

Project Phases

Typical planning, construction, operations and evaluation of learning spaces.



Participants

Project Owners ¹				
Design / Programming Team ²				
User Groups ³				
Specialists ⁴				

¹ Project leadership, steering committee, campus facility management / project management, facilities operations & maintenance, campus architect;
² Design team, planning consultants, technical consultants, technology team;
³ Advisory committee, student government & faculty senate; student & faculty users
⁴ Office of Institutional Analysis / Assessment, Central Computing, academic student and faculty services (e.g.: Learning Technologies Group, Center for Teaching & Learning, Writing / Tutorial Center)

Checklist

Phases	Participants	Activities (in general order of sequence)	Decisions and Deliverables:
Visioning <i>Determining the project vision – the goals, needs, and success criteria, along with the project’s key components and relationships.</i>		<ul style="list-style-type: none">regular steering committee meetingsreview of strategic planreview space inventoryvisioning sessionleadership interviewsspace utilization analysisonline surveysreview guideline standardsexisting facility assessmentobservation studiesfocus groups (by groups)focus groups (by themes)best practice researchfacility toursintegration workshoptechnology visioning	<ul style="list-style-type: none">vision statementguiding principlesservice philosophyplanning horizonspace evaluationreview peers example casesdevelop profiles & personasdevelop use casesidentify key spacestech context mapinformation resources strategytechnology vision statement and presentation
Needs Assessment and Space Programming <i>Quantifying, qualifying, and relating the needs for space, technology, furniture, equipment, and services to support the functions and activities described in the vision.</i>		<ul style="list-style-type: none">regular steering committee meetingsuser group meetings / workshopsdepartmental interviewsspace utilization analysisdraft programprogram revision workshopsquantitative benchmarkingtechnology planningtechnology lifecycle planning	<ul style="list-style-type: none">number of occupantsnet-to-gross ratiooverall SF“kit of parts”how much of each kind of space + whereadjacenciestechnology plantechnology programmatic requirements
Concept Design <i>Translating the program into a design concept – a main idea –according to the project vision and with the ongoing input of project stakeholders.</i>		<ul style="list-style-type: none">regular steering committee meetingsdesign workshops / charrettesservice designpilot projects (design)prototypingdesign review workshopstechnology infrastructure design	<ul style="list-style-type: none">service conceptsjourney mapstacking/blockingconnections b/w spaces (physical / visual)service location matrixservice blueprintintegration blueprinttechnology reference architecture
Design <i>Developing the design concept to include the technical information required for construction - precise dimensions, specifications of materials and systems, and depiction of how elements go together.</i>		<ul style="list-style-type: none">regular steering committee meetingsdesign development of finishes, materials, furniture and equipmentpilot projects (evaluation)prototyping (evaluation)technology prototypingtechnology specificationsdesign review workshops	<ul style="list-style-type: none">selection of building systems & materialsselection of furniture and finishestechnology integration plansignage and wayfindingtechnology budget matrix
Construction <i>Assembling the materials, technologies, equipment, and systems to build the learning space – either as new construction or renovating an existing space.</i>		<ul style="list-style-type: none">regular steering committee meetingsregular construction progress meetingsissue-specific meetings as they arisemilestone meetings to review progresspilot projects (evaluation)prototyping (evaluation)technology installation	<ul style="list-style-type: none">decisions in response to construction issuesstakeholder communication planschedule / protocol for tours
Operation / Assessment <i>Operating the learning space(s) in order to fulfill their objectives and assessing whether / how well these objectives are being met in an ongoing way.</i>		<ul style="list-style-type: none">regular steering committee meetingstechnology operationpost-occupancy evaluationprototyping as neededpublic annual review of usage / satisfaction / impact	<ul style="list-style-type: none">staffingassessment methodologyannual reportingstakeholder relationships / liaisonsfeedback channels (e.g.: blogs)tour guides, content, and scheduleproject documentation for conferences / articles