

Suggested Work Experience Outline

1	PROGRAMMING <i>Programming is the process of gathering and analyzing information about the client's and user's needs relative to a given project. It involves organization, structure and goals; functional, behavioral and cultural needs; budget; existing conditions, codes, and external considerations.</i>	570	855
a	Client Requirements <ul style="list-style-type: none"> Identifying clients' and users' needs, goals and special requirements Identifying clients' and users' schedule and budget Identifying sustainable design goals with clients and users 	135	200
b	Research <ul style="list-style-type: none"> Research special requirements and needs of project 	75	115
c	Space and conditions analysis <ul style="list-style-type: none"> Measure and record all site conditions Evaluating existing premises including space allocation, furnishing, equipment and other attributes of the existing environment 	125	185
d	Client/user interviews <ul style="list-style-type: none"> Interviewing client and users Designing and administering user surveys Participating in visioning sessions with clients and users 	45	70
e	Life safety and code requirements <ul style="list-style-type: none"> Researching life safety and code requirements, project type, locations and access Assisting in searching and documenting codes, regulations and ordinances Calculating requirements for numbers and sizes of stairs and exits, stair and corridor dimensions, ramps and public washrooms, to satisfy requirements for a particular project 	90	135
f	Problem solving <ul style="list-style-type: none"> Compiling and evaluating data; writing the program Inventory of furniture that will be reused Determine other disciplines/specialized skills needed Discovering procedures necessary to obtain approval of design and, if necessary, ways to achieve variances for particular requirements 	100	150
2	SCHEMATIC DESIGN <i>Schematic design is the preparation of preliminary plans, furniture layouts, materials choices, and other components, through the process of considering all of the ramifications of the needs expressed in the programming stage. It defines the character or image proposed in the finished project.</i>	445	670
a	Design concept <ul style="list-style-type: none"> Preparing initial design concepts 	110	160
b	Space relationships <ul style="list-style-type: none"> Completing matrices Completing bubble diagrams Completing stacking diagrams Preparing three-dimensional sketches that explore the image of the concept 	90	135
c	Client meetings	15	25

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	<ul style="list-style-type: none"> Participating in discussions with the client during the process and completing presentations of the conceptual drawings 		
d	Preliminary drawings <ul style="list-style-type: none"> Participation in formulation of preliminary space and furniture plans that are appropriate to the budget and reflect the character, function and aesthetic concept of the project Completing preliminary drawings 	90	135
e	Preliminary budget and cost <ul style="list-style-type: none"> Participating in the coordination of program requirements with consultants 	75	115
f	Color concept	65	100
3	DESIGN DEVELOPMENT <i>Design development encompasses the final recommendations for the complete project, including consultations with consultants, and obtaining client approval for production of working drawings for the project.</i>	1240	1860
a	Space planning <ul style="list-style-type: none"> Participating in the development of the space planning 	210	310
b	Furniture, fixtures and equipment layouts <ul style="list-style-type: none"> Participating in the development of the furniture, fixtures and equipment layouts 	140	210
c	Lighting plans and preliminary specifications <ul style="list-style-type: none"> Participating in discussion with consultants on lighting and coordinating design drawings for these components 	145	210
d	Electrical plans and preliminary specifications <ul style="list-style-type: none"> Participating in discussion with consultants on lighting and electrical and coordinating design drawings for these components 	75	115
e	Reflected ceiling plan <ul style="list-style-type: none"> Participating in discussion with consultants on lighting, electrical and HVAC, and coordinating design drawings for these components 	85	130
f	Plumbing plans and preliminary specifications <ul style="list-style-type: none"> Participating in discussion with consultants on plumbing and coordinating design drawings for these components 	75	115
g	Detailing – millwork, custom cabinetry and furnishings <ul style="list-style-type: none"> Assisting in design custom cabinetry, furniture and millwork 	135	200
h	Furnishing and textile selection <ul style="list-style-type: none"> Assisting in the selection of furnishings, textiles and colors Assisting in custom product development 	95	145
i	Materials and finish selection <ul style="list-style-type: none"> Assisting in the selection of materials, finishes and colors Assisting in custom product development 	90	135
j	Budgeting <ul style="list-style-type: none"> Participating in budgeting and estimating costs Assisting in custom product development 	95	145
k	Presentations – oral, written and graphic <ul style="list-style-type: none"> Assisting in preparing presentation materials 	95	145

