

01. Summary Sheet

Project Planning Pack For The Research Phase

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"If I had six hours to chop down a tree, I'd spend the first 4 sharpening the axe" - Abraham Lincoln

The #1 Project Problem

#1 Problem: Projects going over time and over budget.

On a daily basis, we see people moving projects into the design phase before the research is started. This is like a doctor starting to do surgery without a thorough diagnosis... or a builder trying to build a house on a bad foundation. That is why we created the Rapid Project Planning Pack. Now, you have a simple process to help you move through the Research Phase. If you follow this tool, you will reduce project risk and improve project design.

01. RP3 Summary Sheet

Once you have ticked all the boxes below, you are ready to move to the Analysis Phase

02. Building Project Road-map

Review the road-map and identify where you are on your journey

03. Building Experts Directory

Directory of professionals who can help you at each stage of your design and building process

04. Building Cost Estimator

Simple do-it-yourself worksheet to estimate your building project

05. FAQs & SAQS

Frequently-Asked Questions and Should-Ask Questions you need to know about working with an architect

06. Myth & Reality

Some things architects do outside design to complete a project

07. How To Create A Design Brief Using Only 7 Questions

Contact your short-listed architects to start your process

08. Readiness Slider

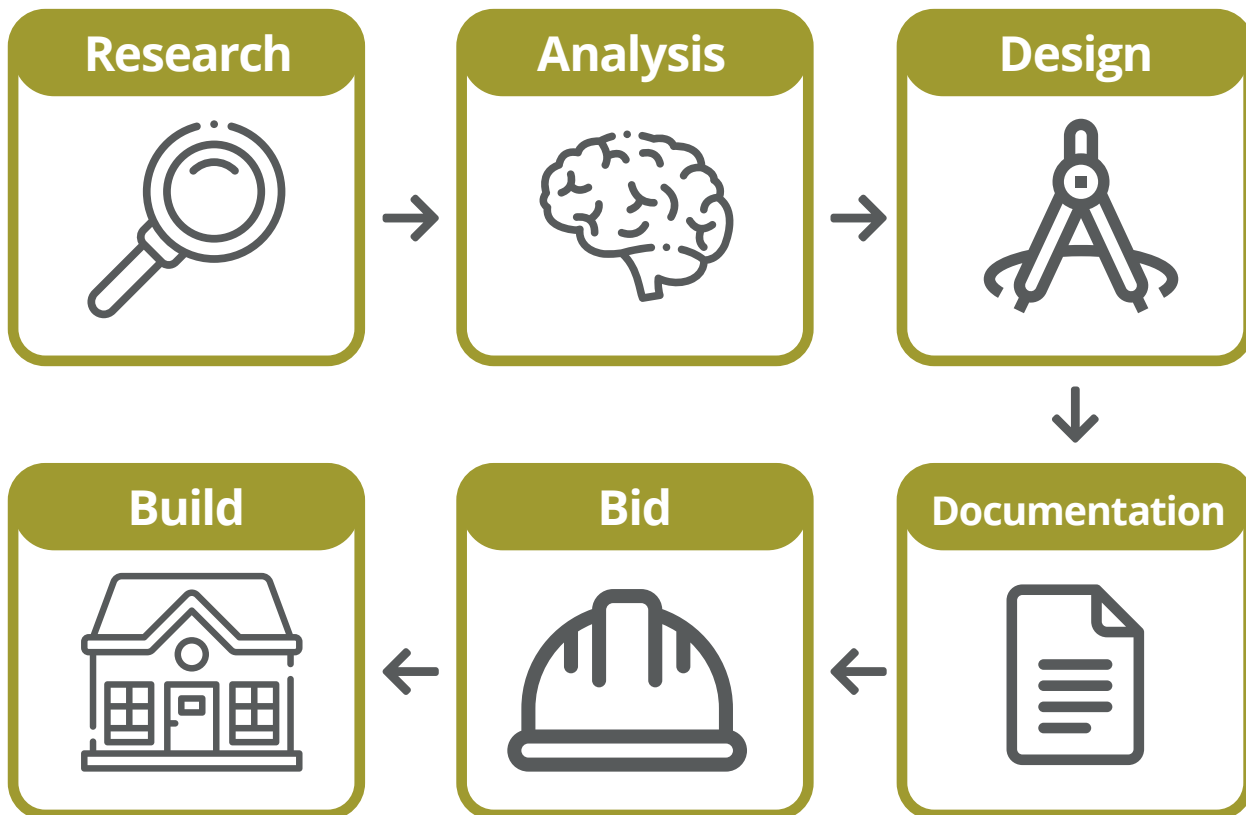
Gauge of how ready you are to move to the Design Phase

