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## **HOW TO CREATE A SMOOTH, PREDICTABLE AND ENJOYABLE CONSTRUCTION PROJECT**

1. Budgets: Create budgets that are realistic, at whatever times during the design process are necessary for the owner to be confident that the process is proceeding within his comfort zone.
2. Architect is the clearing house for all design related communication, unless otherwise requested.
3. Offer possible solutions to problems prior to announcing a problem. Always consult with Design team first, then after agreement, notify owner.
4. Consolidate questions (RFI's) into a list and then communicate with appropriate entities with as much lead time as possible. Avoid panic phone calls.
5. Arrange questions to be answered into groups by date needed in order to continue an orderly pricing/ordering/construction process. Expect that some answers will come as building takes shape. Identify which party is responsible for answering each item. Architect, interior designer, owner, contractor).
6. Send weekly updates to design team and owner apprising them of tasks being worked on each current week as well as planned for the following week.
7. Plan ahead on critical times for owner and design team to visit the site; such as electrical wiring time, to avoid future surprises and changes.
8. Make client feel as much an informed participant in the process as they wish to be.
9. Schedule site meetings with all key subs, and if needed designers, during various stages of the job to coordinate their needs and timing.
10. Update budget and schedule on a monthly basis and share with owners, and if desired, design team. Keep owner apprised of Predicted Final Cost.