



Needed Goals

Goals are needed in five areas

Below are the recommended goals in the five key areas that every project faces - NEEDS, CONSTRAINTS, CONTEXT, BUDGET, and SCHEDULE.

NEEDS

List for each space that you need:

- Name of Space
- Function
- Net Size / Gross Size (1)
- Features Desired
- Relationship to Other Spaces

(1) Net size is the area inside the walls of the space. Gross size includes the wall thickness, corridors, stairs, rest rooms, and mechanical / electrical rooms. Gross size is almost never less than 1.25 times net size. 1.35 or 1.40 is a reasonable target for gross size.

CONSTRAINTS

List each obstacle or approval that you will encounter.

For each constraint, describe:

- Description of constraint
- Who will give approval
- Who will prepare the request for approval

- Strategy for obtaining approval
- Notes about the format required for the request
- When approval is needed in the project process
- How long it will take to receive approval

CONTEXT

State whether the project is intended to be a remodeling(1), a renovation(2), an addition or new construction.

Describe the desired location or characteristics of a desirable location

Document needed relationships between spaces

Estimate the amount of parking needed and its preferred location

Describe the availability of land or lease space

Other considerations:

- Access
- Topography
- Security
- Views
- Orientation
- Geology
- Neighbors / neighborhood
- Expandability
- Environmental hazards

(1) Remodeling only affects the interior of a building and only incidental changes to plumbing, air conditioning, and electric systems.

(2) Renovation may affect both the interior and exterior of a building due to changes in use and usually requires major changes to plumbing, air conditioning, and electric systems.

BUDGET

List potential sources of funds and the amounts

Consider:

- Cash on hand
- Loan or Bonds
- Capital campaign
- Future income

Estimate probable costs:

- Construction
- Design and Engineering
- Other soft costs - loan interest, land purchase, fixtures furnishings and equipment

SCHEDULE

List critical milestone dates that you need or want to achieve

Consider:

- Occupancy
- Dedication celebration
- Ground-breaking
- Approvals to proceed at various stages
- Start and end of fund drive or loan negotiations
- Design Phase
- Permits