ARE YOU PLANNING YOUR INTERIOR WORK RIGHT?

GUIDELINES TO ACCESS

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As a business owner or facility manager investing in the design and renovation of a commercial space with clear goals in mind, why would you risk undermining those plans?

The reality is, if you're clear about the roles and responsibilities of each stakeholder—be it the designer, contractor, or project manager—you can optimize your time, budget, effort, and resources effectively.

What may seem like thorough planning and hands-on management might actually be disrupting the process and harming your long-term vision for the space.

How do you ensure that this doesn't happen?

It starts with a clear understanding of how to manage your stakeholders—architects, contractors, vendors, consultants—from a broader, bird's-eye perspective. You need to establish fixed guidelines to maintain control over TIME, COST, and QUALITY, ensuring that your energy and resources are being used optimally.

We've shared practical guidelines at the end of this document. But before you apply them, it's crucial to understand **why** they matter. Without a deep understanding of how time, cost, and quality interact within a project, the guidelines alone won't serve their purpose.

Think of it this way: to float effortlessly on water, you must understand the forces beneath. Likewise, to manage a commercial renovation effectively, you need to understand the delicate balance and trade-offs between time, cost, and quality.

Only then can you truly achieve your vision—without unnecessary stress or compromise.

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LET'S DEEP DIVE IN THE SCOPE TRIANGLE OF –

1. Time
2. Cost
3. Quality

TIME

1. WHAT IS TIME MANAGEMENT?

Project time management involves analyzing and developing a schedule and timeline for project completion. Formalized time management processes provide a buffer for things like unexpected roadblocks and under or over-estimated project timelines.

Time management plans determine what tasks to adjust, and how to allocate and manage resources throughout the project.

How project managers define project time management varies, and techniques differ between project management methodologies. For instance, an agile interior work method might need tasks that can fit into short sprints as requirements change. Owner or designer on the other hand, might plan time in more generous segments — allowing for smoother flow.

Regardless of project type, the definition of time management involves setting time markers against your project and its tasks. It means defining the time value of each task and allocating resource to each step.

The timelines should be made by the designer only as the designer knows the intrinsic details of all areas like electrical, plumbing, AC pipes, false ceiling levels etc.

2. THE IMPORTANCE OF TIME MANAGEMENT.

Project time management directly impacts the quality, scope, and cost of a project, making it one of the most important areas in interior works. Managing time helps to secure project completion on time and on budget. It also clarifies:

- How much time a project requires

- What stakeholders (internal and external) to involve

- And at what point to include their expertise

This process provides a framework for developing a sequence of activities, activity durations, resource estimations and how these fit into the overall project management plan.

In project management, the time management phase is an important step — when you know what you intend to deliver and why, time planning helps you get there smoothly. It gives each formerly abstract subtask a value.

Correct timings are essential.

- Time planning allows you to set realistic deadlines

- Time is money, so managing it well helps boost your bottom line

- Time management can empower teams to deliver project on time

3. BENEFITS OF TIME MANAGEMENT.

One of the primary benefits of project time management is it creates more time for teams and other stakeholders to deliver on your project. Effective time management positively impacts the careers and personal lives of everyone involved.

Additional benefits of time management in project management include:

Reduced stress with time management.

Project completion plans reduce stress levels associated with meeting deadlines. When your teams know timelines have been mapped out effectively, they can visualize the path to completion with confidence. Accurate time estimates also reduce unnecessary pressure on an individual level and across all team members.

With good time management, you may find it easier to keep project scope in check,

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keeping your talent focused on what's important. When there's also a change management plan in place, your people feel empowered to dedicate the right time to the right tasks, even as processes shift.

Increase productivity with time management.

Knowing what to prioritize increases productivity and allows you to focus on the most beneficial and strategic needs. This works by giving your teams a sense of urgency, control and direction.

Each of your deliverables should align with a time investment estimate to serve as a guide. This should prevent aspects of the work taking more time than they're worth, keeping the knots of productivity tied tight.

Make fewer project mistakes with time planning.

Focusing on only one aspect of a project helps get the right work done and prevents mistakes overall. Incorporating time values into your project plan helps staff to understand the required investment for each task. When there's time planned for checks, this effect is heightened further still.

Great time management helps you avoid last-minute rushes and meet lead time goals without sacrificing quality.

Increase proficiency with better time management.