02. Summary Sheet

Major Steps Required For Designing and Building Your New Home

The Road-Map

This is important ... please read carefully. Right now, you should be in the Research Phase. This is where you are gathering information and playing around with ideas. At the point you want to get serious, you will want to check the feasibility of your ideas and understand what the project constraints are. If you work with me, we will move to the Analysis Phase by conducting a Design Appraisal Review to eliminate assumptions, identify constraints and find your best options. You will receive a document that can be used by me, or any other architect, that will ensure you reduce project risk - and get the best options for your site and budget.



03. My Project Expert Directory

Our Personal Directory of Trusted Professionals

"It's not WHAT you know. It's WHO you know."

Who Are These Experts?

Understanding WHAT to do is one obstacle and working out WHO can help you is another. On a daily basis, our team receives requests for us to recommend design professionals. To make this process easier, I have listed the design professionals that we trust for specific types of projects. Not only do they do a great job, but they provide excellent advice, as well. These are the experts we trust implicitly. If you have other questions about your project, don't hesitate to reach out to me. If I can't answer your question, then I'll direct you to someone who can.

Profession	Name	Company	Contact Details
Architect	Christina Weppner (Me)	Weppner Architects	1(917) 751-3249 cw@weppnerarchitects.com
Contractor	Marten Pine	Gryphon Construction	(646) 523-5525 marten.als@gmail.com
Title Search	Tom Aurrichio	MIT National Inc.	(212) 239-1000 taurrichio@mitnational.com
Real Estate Attorney	Michael Sheehy	Law Office of Sam Eber PC	(212) 317-1300 michael@sameber.com
Mortgage Broker	Olga Savelov	Freedom Mortgage	(917) 854-4657; w (718) 210-1142 Olga.Savelov@FreedomMortgage.com
Licensed Electrician	Marco Reyes	EMELEC Electric Corp	(914) 450-2972; w (718) 231-1770 emelecelectric@hotmail.com
Licensed Plumber	Rob, Larry	L. Glashow Inc. Plumbing & Heating	1(718) 432-8600 3462 Bailey Ave, Bronx, NY 10463 1(646) 483-5438 liz@lizpulverdesign.com
Landscape Architect	Liz Pulver	Liz Pulver Designs	1(212) 991-0689 wfryan@ryance.com
Mechanical Engineer	Bill Ryan	Ryan Consulting Engineers	1(973) 636-9499 peppley@ebandd.com
Cabinetmaker	Paul Eppley	Eppley Building & Design	

The right architect will manage both the experts AND the process.

04. Building Cost Estimator

The Simple, Do-It-Yourself Way To Estimate Your Number

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The #1 Question ...

The most dreaded question architects, builders and every other professional hates has got to be, "how much will my project cost?" There are so many variables in any project that a definitive answer is literally impossible. Even worse, the consequences of trying to answer and risk giving 'bad advice' will have most experts running away to avoid the question. The problem is that this question is VERY important. No one can proceed if they don't have a ball park estimation of cost. This guide will help you to determine an estimate of overall project costs. Your actual number may be more or less, but it can be helpful to see estimated figure.

