

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

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

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