Having a timeline in place for projects provides a view into what teams need to work on and when. This makes them and their organization more proficient across many areas. Effective time management in project management allows managers to pull together the best talent for the required work. In turn, this allows for specialization — delivery teams will soon know project details inside and out, reducing pressure on you

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Create more opportunities with better time planning.

With the right approach, teams or departments can become more efficient at managing projects and completing them on time and on budget. This may even generate further opportunities to manage additional items in the project.

What's more, great time planning techniques let you showcase your ability to manage ad-hoc project activities effectively on the side. Time management doesn't mean tunnel vision — rather, it's about making accurate projections. This allows you to be flexible in positive ways.

Stay on budget with strong time management.

Everyone knows the phrase 'time is money'. Keeping a project on target not only ensures things stay on budget, but keeps stakeholders happy that their investments are working in the most efficient, valuable way.

For this to work best, consider implementing project planning and reporting. The sooner you have accurate data on delivery, the sooner you can recalibrate if aspects of the work start to look unprofitable.

Time management helps you meet goals.

Time management plans help to achieve project goals as well as impact other personal and professional goals. All of these benefits lead to increased efficacy and satisfaction across the board.

Great time management makes successful completion more likely by reducing the risk of project overrun.

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4. PROJECT TIME MANAGEMENT BEST PRACTICES.

The Pareto Principle.

The Pareto Principle is also known as the 80/20 rule. This means 20% of your time should produce 80% of your results. From the beginning, identify and highlight the tasks that provide the most value. If, at any time, value and time fall out of balance, review the task priority and, if necessary, change or revise the plans.

Keep it simple.

It's easy to overcomplicate tasks. Take a step back, evaluate the real 'why', and think of more focused ways to accomplish a task. Concentrate efforts on the most effective methods for completing each given task, while always keeping the end project goals in mind.

Ask:

- What's involved?

- What resources do you need to get the job done?

And lean on internal teams to estimate timings. After all, they're the experts in their fields. Considering contractor as the time management person would be a wrong ideas, instead only the designer who can calibrate things for the contractor should be allowed to make the timelines.

Observe and analyze time expenditure.

Regularly review time allocation across the board. Efficient use of all resources, especially human capital, maintains project timelines and budgets.

Great data insights help you review this more efficiently, identifying patterns while there's still time to claw back resources. For example, if the data shows that it looks like you underestimated any resource needs, recalculate and communicate.

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Act rather than worry.

It's easy to spend time worrying if something is 'good enough' or if the team will really hit that deadline. Drop the worry and take action. Do more research. Ask for an extension if needed and make the necessary adjustments to get something done right.

Break larger goals into subtasks.

At first, any large project seems daunting and difficult to figure out where to start. Take larger projects and break them into smaller pieces and smaller tasks, providing a simpler way to start and prioritize a project.

When each of these has its own deadline and time allocation, it's easier for everyone to stay within the lines, reducing the risk of backlogs. Consider working in sprints.

Set daily, weekly, and monthly goals.

Setting goals helps to instill a sense of urgency. Set a monthly goal and work backward. Weekly and daily goals should roll into each other. When teams hit their daily and weekly goals, they meet the entire month's targets by extension.

Plan for short breaks.

When breaking large tasks down into manageable pieces, make sure to plan time for breaks. Providing much-needed, scheduled breaks keeps the mind fresh and the body energized. Your people are better placed to stay on track when there's breathing space built into the plan.

Think strategically about team energy.

We should all work on the most important tasks during the most productive, energetic hours of the day, and save other tasks for less-motivated portions of the day. Idea is to get the best work from people, so broaden your thinking beyond overambitious deadlines. Is it wise to plan so many items to be worked in a single week, and do those deadlines really need to be so close? Asking questions like these

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helps you to keep things running smoothly.

5. <u>WHY IS TIME MANAGEMENT IMPORTANT IN PROJECTS?</u>

In any project, time management is important to determine:

- How many hours, days, weeks and months are needed

- A timescale for when tasks will be completed

- Activity durations, sequences and resource requirements

Assigning accurate amounts of time to each task helps ensure timely completion of individual elements and the project as a whole. It can increase efficiencies, effective decisions and avoid unnecessary stress on project personnel and potential project failure.

6. WHAT ARE FIVE TIME MANAGEMENT STRATEGIES?

There are many strategies to improve time management in a project. These five provide a good starting point:

1. **Set clear priorities –** Rank your tasks in order of importance to ensure you follow an appropriate activity sequence.

2. **Introduce shorter deadlines –** Bring forward deadlines so there's leeway in case of any delays or interruptions to tasks.

