

Project Planning Guide

Choosing the “team”

- A successful project team consists of a Contractor, Designer, and if needed an Engineer. It is important for the team to be brought together early to maximize collaboration and communication. Each member of the team has overlap with the other, as design and engineering often affect each other, and both design and engineering can affect budgeting and timelines.

Creating a clear “scope”

- Creating a clear project scope is important to make sure that all team members understand your goals, and any specific needs that may come with your project. This scope can be detailed as the planning phase progresses, but ultimately it comes from combining *wish list*, and *needs list*, with the *budget*. A well detailed scope has not only the large ticket items for the project, but also specifics about materials, products, and design elements.

Detailing a “budget”

- Project budgeting is one of the most important parts for success. A well detailed budget often comes in phases:
 - Phase 1 – Initial estimate
 - Designed to outline basic costing and general expectations
 - Phase 2 – Design stage pricing
 - As the design detail increases, updated pricing is important to make sure that the budget and design needs meet
 - Phase 3 – Quoted pricing
 - When all the details are in for the project and specifications can be provided, detailed pricing from subtrades and vendors offers a clear picture of the project cost
- Providing clear, and honest budget information to your team is important so we can accurately address scope possibilities and design details. It is better to plan a design based on your budget, than have to scale back the design because of your budget.

How does the *budget, wish and needs list, and scope* work together?

- When you clearly outline your goals and your means for the project, the team can really get to work. We can make design decisions and provide options that are based on the realities of the project, which will offer you a clear path to the home of your dreams.
- Phasing a project is another option that can be used to incorporate the above elements. When we phase a project, we are designing it as if it was all to be done at once, but then breaking it down into phases which happen at different times, largely driven by the budget.
 - o For example, you want to have the entirety of your home renovated, but the budget does not allow for it this year, but your goals are to do it all over the next 3-5 years. We can plan to have it designed to all be cohesive, so you keep the look, but planned and built one part at a time to suit the budget. Some items may overlap and will be planned according to the overall best practices.

“Building Your Vision”

Starts with understanding your needs

We look forward to connecting with you and hearing your plans for the house of your dreams. Feel free to use the different ideas tools we have provided to help kick off your planning.



Homebuilders
Association
Vancouver

