

TABLE 1: DESIGN AND MANAGEMENT PROCESS

<p>Pre -Design Establish m² Site description by way of photos and architectural plans. Main security, egress, lighting, sound, and audiovisual requirements. Identify any architectural work to be completed.</p>	<p>Pre- Story Establish primary and secondary objectives. Outline of target audiences. Indicate main stories and large key artefacts.</p>	<p>Pre -Project Feasibility study. Identify likely sources of grants and secure initial funding for concept design phase. Identify key stakeholders</p>	<p>Pre -Schedule Proposed time frame. Don't commit to a hard and fast deadline until you have established the scope of your project and secured funding.</p>
<p>A. Design Services</p>	<p>B. Interpretation and Curation Services</p>	<p>C. Budget Management Services</p>	<p>D. Project Scheduling Services</p>
<p>1. Concept Design Sketches of the overall idea for the exhibition, with an indication of the main materials and method of construction to be used. This part of the process is about brainstorming lots of inspiring ideas, using rough sketches as the way of conversing between the client and the designer and the interpreter. The resultant drawings provide the client with a useful tool for raising funds, seeking grants, and explaining the project to stakeholders.</p>	<p>1. Key Concepts and Artefacts Ideas, concepts and research phase. Brainstorm potential interpretive tools: text, audio, audiovisual, computer aps, computer and physical interactives. Community liaison and research on local stories and material. Create spreadsheet to capture all content with images, artefacts, potential media and interactives. Identify potential loans from other institutions. Begin identifying and grouping potential collection items. Establish main stories</p>	<p>1. Approximate Costing A loose approximation of the overall project cost, or an indication of what it is likely to be achievable with your given budget. Subject to change. Secure total project funding with contingency before proceeding to next stage or identify possible phased development.</p>	<p>1. Approximate Schedule An indication of whether your proposed time frame is likely to be achievable.</p>

<p>2. Developed Design This follows the acceptance of the concept design by the client. It involves research into the cost and suitability of materials and methods of construction for the main components of the display. This part of the process is about fitting the inspiring idea to the budget and method of construction.</p>	<p>2. Developed Storyline Confirm storylines and artefacts and interpretive tools. Complete spreadsheet, including dimensions and reason for inclusion in relationship to concept. Research into the cost of interpretive tools. Establish graphic look and feel, layout of main images and titles, and text hierarchy. Text labels identified and prelim labels written. Community liaison continues. Confirm availability of loans and media.</p>	<p>2. Preliminary Cost Estimate Contractors and suppliers will be contacted to give preliminary estimates of the time and cost of producing components of the display. A spreadsheet of likely suppliers and quantities of materials/services will be collated. This preliminary costing is an estimate only and may vary up to 20%.</p>	<p>2. Preliminary Schedule The suggested program for completion of design, fabrication and installation is outlined at this time.</p>
<p>3. Detail Design and Documentation. Detailed drawings and specifications describing the materials, fastenings, finishes and graphics for the fabrication of all aspects of the display. These drawings and specifications provide documents to hold the manufacturer to account, if anything is made incorrectly. Indemnity is activated based on final plans and specifications.</p>	<p>3. Finalize Interpretation Develop interpretive tools; sound, moving image, interactive, production/post-production/editing; testing. Graphics established throughout, text hierarchy finalized; writing completed and passed on to Graphic Designer for production.</p>	<p>3. Tendering and Budget Confirmation. A schedule of materials and recommended suppliers will be provided. Detailed drawings for fabrication will be sent to potential suppliers for quotes. The designer will then recommend the best tenders. Once the contractors have been selected the costs for the fabrication and installation will be confirmed. Once the budget is approved exhibition components that require prefabrication will then be commissioned.</p>	<p>3. Schedule Confirmation A critical path will be provided. This details time taken to do tasks, and which tasks have to be complete before others can proceed. The schedule for the fabrication and installation is confirmed once the contractors have been selected. The delivery of materials and services for installation can be coordinated if required.</p>