3. **Delegate tasks effectively –** Ensure relevant personnel are responsible for tasks within their area of expertise.

4. **Reduce interruptions –** Improve focus by managing external, environmental and other distractions.

5. **Plan with intention –** Create to-do lists for a week of tasks intended to be complete, as a powerful way to increase productivity.

7. WHAT IS THE ABC PRIORITY METHOD?

The ABC priority method is a common technique used for improving time management of a project. Every task is ranked with the letter A, B or C in order of importance. Those assigned the letter A are worked through first, then B and then C.

These rankings are based on the impact each one will have on your project goals and the time they should take. It helps defining the tasks that need focusing on first and those that can be left until later, to ensure efficient and timely project completion.

How PRAYOGSHALA MANIFESTO Can Help Manage Your Project's TIME

Managing your project's TIMELINES is no easy feat. There are countless factors to consider, team members to manage, and targets to define and measure against.

PRAYOGSHALA MANIFESTO is the all-in-one design and management team that provides you with a birds-eye view of your processes, resourcing, and project progress. This makes it easy to identify problems before they happen, including bottlenecks, poor resource management, and skyrocketing costs. OUR highly EFFICIENT management TEAM not only makes design and management a breeze but gives you everything you need to ensure you get quality project.

To reduce the impact of roadblocks on the TIMELINES of your projects, don't waste your precious TIME and SMS 'TIME' to +917292026010.

COST

1. WHAT IS COST MANAGEMENT?

Cost management is the process of estimating, budgeting and controlling costs throughout the project life cycle, with the objective of keeping expenditures within the approved budget.

For a project to be considered a success, it's necessary that

- it delivers on the requirements and scope

- its execution quality is of a high standard

- it's completed within schedule and

- it's completed within budget.

Hence, cost management is one of the key pillars of a project. It helps to create a financial baseline against which you and the designer can benchmark the current status of their project costs and realign the direction if needed.

2. WHY IS COST MANAGEMENT IMPORTANT?

The importance of cost management is easy to understand. To take a simple, real-life example, if you decide to build a commercial building or plan to get your interiors done, the first thing to do is set the budget. When you have a sense of how much to spend on the project, the next step is to divide the high-level budget into expenses for sub-tasks and smaller line items.

The budget will determine critical decision points such as: which designer to hire — someone who will construct and deliver the project end-to-end, or someone who can help with a few elements and be able to work for a smaller budget? What kind of design type you should have? What quality of materials should be used?

Without a predefined budget, not only is it difficult to answer these questions, but it

becomes impossible to assess whether you are progressing in the right direction once the project is underway.

By implementing efficient cost management practices, you can:

- Set clear expectations with stakeholders

- Control scope creep by leveraging transparencies established with the designer

- Track progress and respond with corrective action at a quick pace

3. THE FOUR STEPS IN COST MANAGEMENT

While cost management is viewed as a continuous process, it helps to split the function into four steps: resource planning, estimation, budgeting and control. They are mostly sequential, but it's possible that some resource changes happen midway through the project, forcing the budgets to be adjusted. Or, the variances observed during the control process can call for estimate revisions.

Let us look at each of these four steps in detail.

1. RESOURCE PLANNING

Resource planning is the process of identifying the resources required to execute a project and take it to completion. Examples of resources are people (such as labors and contractors) and equipment (such as machines, large construction warehouses for off-site works and other specialized equipment in limited supply).

Resource planning is done at the beginning of a project, before any actual work begins.

To get started, the designer first need to have the work-breakdown structure (WBS) ready for the contractor. They need to look at each subtask in the WBS and ask how many people, with what kind of skills are needed to finish this task, and what sort of equipment or material is required to finish this task?

By adopting this task-level approach, it becomes possible for the designer to create an accurate and complete inventory of all resources with the contractor, which is then fed as an input into the next step of estimating costs.

2. COST ESTIMATION

Cost estimation is the process of quantifying the costs associated with all the resources required to execute the project. To perform cost calculations, we need the following information:

- Resource requirements (output from the previous step)

- Price of each resource (e.g., staffing cost per hour, vendor hiring costs, server procurement costs, material rates per unit, etc.)

- Duration that each resource is required

- List of assumptions

- Potential risks

- Past project costs and industry benchmarks, if any

Estimation is arguably the most difficult of the steps involved in cost management as accuracy is the key here. Also, factors should be considered such as fixed and variable costs, overheads, inflation and the time value of money.