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	<ul style="list-style-type: none"> Participating in presenting the complete design to the client for approval 		
4	CONTRACT DOCUMENTS <i>After final approval from the client, construction documents are prepared to obtain prices from various sources. These documents include working drawings for all details as necessary and specifications and schedules for construction and materials.</i>	655	980
a	Working drawings – interior construction <ul style="list-style-type: none"> Working on the preparation of drawings for interior construction Participation in the integration of the work of consultants 	195	290
b	Working drawings – custom cabinetry and furniture <ul style="list-style-type: none"> Working on the preparations of drawings for detailing of custom cabinetry, furniture and millwork Participation in the integration of the work of consultants 	145	215
c	Specification writing <ul style="list-style-type: none"> Assisting in the development of specifications and related schedules Participation in the integration of the work of consultants 	140	210
d	Bidding and contract documents <ul style="list-style-type: none"> Assisting in the preparation of bidding and contract documents; the bidding process; and awarding of contracts Assisting in the preparation of plans for barrier free design that respects building codes and life safety Assisting in the preparation of permit documents; the permit process; and awarding of permits Participation in the integration of the work of consultants 	80	120
e	Purchase documents <ul style="list-style-type: none"> Assisting in the preparation of bidding and purchase documents; the bidding process; and awarding of contracts Participation in the integration of the work of consultants 	95	145
5	CONTRACT ADMINISTRATION <i>Once contracts have been awarded for the various aspects of the project, the designer defines the goals, coordinates the tasks and scheduling, prepares and monitors a critical path for construction and installation, oversees quality control and performance, acts as liaison between the client and contractors, maintains budget control and oversees all legal aspects of the contracts. To assess the success of a design, it is necessary to perform a post occupancy evaluation of the users' satisfaction with the completed project. Thus should occur within one to two months, or within one year, after project completion.</i>	325	490
a	Checking shop drawings <ul style="list-style-type: none"> Checking shop drawings submitted for approval on custom work included in the contracts 	25	40
b	Job observation <ul style="list-style-type: none"> Participating in on-site observation of the project 	110	160
c	Installation scheduling <ul style="list-style-type: none"> Assisting in preparing schedules for installation of furniture, fixtures and equipment 	30	45
d	Installation supervision	40	60

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	<ul style="list-style-type: none"> Participating in supervising the installation of furniture, fixtures and equipment 		
e	Client and contractor meetings <ul style="list-style-type: none"> Participating in construction meetings 	45	70
f	Punch/deficiency list <ul style="list-style-type: none"> Participating in the inspection of the completed premises with review of deficiencies (punch/deficiency list) or inspection of final design solutions 	25	40
g	Site inspection, survey and documentation <ul style="list-style-type: none"> Assisting in the development and execution of post-occupancy surveys and questionnaires, and preparing reports on the analysis of user satisfaction Assessing the validity of design decisions and original programs 	50	75
6	PROFESSIONAL PRACTICE <i>There are many aspects of operating a design business that are somewhat peripheral to the design process but are essential to the success of the business. The organization of office procedures and regulations is essential to maintaining a smooth operation. Of concern are financial aspects such as a steady income, control of expenses, records for tax purposes and use for future projects, budgeting of time and use of manpower. Good relations with contractors and suppliers assist in maintaining an efficient and effective practice.</i> <i>Contracts between clients and designers are legal necessities. A verbal agreement may be legally binding; however, it is difficult to verify such an agreement if a court case arises from a dispute between the client and the design firm. Therefore, it is important that some written form of agreement be signed by both parties.</i>	285	425
a	Office procedures and technology <ul style="list-style-type: none"> Becoming knowledgeable regarding efficient office procedures and technology Becoming knowledgeable regarding design and presentation technology 	85	125
b	Resource library <ul style="list-style-type: none"> Becoming knowledgeable regarding the use of resources 	55	85
c	Contact with trade reps <ul style="list-style-type: none"> Developing contacts with trade representatives 	45	60
d	Contractual agreements <ul style="list-style-type: none"> Billing and design compensation Discussing the types of contract used and the underlying reasons for each with a knowledgeable person at your firm Studying signed contracts for projects and following through the life of the project to identify problem areas Attending seminars or lectures on contracts 	105	155
7	ADDITIONAL EXPERIENCES (OPTIONAL) <i>The following additional work experiences are critical to the practice of interior design because they affect professional quality and have an impact on many activities. Exposure to these experiences may be obtained through directly</i>		

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	<p><i>working in the area; by observing others who are engaged in such work; or by attending lectures, seminars and discussions sessions.</i></p>		
a	<p>Professional Exposure and Liability <i>The owner-designer is legally responsible for all documents or drawings produced by the designer's firm. Such liability entails large amounts of money. It is imperative that a designer is knowledgeable about all types of liabilities and the various kinds of insurance available for protection. Of particular importance is Errors and Omissions insurance, since the design firm may be held responsible for any malfunction that may occur on the project, even after completion and occupancy.</i></p> <ul style="list-style-type: none"> • Discussing insurance coverage with a knowledgeable person at your firm • Studying insurance contracts • Attending seminars and lectures on insurance issues 		
b	<p>Accounting and methods of compensation <i>There are several ways in which a designer may choose to set a fee for services. Several systems may be used by a firm, depending on the type of contract with the client. Some clients prefer certain types of fee systems. A designer must be familiar with all the options and understand the difference among them so that the system used is suitable to the type of contract and fair to the client and the designer.</i></p> <ul style="list-style-type: none"> • Discussing fee systems with a knowledgeable person at your firm • Reading literature on fee systems • Attending seminars and lectures on fees 		
c	<p>Professional activities and community service</p> <ul style="list-style-type: none"> • Participating in professional association meetings and activities 		
d	<p>Marketing <i>Effective public relations play an important role in creating a public image and bringing in new clients. It is necessary to market the firm if new work is to be obtained.</i></p> <ul style="list-style-type: none"> • Assisting in the development of marketing tools • Assisting in marketing the services of the firm 		