



Interior Design 12 stage project plan

STEP ONE - introduction

Free of Charge initial consultation, constituting the following key points:

- Discuss project & initial concepts
- Gain understanding of client's vision and lifestyle
- Undertake site visit and complete an initial analysis of potential and feasibility of works.
- Discover clients timescales and anticipated budgets.
- Talk client through standard project procedures, and answer queries.

STEP TWO - brief

Production of a written proposal and produce an outline summary of meeting, giving estimates as per step one, including our fees.

STEP THREE - follow up consultation

Discuss with client the proposal given in step two, and on agreement:

Re-visit site to complete a full site survey and measured drawings if applicable.
Produce design boards to aid as a visual for design concepts, along with samples and supplier information.
Produce initial written summary of works to allow for budget costings to be produced, and feasibility assessment by contractor.

STEP FOUR - post survey

Give design presentation and budget quote for work to be carried out.
Discuss budget with client, and discuss amends to schedule.



STEP FIVE – finalized design schedule

Revisions to design, to meet costings where applicable.

Revise, and complete full schedule of works for tender, to include:

- Floor plans
- Sections showing all joinery, and bespoke elements
- Electrical layout
- Services layout
- Schedule of materials and finishes
- Specification of furnishings, detailing supplier / costings and lead times.

Complete where required designers risk assessment.

STEP SIX – tender process

Confirm tender documents with clients, and then issue for pricing to selected contractors and QS if necessary.

STEP SEVEN – tender document summary

Obtain and present tender documents to client and await selection of contractor.

STEP EIGHT – program of work

Produce program of works, to ensure work is completed to timescales.

Program to be issued to all parties.

Generate payment and ordering plan, for both design items and contractors.

All documents to be confirmed and approved in writing by all parties.



STEP NINE – work commences

Work commences in keeping with schedule of works and program.
Ordering process commences in line with specification of materials and design items.

STEP TEN – during works

Site meetings to discuss progress / problems / deliveries and any amends to schedule.
Reporting to client at all times.
Ensure payment plan is adhered to by client.
Take delivery of design items.

STEP ELEVEN – contractor completion

Installation of contractor related design items, in line with schedule.
Signing off of contractor works, including completion of snagging list, and supervision of builders clean.

STEP TWELVE – final design installation

Installation of all design items; furniture, curtains, accessories. Disposal of all associated packaging, and co-ordination of deliveries.
Final clean, and dress rooms for presentation.

N.B This summary is not exhaustive, and is for a guideline only, as all projects are different and require different evaluations.