



STANDARD TIMELINE 21-26 WEEKS
TIMELINE DURING COVID-19 29-34 WEEKS

*TIMELINE BASED ON 20,000 SQUARE FOOT PROJECT

TEST FIT & PROGRAMMING



1-2 WEEKS
(+ 1 WEEK)

- Establish project goals
- Establish preferred occupancy strategy (WFH, hoteling, all employees at office)**
- Determine the total square footage
- Test fit potential buildings
- Survey employees to assess attitudes towards returning to the office**

SCHEMATIC DESIGN



3 WEEKS

- Develop a design concept
- Finalize the plan
- Establish project budget
- Inventory existing furniture & equipment
- Begin coordination with consultants
- Submit plan and narrative for preliminary pricing

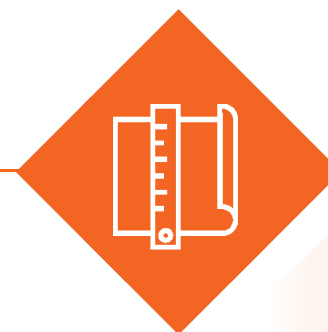
DESIGN DEVELOPMENT



3 WEEKS
(+ 1 WEEK)

- Integrate the design concept into the architecture & interiors
- Finalize interior finishes
- Present furniture package
- Begin to integrate audio visual requirements
- Virtual meetings with the project team as needed to present & finalize design**
- Send duplicate samples of materials & finishes to client**

CONSTRUCTION DOCUMENTS



4-6 WEEKS

- A full set of detailed construction drawings are created.
- Issue construction documents to general contractors for competitive bidding.
- Issue construction documents for permitting

CONSTRUCTION ADMINISTRATION



10-12 WEEKS
(+ 6 WEEKS)

- Construction commences!
- Review submittals and RFIs
- Weekly construction meetings held virtually**
- Site visits scheduled as needed while adhering to all construction site guidelines as issued by local governments.**

Permitting Process
4-6 WEEKS
(+ 1-6 WEEKS)

THE **IMPACT OF COVID-19** ON THE DESIGN PROCESS