The greater the deviation between estimation and actual costs, the less likely it is for a project to succeed.

3. COST BUDGETING

Cost budgeting can be viewed as part of estimation or as its own separate process. Budgeting is the process of allocating costs to a certain chunk of the project, such as individual tasks or modules, for a specific time period. Budgets include contingency reserves allocated to manage unexpected costs.

Budgeting creates a cost baseline against which we can continue to measure and evaluate the project cost performance. If not for the budget, the total estimated cost

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would remain an abstract figure, and it would be difficult to measure midway. Evaluation of project performance gives an opportunity to assess how much budget needs to be released for future phases of the project.

4. COST CONTROL

Cost control is the process of measuring cost variances from the baseline and taking appropriate action, such as increasing the budget allocated or reducing the scope of work, to correct that gap. Cost control is a continuous process done throughout the project lifecycle. The emphasis here is as much on timely and clear reporting as measuring.

Along with the cost baseline, the cost management plan is an essential input for cost control. This plan contains details such as how project performance will be measured, what is the threshold for deviations, what actions will be done if the threshold is breached, and the list of people and roles who have the executive authority to make decisions.

Earned value management (EVM) is one of the most popular approaches to measuring cost performance. Let's take an example.

At the end of a week, you measure the progress of task X and find that it's 25% complete. Now, how do you assess if you are on track to meet the task budget?

First, calculate the planned value for this task (at the planning stage). Let's say, Task X has a budget of Rs. 40,000 and is expected to be 50% complete by the week.

Planned value (PV) of task X by the week = 40,000 * .5 = Rs. 20,000

Earned value (EV) of task X by the week = 40,000 * .25 = Rs. 10,000

Now, you also determine the actual cost (AC) of the work, which involves other variables such as equipment and material costs (say, Rs. 8,000).

Schedule variance = EV – PV = Rs. 10,000 – Rs. 20,000 = -Rs. 10,000.

Cost variance = EV – AC = Rs. 10,000 – Rs. 8,000 = Rs. 2,000.

The negative schedule variance indicates that the task is falling behind, but the

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positive cost variance indicates that it's under budget.

While dealing with hundreds of tasks in a project, cost control can provide the level of transparency that decision makers require to respond quickly to the situation.

How PRAYOGSHALA MANIFESTO Can Help Manage Your Project's COSTING

Managing your project's COSTING is no easy feat. There are countless factors to consider, team members to manage, and targets to define and measure against.

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To reduce the impact of roadblocks on the COSTING of your projects, stop experimenting to save cost and SMS 'COST' to +917292026010.

QUALITY

1.   WHAT IS QUALITY MANAGEMENT?

Quality management is a process that considers how a project should proceed to achieve the desired quality for the project's deliverables. It requires to continually measure the quality of the activities and processes involved in the project. In quality management, standards are set ahead of time to measure deliverables against, and action needs to be taken throughout the project to course-correct.

Quality management's ultimate goal is to guarantee deliverables that satisfy the needs and expectations.

Most stakeholders will approach a project wanting to reach the best possible outcome, yet many factors could prevent this from happening. Even with the best team and best tools, a project's output could fall short of its mark without **quality management** measures in place.

2.   HOW IS QUALITY DEFINED?

While the **definition of quality** can be challenging to pin down. "Quality" can be considered something that measures up to — or exceeds — the generally accepted standard for deliverables in its category.

3.   WHAT ARE THE ELEMENTS OF QUALITY MANAGEMENT?

While it may seem like quality is something you would measure after the project is completed, this is a misconception. After all, it's no good to review a project's quality after it has been completed, as this doesn't leave any opportunity for improvements to be made if it's found to be substandard.

Here are the three components of project quality management.

1. Quality Planning

Planning for quality is the first step in quality management. Before beginning, agree upon what counts as "quality" for that specific project and what needs to be done in order to achieve that level of quality. As mentioned, this will depend on what you or stakeholders expects from the project's deliverables.

During this stage, decide what monitoring quality will look like and document this process. Your quality management plan should include the steps you'll take, such as weekly meetings or marking your progress against a checklist, what quality **metrics you'll be measuring** against, and what milestones you need to meet during the project.

The big question to ask during this stage is, "Will this process result in a product deemed acceptable by you as the owner?"

As the project progresses, it's essential to ensure the team follows the agreed-upon plan. Quality assurance focuses mainly on making sure processes are being followed, that planned activities are being completed, and that everyone is working towards delivering a quality end product. The way you assure quality will depend on the project, but we recommend using a checklist and running routine audits.