Manhattan Co-op Apt Renovation Cost Estimator				Estimate Your Cost	
Style of Craftmanship&Finishes	Standard	Medium	Luxury	Area	Cost
Est Cost/SF for Kit, Bath	\$500	\$800	\$1000+		
Est Cost/SF for Other Rooms	\$125	\$200	\$300+		
900 sf /est.153 sf Kit+2 Ba	\$169,875	\$271,800	\$377,100+		
1500 sf/est.216 sf Kit+2 Ba	\$281,000	\$449,600	\$631,200+		
2100 sf/est 420sf Kit+2 Ba	\$420,000	\$672,000	\$924,000+		
Manhattan Brownstone Renovation Cost Estimator				Estimate Your Cost	
Style of Craftmanship&Finishes	Standard	Medium	Luxury	Area	Cost
Est Cost/for Kit (160sf) Bath (65sf)	\$400	\$650	\$900+		
Est Cost/SF for Other Rooms	\$130	\$200	\$350+		
16'x40'=640x2fl=1280-225Kit+1Ba=1055sf	\$227,150	\$357,250	\$571,750+		
16'x40'=640x4fl=2560-360Kit+2.5Ba=2200sf	\$430,000	\$674,000	\$1,094,000+		
20'x40'=800x4fl=3200-425Kit+3.5Ba=2775sf	\$530,750	\$831,250	\$1,353,750+		
20'x60'=1200x4fl=4800-490Kit+4.5Ba=4310sf	\$756,300	\$1,180,500	\$1,949,500+		

*For a detailed project cost assessment, email me at
cw@weppnerarchitects.com*

05. Questions To Ask

When Hiring an Architect, It's Helpful To Have A Process To Make Sure You Get The BEST Person For The Project.

Asking The Right Questions

Although extensive schooling and training are required for all architects, that doesn't mean all architects are created equal. Finding the RIGHT architect for you depends on several factors, including: personality, design style, design to suit you and your budget - or to make money, even whether your project requires a specialist skill set.

Choosing the right architect can mean the difference between an enjoyable experience with easy communication, and one plagued with problems and hassles the whole way through once a project moves into the Build Phase. How will your project go?

These questions are the answer ...

A great architect is your Designer, Advocate, Teacher, Project Leader and Coordinator

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

Hiring the RIGHT architect is the single most important decision to make on your project.

06. Myth vs. Reality

What Do Architects Actually Do?

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An architect's role is a lot larger than most people realize. When an architect manages your project, they ensure that every part of the process below (and more) is handled to ensure that the biggest investment in your life or career is safe and secure.

Myth	Reality
<p>Sketches a design that a contractor uses.</p>	<p>Checking the title and, in particular, any easements and land codes that may restrict what or where you can build.</p> <p>Ensuring Compliance with building and safety regulations, local planning regulations and restrictions. Depending on the project, there may be laws surrounding the preservation of the local environment or any historic parts of a building.</p> <p>Leadership - heading up the team of professionals who will work on this stage of the project including contractors, subcontractors, tradespeople, engineers, designers and, sometimes even, financial professionals.</p> <p>Construction documentation - translates the design into drawings, instructions and technical specifications for contractors and construction experts. Ensures those specifications are met.</p> <p>Project management - site visits and meetings, overseeing the construction and validating quality of work, negotiating with contractors and dealing with and resolving any problems that arise.</p>

In summary, the architect is the conductor of your project orchestra.

07. How To Create A Design Brief Using Only 7 Questions

"Focusing is About Saying No." - Steve Jobs

Alice: "Would you tell me, please, which way ought to go from here?"

The Cheshire Cat: "That depends a good deal on where you want to go."

Alice: "I don't much care where."

The Cheshire Cat: "Then it doesn't much matter which way you go."

The method below is our famous 7 Question Design Scope Creator. You can request a more detailed, but equally simple, guide by visiting www.weppnerarchitects.com

Your Question

Answer

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?

*To download our full design scope guide,
visit www.weppnerarchitects.com*

08. Readiness Slider

Are You Ready To Move To The Design Phase?

Do You Need An Architect?

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 seek help from an expert to do this 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.

"Measure twice, cut once," Builders Mantra

Question	Slider (0-10, zero = low, 10 = high)	
On a 1-10 scale, how clear are you on exactly what you need?	0	10
On a 1-10 scale, how aware are you of all the various options your site will accommodate?	0	10
On a 1-10 scale, how confident are you that you are aware of all the legal requirements?	0	10
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?	0	10
On a 1-10 scale, how confident are you that you that your budget will achieve your needs?	0	10
Give yourself a current overall rating for readiness.	0	10

Don't worry if you are not at 10 on all scales yet. The Design Appraisal Review process allows you to fill in the knowledge gaps and gets you ready to move to the **Design Phase**.