Course Title: Client Interview to Project Completion
Location: CYC
Instructor: John Donaghey, AIA-E

Course Description:
Learn from an architect how a variety of administrative and creative graphic procedures can be used to help in producing positive and profitable results in your practice. The procedures presented include steps taken from the first client meeting to the project’s completion.

Fee: $59  Sessions: 4

Course Objectives:
1. Learn important contractual considerations in project planning
2. Learn how to conduct a project site survey
3. Learn how to approach important design steps
4. Learn how to administer the project’s construction

Note: The importance of document organization and record keeping will be covered.

At the beginning of each class, approximately 10 minutes will be devoted to the explanation of the handout materials. There will be several handouts each night. An exercise will be presented each night on the projection screen. Students will replicate the exercise and/or takes notes as the instructor covers the night’s materials.

Lesson Plan:
Session 1: Introductions, class survey, review of client agreements and project planning
Session 2: Investigate digital photography and graphic site data collection for use in making base drawings and preliminary designs
Session 3: Apply Session 2 lessons in producing a final design, color, finish and furnishings presentation
Session 4: Learn how to contract for the construction of your design and how to administer the project to completion