



how we manage your project

research



- ask questions and listen to you
- discuss your target market's needs and aspirations
- identify the opportunities for new ideas
- if possible, check assumptions are right
- measure premises and draw survey plans

brief



- list all the requirements of the design by:-
- helping you to decide what you'd like to change or include
- helping you to decide what you'd like to keep the same or exclude
- help you to decide how the design should appeal to your customer's emotions
- if possible, openly discuss the costs of the project

conception



- brainstorm for new ideas (we never copy another design)
- prepare initial plans, elevations sketches and artist's impressions
- compare the ideas with the brief and amend the design and/or brief
- prepare first presentation drawing and discuss with you
- finalise plans and elevations and submit planning applications
- appoint a quantity surveyor on your behalf

development



- prepare full detail design drawings and discuss with you
- prepare and submit building control applications
- obtain and incorporate sub-contractor's proposals
- check the solutions are still workable - make minor revisions
- artist's impressions of specific features
- complete drawings and written specifications

implementation



- obtain tenders and prepare tender report, negotiate final contract
- prepare sub-contract and main contract agreements
- administer contract and make site visits
- prepare and administer snagging list