

TIP SHEET

1. Purpose

Ask why a project to expand, renovate or build new, is needed.

2. Investigate sources for funding

3. Prepare a functional program which would describe in words what functions of the organization are to be accommodated.

4. Select a consultant to assist with translating the program needs into a space plan.

5. Select a professional builder (project or construction manager) to provide advice on costing, logistics, scheduling, constructability, and value engineering

6. Conduct a feasibility study.

7. Decide if the project is viable.

8. Engage a professional to oversee the design processes – cost monitoring is key.

9. Establish milestone dates for deliverables.

10. Attend regular meetings during the construction phase to monitor progress, provide feedback, and make decisions.