strategic spaces

FULL PROJECT PROCESS

DISCOVER — SCOPE INTENT ALIGNMENT

- Organize team kick-off
- Apply program data from designer, pm and client
- Define key challenges and create strategies to resolve

DESIGN — VISUAL LAYOUT STRATEGY

- Confirm budget, space drivers and design visions
- Complete contractual agreement between strategic and client
- Organize sustainability
- Remote or in person design meetings
- Develop renderings, layouts and power plans
- Develop finish selection process that works for entire team
- Verify all specified product will meet schedule
- Assist team with furniture selection + finishes

PROCURE — PHASING PRICING SPECS

- Strategic team ensures accuracy of specs + drawings
- Project team is ntroduced to strategics project
- PM prepares schedule per project timeline
- PM oversees placement of furniture order
- PM prepares schedule per project timeline

DELIVER — SCHEDULE INSTALL OVERSEE

- PM creates master installation schedule capturing all phase and delivery requirements
- PM attends meetings on site and maintains communication with entire team
- PM verifies critical dimensions and site conditions in the field
- PM assists site team with electrical dimensions
- PM confirms and verifies building access
- PM oversees furniture delivery to site
- PM provides on-site presence
- PM delivers daily install reports and progress photos
- PM executes punchlist
- PM illustrates plan for any punchlist items and communicates them to the team
- Closeout documents are created containing as-builts and final furniture selections

SUPPORT — WARRANTY RECONFIG PLANNING

- Team manages all day two requests and maintains necessary communication with project team after completion