

# PLAN YOUR PROJECT PACK



If you are planning to build a house it's important to start off on the right foot. Knowledge and information are crucial, without them it's difficult to bring your project in on time and on budget. This can seriously affect your enjoyment of the building process and lead to stress you could do without.

The number one cause of budget overruns is moving too quickly to the design phase before completing proper research and analysis. So how do we avoid unnecessary anguish?

Knowledge & Information.

We have assembled some introductory information in this pack to help you start your journey. Give us a call to arrange a Discovery Consultation where we can answer any remaining questions you might have.

## **1. Project Roadmap**

There are many steps on the way to a dream home, we set them out here

## **2. How to Hire an Architect**

Not all Architects are the same, we show you how to choose the one that suits you

## **3. How to Create a Design Brief**

A brief is crucial in knowing exactly what you want, we show you how to do it

## **4. Project Consultants**

What consultants should you have on your Design Team?

## **5. Readiness Slider**

How ready are you to jump into the Design Phase

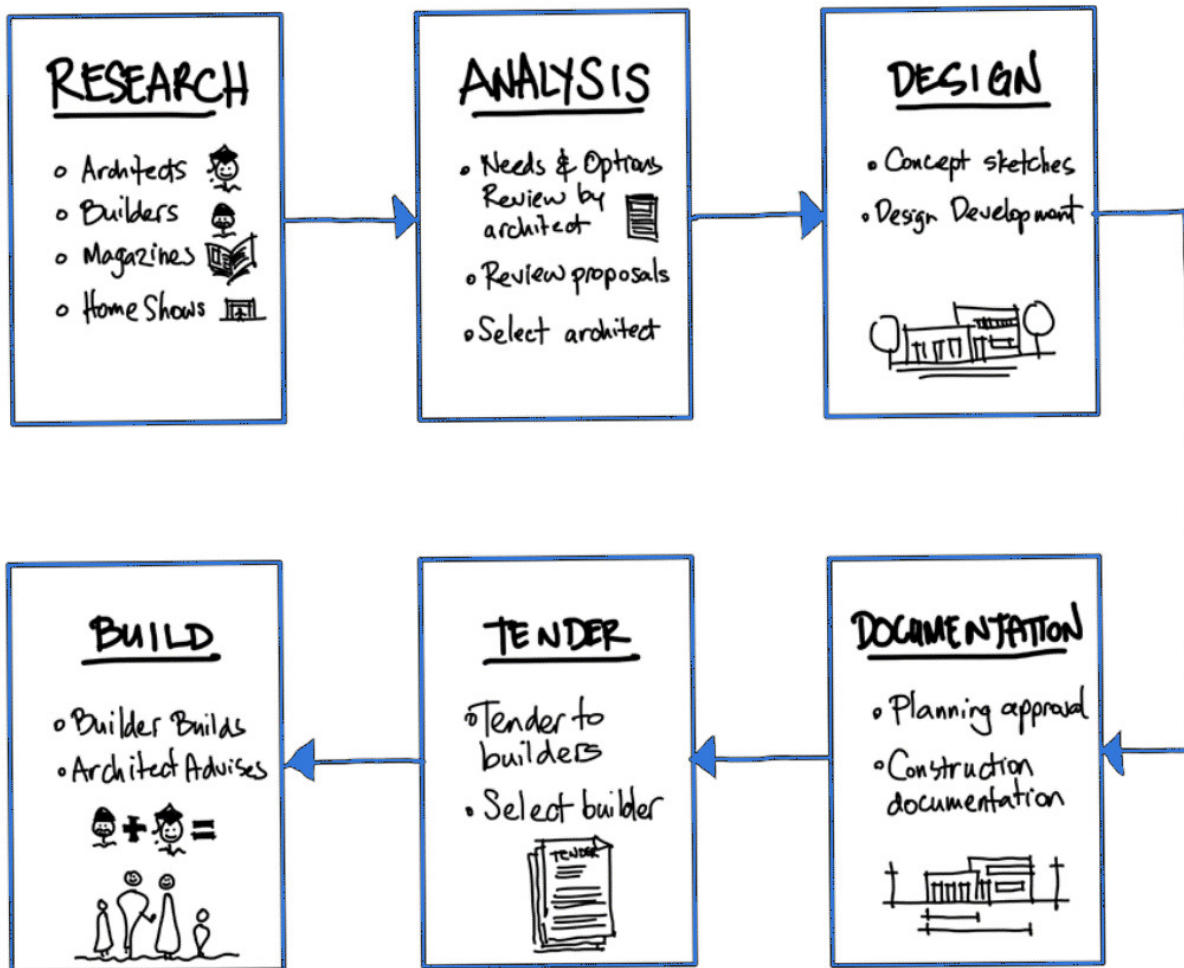
## **6. Questions to Ask**

Some questions to ask when working with an Architect

# 1-Project Roadmap

So how do you get from where you are now to having that dream home? Right now you are gathering information and wondering what's the right next step with so many questions to answer. We can help.

