

Supplemental Document: The Experience Areas + Task form

Form Instructions:

- Complete the form with your firm supervisor.
- Identify the categories and areas that you can expect to explore.
- Return with the Co-op application.

EXPERIENCE AREAS & TASKS

Practice Management

Practice Management: gain experience running an architecture firm- including the ins and outs of managing a business, marketing a firm, securing projects, working with clients, and sustaining a positive and professional work environment.

Practice Management Tasks

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| <input type="checkbox"/> Adhere to ethical standards and codes of professional conduct | <input type="checkbox"/> Prepare marketing documents that accurately communicate firm's experience and capabilities |
| <input type="checkbox"/> Develop professional and leadership skills within firm | <input type="checkbox"/> Understand implications of policies and procedures to ensure supervision of design work by architect in responsible charge/control |
| <input type="checkbox"/> Comply with laws and regulations governing the practice of architecture | <input type="checkbox"/> Establish procedures for documenting project decisions |
| <input type="checkbox"/> Prepare proposals for services in response to client requirements | <input type="checkbox"/> Maintain positive work environment within firm that facilitates cooperation, teamwork, and staff morale |
| <input type="checkbox"/> Prepare final procurement and contract documents | <input type="checkbox"/> Develop procedures for responding to changes in project scope |
| <input type="checkbox"/> Participate in community activities that may provide opportunities or design of facilities that reflect community needs | <input type="checkbox"/> Develop and maintain effective and productive relationships with clients |
| <input type="checkbox"/> Understand implications of project delivery technologies | <input type="checkbox"/> Establish procedures to process documentation during contract administration |
| <input type="checkbox"/> Develop procedures for responding to contractor requests (Requests for Information) | |
| <input type="checkbox"/> Participate in professional development activities that offer exchanges with other design professionals | |



Project Management

Project Management: learn how to deliver projects that meet contractual requirements, including budgeting, coordinating, overseeing, and executing a project.

Project Management Tasks

- Participate in pre-construction, pre-installation, and regular progress meetings with design team
- Determine design fee budget
- Coordinate design work of consultants
- Collaborate with stakeholders during design process to maintain design intent and comply with owner specifications
- Determine project schedule
- Coordinate design work of in-house team members
- Understand implications of project delivery methods
- Prepare Architect-Consultant Agreement
- Prepare written communications related to design ideas, project documentation, and contracts
- Assist client in determining delivery method for construction of project
- Maintain compliance with established milestones
- Prepare Owner-Architect Agreement
- Assist Owner in obtaining necessary permits and approvals
- Perform constructability review to determine buildability, bid ability, and construction sequencing of proposed project
- Conduct periodic progress meetings with design and project team
- Establish methods for Architect-Client communication based on project scope of work
- Identify changes in project scope that require additional services
- Manage modifications to the construction contract
- Manage information exchange during construction
- Perform constructability reviews throughout the design process
- Perform quality control reviews throughout the documentation process
- Define roles and responsibilities of team members
- Determine scope of services
- Manage project-specific bidding process
- Monitor performance of design team consultants
- Evaluate appropriateness of building information modeling (BIM) for proposed project
- Present design concept to stakeholders
- Submit schedule of Architect's services to Owner for each phase
- Resolve conflicts that may arise during design and construction process
- Prepare staffing plan to meet project goals
- Manage implementation of sustainability criteria
- Assist client in selecting contractors



Programming & Analysis

Programming & Analysis: the first phase of a project, often referred to as pre-design- researching and evaluating client requirements, building code and zoning regulations, and site data collection to develop recommendations on the feasibility of a project.

Programming & Analysis Tasks

- Determine impact of applicable zoning and development ordinances to determine project constraints
- Gather information about community concerns and issues that may impact proposed project
- Analyze existing site conditions to determine impact on facility layout
- Evaluate results of feasibility studies to determine project's financial viability
- Determine impact of environmental, zoning, and other regulations on site
- Establish sustainability goals affecting building performance
- Prepare diagrams illustrating spatial relationships and functional adjacencies
- Establish project design goals
- Prepare site analysis diagrams to document existing conditions, features, infrastructure, and regulatory requirements
- Consider recommendations from geotechnical studies when establishing design parameters
- Assist owner in preparing building program including list of spaces and their characteristics
- Develop conceptual budget
- Gather information about client's vision, goals, budget, and schedule to validate project scope and program
- Evaluate opportunities and constraints of alternative sites
- Assess environmental impact to formulate design decisions
- Determine impact of existing transportation infrastructure on site
- Consider results of environmental studies when developing site alternatives
- Review legal documents related to site to determine project constraints



Project Planning & Design

Project Planning & Design: covers the schematic design phase of a project- learn to layout the building design, review building codes and regulations, coordinate schematics with consultants, and communicate design concepts with clients.

Project Planning & Design Tasks

- Perform building code analysis
- Develop sustainability goals based on existing environmental conditions
- Prepare code analysis documentation
- Define requirements for site survey based on established project scope
- Select materials, finishes, and systems based on technical properties and aesthetic requirements
- Determine design parameters for building engineering systems
- Prepare design alternatives for client review
- Present design ideas to client orally
- Oversee design integration of building components and systems
- Evaluate results of feasibility studies to determine project's technical viability
- Review local, state, and federal codes for changes that may impact design and construction
- Prepare Cost of Work estimates
- Determine impact of existing utilities infrastructure on site
- Apply principles of historic preservation for projects involving building restoration or renovation
- Understand implications of evolving sustainable design strategies and technologies
- Design landscape elements for site
- Develop mitigation options to address adverse site conditions

Project Development & Documentation

Project Development & Documentation: gain experience with projects after the schematic design has been approved- focusing on construction documents and coordinating with regulatory authorities to gain the necessary approvals for construction.

Project Development & Documentation Tasks

- Communicate design ideas to the client graphically
- Prepare submittals for regulatory approval
- Communicate design ideas to client with two-dimensional (2-D) computer aided design software
- Select furniture, fixtures, and equipment that meet client's design requirements and needs
- Communicate design ideas to the client using hand drawings
- Communicate design ideas to client with three-dimensional (3-D) computer aided design software
- Update Cost of Work estimates

Construction & Evaluation

Construction & Evaluation: get involved with the construction administration and post-construction phases of a project- includes being out on the job site; meeting with contractors, clients, and building officials; and punching lists, leading to the completion of the project.

Construction & Evaluation Tasks

- Review shop drawings and submittals during construction for conformance with design intent
- Respond to Contractor Requests for Information
- Complete field reports to document field observations from construction site visit
- Review results from field reports, third-party inspections, and other test results for conformance with contract documents
- Review Application and Certificate for Payment
- Manage project close-out procedures and documentation