

Design Template Questionnaire

Overview

The first step in preparing a Statement of Work (SOW) is to assess the current conditions, assets and information available related to the project. This questionnaire is designed help select the right tasks necessary to meet the project goals.

Completing the questionnaire will identify the tasks necessary for a successful project. Keep the SOW tasks identified in your final SOW. Directions for editing the SOW template are embedded in the document. After completing the edits, the result will be an SOW ready for procurement.

The Questionnaire

Project Conditions - Determine the primary objective

First we need to assess your experience with similar projects. If you have very little experience, a designer to help with decisions and serve as an advisor will likely be advantageous. If you have very little time to devote to the project and have some experience, then the designer may serve as an extension of yourself, provided they understand that role.

Have you ever completed a project like this before?

Do you have a basic understanding of the design process?

- If "No" to both questions you should engage the designer to help guide you through the process, include Task 1 Project Schedule, Task 2 Project Budget and Task 11 Market Survey. Use these tasks to get an understanding of the time, costs and processes in the design and furnishings industries. After you gain an understanding of the design and furniture markets, you will be able to make much better decisions about the particular needs for your project.

If your project has these conditions:

Purchase new furniture, reconfigure in-place, no major workspace changes, then

- Include Task 10 Furnishings Technical Package. If you do not have space standards and typical furniture configurations, add Task 3 Typical Workspaces. If you know where the finished project will be and need a layout of the space, add Task 6 Space Planning. If you need or don't have the ability to control the design work, include Task 8 Design Intent and Task 9 Finish Selections to develop a complete design package.

If your project has any of these conditions:

Major changes in mission or FTE, significant contraction or expansion, potential relocation to lease space, need to improve workplace efficiency or utilization, then

- Include Task 4 Program of Requirements and Task 3 Typical Workspaces. The analysis will show how to make improvements in the workflow, take advantage of alternative office solutions, telecommuting solutions and improve overall workplace efficiency.

If you have space standards and know what the changes are required to accommodate a change in staffing, change in support or special space, but need the plans to communicate that change to other entities, then

- Include Task 4 Space Projection to validate the space needs and Task 5 Space Planning to develop a detailed plan of the reconfigured space. If you need to communicate the design intent with alteration details, include Task 8 Design Intent to convey the extent of any alterations planned. If you plan to change the carpet, paint colors or add some new counter-tops, a few new furniture pieces, include Task 9 Finish Selection.

Tasks to Solve Specific Needs

Do you need a space plan or layout, completed to scale?

If you have a plan, did the person completing the plan have the professional training to ensure the plan meets the UFAS accessibility requirements and local building codes?

- If "No" to either or both questions, include Task 5 space Planning

Do you know that your new or expanded space will house your projected occupants and support space?

- If "No" , include Task 5 Space Projection and Task 7 Test-fit

Do you know how much space you will acquire?

Do you know how many workstations, offices, conference rooms, copy rooms, storage rooms etc, will be required in the new or expanded space?

- If "No" to any of the two questions, include Task 3 Typical workspaces and task 4 Program of Requirements

Do you plan to replace the existing furniture without expanding, changing or reducing the workstation footprints and need the procurement documents to start a furniture acquisition project?

- If "Yes", include Task 3 Typical Workspaces & Task 10 Furnishings Technical Package

Do you have established space standards?

Do you know what office and/or workstation components are needed to meet the staff's and support space functional requirements, (i.e. storage capacity, work-surface needs, electrical power needs, data cable needs, etc.)?

- If "No" to either question, include Task 3 Typical Workspaces

Do you have established finish standards?

- If "No", include Task 3 Typical Workspaces and Task 9 Finish Selection

Would you like to replace the carpet, paint and other finishes in the space?

- If "Yes", include Task 7 Design Intent and Task 9 Finish Selection

Have you selected finishes for your new space?

- If "No" to either question, include Task 9 Finish Selection

Do you have a space plan or layout of the new/expanded or reconfigured space?

- If "No" to either question, include Task 6 Space Planning

Have you conducted any furniture market analysis, visited any showrooms?

- If "No" to either question, include Task 11 Market Research

Do you have a budget?

- If "No" to either question, include Task 2 Project Budget

Do you have a deadline?

Do you have critical milestones where this effort coincides with a related project?

- If "Yes" to either question, include Task 1 Project Schedule