2. Quality Assurance

The goal here is to prevent problems before they happen by following processes as agreed. While quality assurance is preventative, the next step is more reactionary.

3. Quality Control

Lastly, it's integral to assign an enforcer to the project that can assess whether or not the desired level of project quality is being met. This person will need to review progress against the plan and checklist regularly. This provides an opportunity to identify problems and consider methods of improvement, including adjusting risk factors and contingency plans.

In addition to using the checklist and measuring against key quality metrics, peer

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reviews and regular testing can also be used to assess the quality of the deliverables. This process will either reassure you that the project is meeting the desired level of quality or highlight areas of weakness that need to be addressed before moving forward. This allows you to make amends as soon as you are aware of an issue, which is much easier and more cost-effective than re-doing the entire project.

4. <u>WHAT ARE THE BENEFITS OF QUALITY MANAGEMENT?</u>

1. Higher Levels of Satisfaction

Receiving bad quality products or achieving disappointing services reflects poorly on stakeholders. To get a bespoke service, achieving quality is important. If a customer is unhappy, the deliverable has failed to measure up to the desired level of quality.

Quality management helps ensure that processes are optimized for quality and that all deliverables are produced at a level that guarantees customer satisfaction.

Designer should define quality parameters and check regularly with contractor and report to you.

2. Better Quality Products and services

Even if you will be satisfied with a product of mediocre quality, there are no downsides to exceeding expectations and getting better quality products.

Quality management can help you improve processes and create better products and services.

3. Increased Productivity

Productivity is about more than working fast and efficiently. It's about building strong relationships between team members, improving communication and internal processes. Quality management considers the quality of a project's output and the quality of a project's plans, procedures, and progress. This means it aims to improve

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all areas of a project, including its team's productivity.

4. Higher Profits

You should always aim to keep costs modest while still achieving quality. If, as mentioned above, you can streamline processes and increase productivity levels, it's possible that you would generate higher profits. Higher profits can be guaranteed by raising prices due to increased levels of quality or reducing operational costs by eliminating unnecessary processes.

5. <u>WHAT TOOLS CAN HELP WITH PROJECT QUALITY MANAGEMENT?</u>

A range of tools is available that can support your project quality management. Consider the following options based on your team's output, industry, and ways of working.

Process Decision Program Charts

Process decision program charts are integral to project quality planning as they help design and managers identify what could go wrong in a project and create mitigation strategies accordingly. They also help uncover the steps that need to be taken to complete a project and the potential impact should the project go off-course.

Affinity Diagrams

An affinity diagram is a tool that creates and gathers data and information relating to a project and its product. This diagram will uncover connections between data points to help find solutions.

They are also used during research or brainstorming sessions to generate ideas and gather data. Affinity diagrams can bring structure to disorganized ideas and develop new directions of thought.

Matrix Diagrams

Matrix diagrams allow understanding the relationship between the information in the matrix, which includes objectives, factors, and causes. These are based on an organization's data, which it helps analyze. There are several types, which depend on

how many groups' items there are relationships between.

Prioritization Matrixes

Prioritization matrixes are used during brainstorming sessions. They help create a prioritized list of items to work through by evaluating issues raised during the sessions against a set list of criteria. This allows to understand what problems may arise and prioritize which ones to deal with first.

Interrelationship Diagrams

Interrelationship diagrams help understand cause-and-effect relationships. They identify possible variables that may arise as a project progresses and uncover what other parts of the project may be impacted as a result.

Network Diagrams

A network diagram visually maps out a project's schedule. At Prayogshala Manifesto, we believe looking at things visually can help provide a more accurate picture of a project and allow us to make better decisions. This will represent the critical plan for the project from start to finish and its scope.

The Project Management Triangle

While everyone involved in a project ultimately wants the deliverables to be as good as possible, it can be easy to forget about quality when you're stuck in the weeds. The project management triangle, or the triple constraint triangle, can help achieve quality.

The triangle helps make sure that costs, timelines, and intended scope are balanced; while this alone isn't enough to guarantee a project's output is high-quality, it can go a long way to making sure costs aren't too low compared to the scope or that timelines aren't too short to allow your team enough time to do their best work.

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How Prayogshala Manifesto Can Help Manage Your Project's Quality

Managing your project's quality is no easy feat. There are countless factors to consider, team members to manage, and targets to define and measure against.