We start off with a Needs & Options Review where our expertise will provide you with the advice you need to make the important decisions. giving a detailed research and analysis report to bring you into the Design Stage in the best position. But what then?



## 2-How to Hire an Architect

Working with an Architect will add the greatest value to your project. It's what we've trained and worked for all our professional lives. However, different Architects can specialise in different areas. Use the following guide when looking at who is best suited to you and your project.

**Searching**-Word of mouth, knowing someone who has worked with an Architect is a good starting place. The RIAI also has a list of all registered Architects.

**Location**-Do you want someone local or not?

**Experience**-Does the Architect have experience in the type of project you are looking to build?

**Look at Their Work**-research their websites. Do they look like they're a good fit for you? Does their work inspire you? Do they specialise in what you're looking for?

**Be Prepared**-before you contact an Architect, gather your thoughts and have the important information to hand:

- Size of house
- Budget
- Timeline
- Decision Makers

**Understand the Architects Process**-Does the Architect have a process? Is it clear and logical? Get them to go through their process with you. How does their process tie in with your principles?

**Meet your Architect**-How easy is it to make an appointment with your chosen Architect? You are beginning an important relationship, a face-to-face meeting will help you decide if they are the best person for you.

**Fees**-An Architects fees are typically calculated as a percentage of the projects final construction cost. But many Architects, like us, provide optional services to give you the best service.

## 3-How to Create a Design Brief

Information for your Architect is just as important as the information you need when making the big decisions. The questions below will help you give your Architect the best information to begin the process.

1. Outline your current situation?
2. How do you live? Is that changing or about to change?
3. What will you need to see to know your project has been a dramatic success?
4. How do you want to **FEEL** as you move through your new space?
5. Who are the important people this home needs to be designed for?
6. What are the budget, timeframes and boundaries we need to work within?
7. What does your home really mean to you?

## 4-Project Consultants

### Who do you Need?

To make the most of your project, an Architect is best placed to maximise the design potential of your site and brief, but who else should you have?

**Civil/Structural Engineer**- They will provide services for waste water, site works as well as designing foundations and structural elements of your build. Essential.

**Quantity Surveyor**-They will be your eyes and ears in terms of cost control on the project. Highly recommended.

**Interior Designer**-Put the finishing touches to your home with someone who has the knowledge and experience. Recommended

**Mechanical & Electrical Engineer**-While not essential, it is recommended to have an expert advise you on the best heating, ventilation and electrical systems for your house. Recommended,

**Lighting Engineer**-If you want to add an extra bit of wow to your project, a specialised lighting scheme is a great way to do that.

**Landscape Designer**-Help your house bed into it's surroundings with a dedicated landscape designer who will advise you on planting and hard landscaping

## 5-Readiness Slider

### Are You Ready?

This exercise allows you to assess how ready you are to move to the **Design Phase**. If you are not close to 10 on ALL scales, then it's best to move forward with an analysis of your site, brief and research.

If you rush into the design phase without this information available, you'll run the risk of making too many assumptions, which is the # 1 reason projects go over budget and over time.

#### Question

Slider  
(0-10, zero = low, 10 = high)

On a 1-10 scale, how clear are you on exactly what you need?



On a 1-10 scale, how aware are you of all the various options your site will accommodate?



On a 1-10 scale, how confident are you that you are aware of all the legal requirements?



On a 1-10 scale, how aware are you of the process you will need to have in place to get the project completed on time and on budget?



On a 1-10 scale, how confident are you that you that your budget will achieve your needs?



## 6-Questions to Ask

Finding the right Architect depends on several factors including personality, design style, availability, budget, experience. Choosing the right Architect can mean the difference between an enjoyable experience and one plagued with problems and hassles.

- What unique value do you have for our specific type of project?
- How can you add value to our home so that we maximize the return on investment when/if we sell?
- Do you offer a pre-design analysis service to help move us safely and efficiently towards the design phase?
- What are the specific challenges for our type of project and how have you overcome these in the past?
- If my budget, timeline and scope of project are unrealistic, will you let me know?
- How would you like me to share my ideas, images, needs, wants and research?
- What can I do to help you deliver the best work for us?
- Do you have a team game plan that outlines how we will all successfully work together, even under pressure?
- Will you run the tender process to find and select the best construction team?
- What educational material do you provide so we can understand the requirements of our specific type of project?



Frank Murphy & Partners  
Granary Hall, Rutland St,  
Cork, Ireland,  
T12F5AN.

Tel: **+353 (0)21 4318000**  
Email: **reception@fmp.ie**  
Web: **www.fmp.ie**

Directors: Peter Murphy Dip Arch FRIAI RIBA / Brian McKeown MRIAI. Associates: Con O'Sullivan.  
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