

**Project Summary Data**

Date: \_\_\_\_\_

Job Number: \_\_\_\_\_

Department Name: \_\_\_\_\_

Department Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

**Current Location**

Building: \_\_\_\_\_

Floor: \_\_\_\_\_

Gross sq. ft.: \_\_\_\_\_      Rentable sq. ft.: \_\_\_\_\_      Useable sq. ft.: \_\_\_\_\_

**New Location**

Building: \_\_\_\_\_

Floor: \_\_\_\_\_

Gross sq. ft.: \_\_\_\_\_      Rentable sq. ft.: \_\_\_\_\_      Useable sq. ft.: \_\_\_\_\_

**Staff**

Previous # of staff: \_\_\_\_\_      New # of staff: \_\_\_\_\_

Previous # of offices/workstations: \_\_\_\_\_

A: \_\_\_\_\_    B: \_\_\_\_\_    C: \_\_\_\_\_    D: \_\_\_\_\_    E: \_\_\_\_\_    F: \_\_\_\_\_    G: \_\_\_\_\_    H: \_\_\_\_\_    I: \_\_\_\_\_

New # of offices/workstations: \_\_\_\_\_

A: \_\_\_\_\_    B: \_\_\_\_\_    C: \_\_\_\_\_    D: \_\_\_\_\_    E: \_\_\_\_\_    F: \_\_\_\_\_    G: \_\_\_\_\_    H: \_\_\_\_\_    I: \_\_\_\_\_

Gross sq. ft.: \_\_\_\_\_      Rentable sq. ft.: \_\_\_\_\_

**Costs**

Box Move: \_\_\_\_\_      # of staff moved: \_\_\_\_\_      per sq.ft.: \_\_\_\_\_

Furniture Move: \_\_\_\_\_      # of staff moved: \_\_\_\_\_      per sq.ft.: \_\_\_\_\_

Construction: \_\_\_\_\_      # of staff moved: \_\_\_\_\_      per sq.ft.: \_\_\_\_\_

Design/Management: \_\_\_\_\_      # of staff moved: \_\_\_\_\_      per sq.ft.: \_\_\_\_\_

**Schedule**

**PLANNED**

planning time: \_\_\_\_\_      constr. time: \_\_\_\_\_      move date: \_\_\_\_\_

**ACTUAL**

planning time: \_\_\_\_\_      constr. time: \_\_\_\_\_      move date: \_\_\_\_\_

**FIGURE 19-8**  
GHK developed this sample form of information to be collected at the close of a project to update benchmarking data.

understand linkages between seemingly unrelated aspects of the situation. This work is partly deductive and partly intuitive, with neither being good on its own.”

Davis believes that interior design professionals who want to pursue this consulting practice must be resourceful, not only for their own work, but also in extracting the information from the client they are serving. To lead a bench-

marking effort, the designer needs to have the following personal traits and characteristics. The designer must:

- *Have a broad perspective of narrow specialty service (it's not enough to be a number cruncher)*
- *Possess excellent planning and organizational skills*
- *Be able to analyze data in meaningful way*
- *Have excellent communications skills (listen actively and explain clearly)*
- *Be able to forge relationships, internally and externally*
- *Be detail oriented*
- *Be naturally inquisitive*
- *Be politically savvy*
- *Know about the organization to be benchmarked*

To build the knowledge base they need to benchmark, designers can turn to many excellent external sources, such as web research, conferences, and publications. Davis adds, "Information is widely available to anyone who chooses to look for it. For instance, the definitive statement on occupancy cost comes from The Association of Management Accountants. How do I know that? Well, I needed to know it and took it from there. I made some inquiries, in person and on the web, and ordered their publications. The thing to remember is that there is a professional association for every known activity. Beyond that, there are good books on every subject, but I resist the temptation to read the business 'best sellers,' which dish up the buzzwords *du jour* in such a general manner as not to be really useful."

In addition, designers can easily find information necessary to project plans and make benchmarking evaluations. Davis says, "Fortunately, many complex statistical and forecasting methods have been incorporated into everyday computer programs like Excel, Definitive Scenario, and others. Knowledge of basic business principles is essential. Terms like present value, net present value, rolling averages, and standard deviation should not only be part of the problem solver's lexicon but a part of his or her working knowledge. We've all