TEN CONSIDERATIONS
BEFORE STARTING A PROJECT

1. What is the vision of the project that helps you fulfill your organization’s mission?

2. Is land for the project secured and does it have access to water, power, data and sewer/septic?

3. What government body will be reviewing the project and what code and zoning requirements will be followed?

4. What is the budget for the project that includes permit fees, sitework, utilities, design/engineering, and furnishings/equipment?

5. What is the timeline for the project that includes design time, permitting, and a realistic construction timeline that accounts for seasonal weather and running the organization throughout the process? Is Phasing required?

6. Who will be the owner’s representative during the design and construction phases. (This person should not be directing your organization.)

7. Who is the project team that includes an owner’s representative, architect, builder, and engineers?

8. How will communication occur between the entire project team?

9. In as much detail as possible, what are the programmatic requirements for the facility you are planning?

10. What is the cost to operate the new facility and who will be maintaining the new facility?