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To reduce the impact of roadblocks on the quality of your project, avoid experimenting with QUALITY and SMS 'QUALITY' to +917292026010 to know how PRAYOGSHALA MANIFESTO uses its parameters to deliver the best QUALITY in its class.

For consultation –

Email at info@prayogshalamanifesto.com

Call our Design Principal Ar. Akhil K. Sharma on +917065315031

Telling a Story with TIME-COST-QUALITY TRIANGLE

When you are the person closest to a project, all of its idiosyncrasies seem obvious to you. That includes any metrics being measured or any regular reporting that is undertaken. But what is immediately obvious to you might not be clear to someone who spends less time working on that particular project. That's why it's so important to choose the right metrics to measure. When you're presenting them to an external stakeholder, you want to be able to build a data-driven story that gets to the heart of the project in a way that is clear and meaningful.

But building this compelling data story doesn't have to be onerous. When you use a design and management TEAM LIKE PRAYOGSHALA MANIFESTO, tracking and interpreting project metrics becomes a seamless part of your process, rather than a hefty and time-consuming job. By intelligently connecting budget data, scheduling, and time estimates and entries, PRAYOGSHALA MANIFESTO puts the data to work. Whether you are comparing your Actual Cost to your Baseline, tracking Billable Utilization to a target, or looking for tasks that pose an overrun risk, Our team makes it simple, visual, and dynamic, updating in Quick-time. As your project progresses and evolve, you can be assured that TIME, COST AND QUALITY are completely in control.

Telling strong, clear narratives about your project health really can be simple.

To learn how this could look for your PROJECT,

SMS 'PROJECT' to +917292026010

 or

Book a bespoke consultation with our expert team
Call our Design Principal Ar. Akhil K. Sharma on +917065315031
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https://www.instagram.com/prayogshala_manifesto/

Now that the deep dive is done, let's finally come to the surface.

GUIDELINES FOR RENOVATION AND INTERIOR DESIGNING PROJECTS-

1. Understand that the design time before starting execution is the most important phase in any project.
   1.1. Find an Interior designer or an Architect specialized in Interiors
   1.2. Let the designer give you ideas instead you briefing the designer of what to do. In commercial projects, it's tempting to start by telling the designer exactly what you want. Instead of prescribing solutions, focus on providing **functional and operational inputs**—like how many employees will occupy the space, whether meetings happen in open or closed environments, whether the brand image demands a formal, luxurious, or relaxed atmosphere, or if collaborative zones, client-facing areas, or wellness spaces are priorities.
   1.3. Upgrade your ideas with designer's proposal and try to come to the same page as much as possible.
   1.4. Understand that paying less or free work will cost you more in terms of time, money and quality.
   1.5. Let the professional handle the job. You should pay money to professional work instead of taking things on you.
   1.6. Negotiate if required but choose the one which you feel is best.
   1.7. Try saving money by asking the designer to design things which can compensate for his high fee.
   1.8. Do agreement to set terms and agreement, terms for termination should even be mentioned.
2. Choosing contactor
   2.1. Mixing a contractor you have from your family's and friend circle with the designer has always turned out to be the worst decision.
   2.2. The contractor should have worked with the same designer at least in a couple of projects. Otherwise it can be a nightmare to get things done in time, cost set and quality desired.
   2.3. Negotiating with the contractor on designer's estimate should be your role. This should happen in your presence with the contractor and

designer.

2.4. Do an agreement with the contractor with proper terms and conditions. The designer should provide you that agreement where all aspects can be covered including time, cost and quality.

3. Site measurement and finalization of design and costing.

   3.1. Proper site measurements should happen at this stage.

   3.2. Get exact design refined of all areas.

   3.3. Revise costing as per final design based on rates given by the contractor.

4. Project Plan

   4.1. Designer should provide timelines, payment and quality check schedules along with the contractor.

5. Planning

   5.1. Designer should provide short duration plans to list small targets.

6. Reporting

   6.1. Designer should prepare reports checking specified small targets.

7. Handover Preparation

   7.1. Snag list by the designer along with you should be prepared.

   7.2. All snags to be corrected by the contractor within a given period of time.

8. Handover

   8.1. No dues certificate from contractor and designers should be taken.

   8.2. Referrals – may earn you discounts and offers in the current and future projects.

   8.3. Photo shoot – To glorify your work.

   8.4. Feedback – to add your experience to stakeholder's profile.

Book a bespoke consultation with our expert team
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