YOUR PROJECT PLANNING GUIDE

Everything starts with a plan!

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DREAM BIG, PLAN WELL

• If you’re undertaking a substantial refurbishment (or entire new build), your time spent planning and organising in the early stages will pay back consistently throughout the design & construction phases.

• Don’t worry - no-one expects you to have every single detail researched, but focus on what you want (in as much detail as you can), how much you can pay for it and how long you’ve got to get it done.

• We hope you find this useful. We’d love to hear about your big plans – get in contact to discuss any element!

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Call us: 01702 898007
What’s your big WHY?

PLANNING TIP #1

WHY are you doing this project? What’s the purpose behind it – agree this/these with your family and keep them in mind when making the big decisions that will be required. A few points:

- What is the main reason now? Will that stand in 5 years?
- What do you want from your new home? What’s the most important space?
- List your ‘must haves’ (needs) vs. ‘would like to haves’ (wants) vs. ‘would be lovely if’ (dreams).

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Organise Your Brief

PLANNING TIP #2

1. You’ll need to communicate what you want and how much you can pay for it to your design and building team. If you’ve organised your ideas and wants, saved them carefully in a share-able place and, very importantly, EDITED them (and edited again), you’re ahead of the game!

2. Collect your ideas somewhere that suits you, but that you can share – online (shared Pinterest boards), scrapbooks, photos, post it notes, excel spreadsheets – just make sure you capture what you’re after.

3. Remember – images can speak a thousand words BUT ensure you explain what you DO like about an image but also point out anything you DON’T like, to avoid confusion.
Let’s Talk Money…

PLANNING TIP #3

1. To get a reliable estimate of costs, your team needs to know with some certainty what architectural services you’ll need and what is going to be built.

2. Don’t be shy to make very clear what your budget is:
   - Have you worked out your absolute top budget? Is this your final word, or would you go higher for a certain kitchen countertop, timber flooring or bi-fold doors?
   - Is it realistic? You can’t know this definitively, but you can do your research – online, speaking to friends and others who’ve had similar work done, getting ballpark quotes from builders if possible.

3. How are you funding this? If from savings in the bank, you have no timing issues, but if you’re re-financing, make sure this is underway and likely to be approved.

4. You will need a contingency – on a substantial build, it would be rare to have no changes – either by you changing the design or your choices or through unexpected issues on site. Do make sure you have this – trying to find extra cash in the heat of the build can be stressful and cause delays and knock-on problems.
PLANNING TIP #4

1. You’re the centre of the team – the Key Player. You’ll be working closely and sometimes under pressure – so do what you can to find the team that suits you.

2. Do your research - have your friends had similar work done or has someone nearby? Knock on their door and ask about it!

3. A substantial build needs architectural and project management services. Whilst homeowners do sometimes project manage their own build (or parts of it), this requires a full-time commitment and can cost time and money – talk to your team at an early stage about this so it can be properly understood and planned.

4. Consider using a firm that provides all the services you need under one roof – architecture, design, planning, project management and the actual on-site construction teams. This means that you have one team, and one point of responsibility, all used to working together and pulling in the same, frictionless direction – towards your dream home!
Every long journey...

PLANNING TIP #5

1. ...starts with the first step. You know the saying, but use the analogy to ‘chunk’ your project into manageable steps – it makes it far less daunting, building confidence in yourself and your team at each stage.

2. As soon as possible, get the first easy step under way – your measured survey. It’s not possible to work on what will be built, before knowing (and accurately measuring) exactly what’s there now – the existing house and/or the site.

3. 3D laser scanning is the best survey option – resulting in the existing house modelled in digital 3D (from which the required drawings are produced). The 3D model means design proposals (for example, an extension layout or even positioning of furniture) can be seen in real-time, enabling you to make quicker decisions and visualise the results.

4. Instructing this first step early on gets you underway. And it gives you a chance to work with your team before committing to the full design package and project management, if that’s what you want – a great ‘interview’ method!

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GET COMFORTABLE

If you follow the steps above, you’ll be in a great position to choose the right team for you, to communicate your plans to them well - enabling them to provide you with your reliable cost and programme estimate as early as possible – a great start to a successful project.

You’ll then move onto the design and building stage feeling super-confident and excited!

If you want to know any more about these early stages, or to discuss any element of your project, please get in touch.

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One Team, One Goal → Your Home.

Charter Projects provides all the following services for your project.

- Scan (survey), 3D digital model & initial drawing pack.
- Architecture, concept design, planning & consents.
- Detailed technical design and construction (tender) pack.
- Project management – all phases.
- Full building services and teams.

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