questions

When hiring an Architect, it's helpful to have a process to make sure you get the right person for your project.

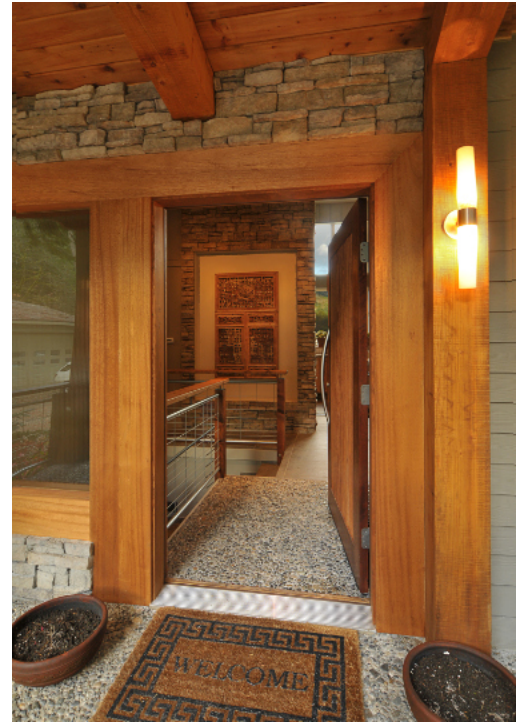
Although extensive schooling and training are required for all architects, that doesn't mean all architects are created equal.

Finding the RIGHT architect for you depends on several factors, including: personality, design, experience, motivation, construction knowledge, collaborative approach, and budget.

Choosing the right team can mean the difference between an enjoyable experience or one with challenges during the feasibility, design, permitting, and construction phase.

How will your project go?

The questions are the answer...



- | | |
|---|--|
| <input type="checkbox"/> What unique value do you have for our specific type of project? | <input type="checkbox"/> What is the difference between an architect and a designer?? |
| <input type="checkbox"/> How can you add value to our home so that we maximize the return on investment when/if we sell? | <input type="checkbox"/> What's the benefit of hiring an architecture team versus an individual? |
| <input type="checkbox"/> Do you offer a feasibility analysis service to help move us safely and efficiently towards the design phase? | <input type="checkbox"/> Do you have a process that outlines how we will all successfully work together? |
| <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 contractor selection 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 for a successful project.



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