



# PROJECT PROGRAMMING

**Programming** – The explanation, research and decision-making process to identify the Owner’s needs, opportunities, requirements, constraints and desires for a project scope and putting it into a written, numerical, and graphic form before the design work begins.

## 1. PROJECT INFORMATION

<b>COLLEGE:</b>	
<b>CAMPUS:</b>	
<b>BUILDING(S):</b>	
<b>PROPOSED NAME OF PROJECT:</b>	
<b>PARTICIPANTS IN CREATING PROGRAM (PROGRAMMING TEAM):</b>	

## 2. PROJECT DESCRIPTIONS

### ORGANIZATION GOAL(S):

- How does this project fit into the College Vision, Strategic Plan, and long-term Facilities Master Plan?
- What are the major goals of the stakeholders?
- Are there any future goals, beyond the scope of this project, that would be helpful to know?

**300 character max • Additional information should be a referenced attachment.**

### VISION GOAL(S)

- How should this project relate to the surroundings?
- Should the vision be similar or distinct from other buildings and grounds at the college campus?
- Are there any historic, cultural, environmental, archaeological and/or other implications?

**300 character max • Additional information should be a referenced attachment.**

### FUNCTIONALITY GOAL(S)

- What major functions will take place in the building or space?
- How many people will each of these spaces need to accommodate?
- How might the design enhance or impact occupant interactions?

**300 character max • Additional information should be a referenced attachment.**

### **ECONOMIC GOAL(S)**

- What is the total project budget and funding source?
- What are the considerations for initial costs versus long-term Operations & Maintenance costs?
- What level of quality is desired, in relation to other projects or spaces on campus?

**300 character max • Additional information should be a referenced attachment.**

### **TIMELINE GOAL(S)**

- When is the earliest the project could start?
- When does the project need to be completed?
- What other items might impact the timeliness of the project?

**300 character max • Additional information should be a referenced attachment.**

### **MANAGEMENT GOAL(S)**

- What other considerations must be considered in the request and approval of this project?

**300 character max • Additional information should be a referenced attachment.**

### **FACILITY USERS AND ACTIVITIES**

- Who is doing what in these new or renovated spaces?
- How many people are expected in these spaces during each activity?
- When will these spaces be used?

**300 character max • Additional information should be a referenced attachment.**

### **EQUIPMENT**

- What equipment is necessary for these activities to function properly?
- What is the size of the equipment and how many pieces of equipment are needed?
- What types of furnishings are needed?
- What Information Technology (IT) and Audio/Visual (AV) equipment need to be considered?

**300 character max • Additional information should be a referenced attachment.**

### DESIGN CRITERIA

- Are there items that could affect the architectural design like daylight, acoustics, accessibility, campus/area design, historic preservation, energy usage requirements, policy standards for various functions, etc.?

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### SITE ANALYSIS

- How well do the following site components affect the design?
  - Zoning and deed restrictions and requirements
  - Traffic considerations
  - Utility availability
  - Topography

**300 character max • Additional information should be a referenced attachment.**

### EXISTING FACILITY (AS A RESOURCE)

- If the activities to be housed in the new or renovated space are already in use, then please answer the following:
  - Is the existing facility satisfactory or obsolete as a resource?
  - Are there components from the existing facility that will need to be used in the new space? (equipment, furnishings, signage, etc.)
  - What is the existing facility's square footage take-off for the various functions of these spaces?

**300 character max • Additional information should be a referenced attachment.**

## 3. PROJECT VISUAL AID

### RELATIONSHIP DIAGRAMS

Create and attach flowcharts or bubble diagrams to show different relationships. The following questions may help in their creation:

- What functions should be near each other for the desired outcome to be achieved?
- What are the desired circulation connections between spaces?
- What spaces require security or privacy? Who is allowed where and what security levels?
- What function components are grouped together, and which are segregated?

### VISUAL

Add or attach anything that will help convey the project in a visual form. This could include diagrams, charts, schematics, and/or pictures (of similar buildings, floor plans, types of equipment, interior layouts, interior finishes, etc.).