

## Project Checklist

In the simplest terms, The Project Blueprint™ process determines an appropriate game plan for a project by making realistic allowances for everything that will be encountered during the project. The Project Blueprint™ process addresses the following topics among others.

### **General**

Goals and Expectations

### **Space**

Existing facility baseline

New space needs

Growth

Incidental spaces

Parking requirements

Outdoor spaces

Stakeholders

Relationships &

proximities

Comparables

benchmarking

Net to gross analysis

Hierarchy of workspace

sizes

### **Features**

Operational efficiencies

Green opportunities

Image preferences

Interior features

Exterior features

FFE needs

Durability

Performance

requirements

Special systems

Flexibility

IT requirements

Communications

requirements

### **Constraints**

Building Code

Zoning

ADA

EPA

Special circumstances

Site limitations

DOT

Geology

Owner's parameters

### **Context**

Site shape and size

Degree of expandability

needed

Topography

Maximum build-able

area

Minimum site area

Availability of utilities

Landscaping strategy

Visitors

Site lighting

Site security

Deliveries

Trash removal

### **Schedule**

Milestones

Overall project

scheduling

Procurement options

Contractual

ramifications

### **Budget**

Construction costs

Design costs

Development costs

Contingency planning

options

Operating costs

Lifecycle costs

Financial model

Use of bonds

Insurance needs

Financing costs

Size of contingency

Special circumstances

allowances

In-kind work

Tax-free assumptions

Cost assumptions

Other factors:

Tax advantaged

Inflation

Prevailing wages

Weather

conditions

Economy of scale

Location

General economy

Interest rates

Funding method