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

Participants

- Project Owners
  - Design / Programming Team
  - User Groups
  - Specialists

Visioning
Determining the project vision – the goals, needs, and success criteria, along with the project’s key components and relationships.

Activities (in general order of sequence)
- regular steering committee meetings
- review of strategic plan
- review space inventory
- visioning session
- leadership interviews
- space utilization analysis
- online surveys
- review guideline standards
- existing facility assessment
- observation studies
- focus groups (by groups)
- focus groups (by themes)
- best practice research
- facility tours
- integration workshop
- technology visioning

Decisions and Deliverables:

Needs Assessment and Space Programming
Quantifying, qualifying, and relating the needs for space, technology, furniture, equipment, and services to support the functions and activities described in the vision.

Activities (in general order of sequence)
- regular steering committee meetings
- user group meetings / workshops
- departmental interviews
- space utilization analysis
- draft program
- program revision workshops
- quantitative benchmarking
- technology planning
- technology lifecycle planning

Decisions and Deliverables:

Concept Design
Translating the program into a design concept – a main idea – according to the project vision and with the ongoing input of project stakeholders.

Activities (in general order of sequence)
- regular steering committee meetings
- design workshops / charrettes
- service design
- pilot projects (design)
- prototyping
- design review workshops
- technology infrastructure design

Decisions and Deliverables:

Design
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.

Activities (in general order of sequence)
- regular steering committee meetings
- design development of finishes, materials, furniture and equipment
- pilot projects (evaluation)
- prototyping (evaluation)
- technology prototyping
- technology specifications
- design review workshops

Decisions and Deliverables:

Construction
Assembling the materials, technologies, equipment, and systems to build the learning space – either as new construction or renovating an existing space.

Activities (in general order of sequence)
- regular steering committee meetings
- regular construction progress meetings
- issue-specific meetings as they arise
- milestone meetings to review progress
- pilot projects (evaluation)
- prototyping (evaluation)
- technology installation

Decisions and Deliverables:

Operation / Assessment
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.

Activities (in general order of sequence)
- regular steering committee meetings
- technology operation
- post-occupancy evaluation
- prototyping as needed
- public annual review of usage / satisfaction / impact

Decisions and Deliverables: