

Scope of Service Chart (Continued)

KEY ACTIONS	PROPOSAL TO CONTRACT	PROJECT INITIATION	SCHEMATIC DESIGN DEVELOPMENT
Design	<ul style="list-style-type: none"> ◦ Define scope of work 	<ul style="list-style-type: none"> ◦ Identify key areas of focus 	<ul style="list-style-type: none"> ◦ Establish design strategy ◦ Develop conceptual design components
Graphics	<ul style="list-style-type: none"> ◦ Define scope of work 	<ul style="list-style-type: none"> ◦ Identify areas of application ◦ Define methods of output ◦ Establish vendor alliances 	<ul style="list-style-type: none"> ◦ Establish graphic strategy ◦ Develop conceptual graphic components
Documentation	<ul style="list-style-type: none"> ◦ Define scope of work 	<ul style="list-style-type: none"> ◦ Establish formats for project ◦ Define quality levels ◦ Prepare summary report/program 	<ul style="list-style-type: none"> ◦ Prepare all presentation materials

DESIGN DEVELOPMENT	DOCUMENTATION	BIDS	SITE MONITORING	PROJECT CLOSEOUT
<ul style="list-style-type: none"> ◦ Maintain design strategy ◦ Develop final design components 	<ul style="list-style-type: none"> ◦ Develop design/construction details 	<ul style="list-style-type: none"> ◦ Monitor bids to maintain design integrity 	<ul style="list-style-type: none"> ◦ Monitor execution to maintain design integrity 	<ul style="list-style-type: none"> ◦ Identify measurable results
<ul style="list-style-type: none"> ◦ Maintain graphic strategy ◦ Develop final design components ◦ Refine methods of output ◦ Maintain vendor alliances 	<ul style="list-style-type: none"> ◦ Develop graphic/technical details 	<ul style="list-style-type: none"> ◦ Monitor bids to maintain graphic integrity 	<ul style="list-style-type: none"> ◦ Monitor execution to maintain graphic integrity 	<ul style="list-style-type: none"> ◦ Identify measurable results
<ul style="list-style-type: none"> ◦ Prepare all presentation materials ◦ Mark up all DD information for technical turnover ◦ Develop critical details 	<ul style="list-style-type: none"> ◦ Prepare all document sheets as required: engineering, permit, bid, construction ◦ Prepare all specs ◦ Prepare all finish sample sheets ◦ Develop all critical details 	<ul style="list-style-type: none"> ◦ Outline & develop bid forms & procedures ◦ Prepare bid packages for: construction items, exhibit components, signage/graphics, furniture ◦ Establish bid authorization log 	<ul style="list-style-type: none"> ◦ Prepare job-site observation reports ◦ Prepare field-condition clarification ◦ Prepare change order(s) as required ◦ Prepare punch lists ◦ Prepare/maintain shop-drawing log 	<ul style="list-style-type: none"> ◦ Prepare project close-out form

Bibliography

Coates, Joseph E., John B Mahaffie, and Andy Hines. *2025 Scenarios of US and Global Society Reshaped by Science and Technology*. Winchester: Oakhill Press, 1997.

Putnam, Robert D. *Bowling Alone*. New York: Simon and Schuster, 2000.

Senge, Peter M. *The Fifth Discipline: The Art and Practice of the Learning Organization*. New York: Curreny and Doubleday, 1990.

Wacker, Watts, and Jim Taylor with Howard Means. *The 500-Year Delta, What Happens After What Comes Next?* New York: HarperBusiness, 1997.