

22

Scope of Service Chart

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Design firms each have a unique way of approaching the design of a project. The following chapters in this part of the book focus on the designer's scope of services. These chapters are presented as narratives from a varied group of designers each describing their individual methods of approaching the process of design. While these approaches vary due to the size of a project, project type and the design firm's philosophy and resources, the basic scope of services is generally consistent from project to project and firm to firm.

The Chicago-based design firm Eva Maddox & Associates designs a broad range of project type; from residential, healthcare, education, commercial and corporate projects. The firm has combined the best-practice knowledge they derive from their diverse practice to construct the following Scope of Service Chart. The chart is a "snapshot" in time, describing today's key activities generally performed during the course of a project from marketing to project closeout.

The key actions include:

- *Coordinating the project*
- *Developing and monitoring the contract*
- *Fee monitoring*
- *Scheduling*
- *Defining objectives*
- *Gathering information*
- *Establishing the "Big Idea"*
- *Patterning (when applicable)*
- *Formatting the presentation*
- *Budgeting*
- *Designing*
- *Graphic design*
- *Documenting*