<p>4. Construction Construction of all on site built components. Maximum Service: On site installation and construction assistance and supervision. Minimum Service: Off site installation monitoring with daily progress reporting from Installer via Skype, email or phone, with photos of progress. This enables technical problems to be picked up and solved as they arise, saving time and money, and ensuring a high quality result.</p>	<p>4. Installation Coordinated installation and component delivery. On-site construction and placing of casing, wiring, lighting and data capabilities. Programming; AV installation; sound installation, text installation; graphic elements; moving image installation; artefact installation.</p>	<p>4. Construction Monitoring Checking that all components are made and installed according to drawings and specifications. Remedial action taken or recommended as required.</p>	<p>4. Installation Management The detailed timetabling and allocation of tasks to meet the opening deadline. For on site installation only: The supervision and management of installation staff.</p>
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TABLE 2: INFORMATION AND ACTIONS REQUIRED FROM CLIENT FOR DESIGN AND MANAGEMENT

Note: Section 1 at the top of the matrix is all the information you need to include in a “Brief for the Designer”

A. Design Services	B. Budget Management Services	C. Project Scheduling Services
<p>1. Concept Design m² of your space . Site description by way of photos and architectural plans. Outline of main storylines/subjects. Approximate no. of artefacts, photos and dimensions of key artefacts. Main security, egress, lighting, sound, and audiovisual requirements. Outline of target audiences, key stakeholders, and grant requirements</p>	<p>1. Approximate Costing Overall budget if already determined. All limits to fees and/or materials budget.</p>	<p>1. Approximate Schedule An outline of the management and construction capabilities of your organization. (email juliet@intouchdesign.co.nz for a questionnaire.) Any deadlines that must be met.</p>

<p>2. Developed Design</p> <p>Signed approval of Concept Drawings and signed contract with designer, before proceeding. Accurate site measurements. Location of fire and exit signs etc. Photos and dimensions of most artefacts; sufficient to determine spatial and mounting requirements. Uncommon conservation requirements for any artefacts. Estimated number and size of main texts/ text panels. Images for use in exhibition graphics</p>	<p>2. Preliminary Cost Estimate</p> <p>Contact details of fabricators and suppliers regularly used/recommended by your organization. Liaison with Designer to trim exhibition content/reallocate funds in order to match design to budget.</p>	<p>2. Preliminary Program</p> <p>Allocation of responsibilities for carrying out exhibition management tasks between Intouch Design and your organization. Description of in-house staff capability available for construction and installation.</p>
<p>3. Detail Design and Documentation.</p> <p>Signed approval of Developed Drawings, before proceeding. Final list of artefacts, including photos and all dimensions, and special conservation requirements. Final amount of text required for exhibition graphics. Final copy for any headline text. Final copy and finished production of all graphic materials will be required prior to installation but is not needed for detailed design.</p>	<p>3. Tendering and Budget Confirmation</p> <p>Approval of Preliminary Cost Estimate, before proceeding. Selection of contractors for construction and installation. Approval of confirmed budget. Checking that any pre-fabricated components are produced according to the designer's drawings and specifications. Immediately informing the designer of any faults or technical problems</p>	<p>3. Schedule Confirmation</p> <p>Approval of Schedule. Provision of sufficient and secure space for material delivery. Checking deliveries against schedule. Informing the designer of any late or incorrect deliveries.</p>
<p>4. Installation</p> <p>On site installation: accommodation for one. Off site monitoring: Daily progress reporting from Installer via Skype, email or phone with photos of progress.</p>	<p>4. Construction Monitoring</p> <p>Checking that fabricators produce the components of the exhibition according to specifications. Immediately informing the designer of any faults or technical problems.</p>	<p>4. Installation Management</p> <p>Detailed information regarding the capabilities of all members of the installation team.</p>

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