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As you consider whether to undertake a remodel, renovation, addition, new building project or you are looking at moving your operations, the attached information is intended to give some insight to the process called Programming, sometime called Pre-design Planning.

The Programming process is where relevant information and data are gathered and organized to be used by the project designer during the conceptual design phase. Every project is unique and therefore has its own essence, depending on many variables. These documents should be modified as needed to fit your needs, but will give you the general idea of what to expect from an Architect at the very beginning of your project, before large commitments are made. Programs, like designs, are never fully fixed but can change to reflect new information and criteria. Once a program is completed it provides a good starting point that can be used to assist with additional planning, updating stakeholders, fundraising and/or financing.

An architectural program is a listing of your organizations needs and wants as well as dreams and desires. The program should define functional requirements ("we need more space") as specifically as possible ("we need two additional offices, a larger reception area and more storage to accommodate expanding operations"). An architectural program can take many forms ranging from words, drawings and/or photos. The documents attached to this cover letter can assist with this process.

1. Instructions for Programming/ Conceptual Design Forms.
2. Programming Forms.
3. Draft Agenda/ Work Plan for Information Gathering and Programming.
4. Facility Assessment Checklist and Maintenance Schedule.

The program should also include a realistic project budget. The budget should identify all project costs such as general building construction, consultant fees, phone, data, security systems, moving, furniture, on-site and off-site improvements and jurisdictional charges.

As with any undertaking as complex as building construction, the initial level of planning can make the difference between just a decent project and an exceptional project where value was added and the needs of the organization have been fulfilled. Feel free to contact me if you have any questions or would like to discuss further.

Sincerely,
David Commeree, Architect