Team Design Folio

School .................................................................  Team .................................................................

Name of your project: .................................................................

Team Members:

• ...............................................................................

• ...............................................................................

• ...............................................................................

• ...............................................................................

To be photocopied in A3 format.
Pages can be added as necessary.
Outlined text boxes can be deleted from completed Team Design Folios.
Design brief for the __________________________ Team

(to be completed by the team at the start of the project)

Design situation: Public places or spaces are used by numbers of people and often for different purposes. Over time the uses of public spaces change as do the needs of the people who use them. In many instances public spaces no longer suit changing uses or the changing needs of those who might use them. There are opportunities to improve public spaces by re-designing and developing them.

Design Task: Re-design a local public space so that it better meets the needs of those who use it or who may use it.

Design solution: The solution will be in the form of a development proposal including drawings, photos, sample materials and/or a multi media presentation. Models may be produced as a means of communicating details of the solution but are not essential. The development proposal must include information about the existing situation, the identified needs of users, details of the design solution including diagrams, plans and images of what the solution will look like.

Who uses the public space?
The public space at ......(location)......... is used by:

- ..........(user).............................. for ..........(need being met) .........................
- ..........(user).............................. for ..........(need being met) .........................
- ..........(user).............................. for ..........(need being met) .........................

Consequences
Re-development of the public space could have the following consequences:

- ................................................................................................
- ................................................................................................

Criteria for success
To be successful, the re-designed public space will:

- ................................................................................................
- ................................................................................................
- ................................................................................................

To check that the re-design meets local planning requirements, the draft proposal will be presented to ........ (Council officer/expert)............................ for feedback.

Planning the process
The resources (materials, tools, budget, etc) that are available for use to prepare the development proposal are:

- ................................................................................................
- ................................................................................................

The project will be limited by the amount of time available, the tools the team is allowed to use and the budget available to spend on materials.

The following people will be available to help our team:

- ................................................., our teacher
- ............................................................

Timeline
Our team started the project on ...................... The development proposal must be ready for presentation to a public audience by ......................

The following dates are milestones for our project:

- Design brief researched and completed by ...................... (date?)
- Design concept researched and developed by ...................... (date?)
- Development proposal complete in draft form ...................... (date?)
Describe the space. All team members had roles when you explored the space and all team members can contribute to this description.

Draw a plan of the space and add notes and photos if they help to explain its uses. Here are some questions for your team to respond to:

- What does the space look like? What are the important features?
- Who uses different parts of the space? What for?
- What are conditions that exist on the site?
  - natural features such as watercourses, mature trees
  - existing services such as drainage systems
  - traffic ways such as roads and pathways
  - buildings or structures.

This information will be useful for inclusion in your Development Proposal.
Exploring the brief – describing the current situation

Describe the space. All team members had roles when you explored the space and all team members can contribute to this description.

On this page describe particular features that are important. These could include:
- Heritage features/buildings/structures that need to be preserved
- Natural features or systems that need to be preserved of respected or improved
- Aspects of the space that team members like or that ‘feel good’ to team members

This information will be useful for your Development Proposal.
Generating and developing ideas – issues for users of the space

In documenting the brief (p2) you identified the people who use the space. Here you can document how well the space meets the needs of those users. Here are some questions for your team to think about:

- What works well in the space?
- What does not work well? What are the issues for users?
- What is ugly? What is dangerous?

You might create a model and photograph it to explain any problems people have when they use the space. Include evidence provided by users of the space.

The issues/problems the team has decided to work on are:

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- 
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NSW Architects Registration Board
Generating and developing ideas for our space

The team has identified issues/problems for people who use the space. Now relate the issues to factors that designers consider when designing built environments, e.g. landscaping, traffic ways, noise, pollution, lighting, use of energy, maintenance.

Each team member will have ideas about changes that can be made. On this page, document the various ideas put forward by team members and then evaluate them using the criteria you wrote down on page 2 to measure the success of your project.
Generating and developing our ideas

Here the team should be bringing ideas together and deciding on a solution to be further developed and presented as a development proposal.
Generating and developing our ideas

It is important that your idea/s are practical. The best way to check that is to work through the team’s progress so far with an expert. Depending on the type of idea/s you are developing, the expert might be an architect, landscape designer, engineer or builder.

Use this page to record feedback provided by an expert. Note the problems and suggestions made.

After team discussion, decide the changes you will make as a result of the information provided by the expert. And check that the changes suit the criteria you are using to judge success.
Once the team has decided on a final idea for the re-design of the space, working out details of the design can commence. To do this it is useful to divide up the task among team members.

At this time it is also important to review the type of information that must be included in the Team’s Development Proposal. It will be important to provide presentation drawings of non-technical people to understand as well as detailed orthogonal drawings including plans, elevations and sections of the proposed changes to the space.

Consider questions such as:
- What construction methods (technologies) will be used? Why are they suitable?
- What materials and other resources will be required? Why are they suitable?
- How will the changes be made?

Note the reasons for the choices you have made.

When selecting materials, other resources and construction methods, it is also useful to talk with someone with expertise about their use.

Most of the work you do here can be copied straight into your development proposal.
Generating and developing our ideas – design details (cont.)
Preparing a development proposal

As a team, write down a list of parts of a Development Proposal and types of information that must be included.

Like all design teams, allocate the tasks of producing parts of the proposal to different team members. Use this page to plan a team work schedule. The schedule should include:

- Task to be completed
- Person responsible
- Deadline for completion of the task.

Remember, it will take time to assemble all the parts and refine the Development Proposal. Check that you can keep to the milestones you established for completion of the project.
Producing a development proposal is one thing, presenting it is another.

Effective presentations provide key information in a short and usually specified period of time. It is most important to give information that is necessary for those with authority to make decisions.

Most presentations involve a period of time for information giving:
- describing the key features of the proposal
- the arguments for its acceptance (benefits), and
- any provisions that have been made to overcome objections or problems.

An opportunity is then provided for the audience to ask questions.

A team approach is the most effective way to present a development proposal with each member of the team responsible for either explaining part of the proposal or answering particular types of questions.

Use this page to plan the team’s presentation.

It is useful to record the presentation and document feedback. Often as a result of presentations, ideas are modified and proposals re-submitted.
Final evaluation and team reflections

Here are some questions for your team to think about:

- How did your team evaluate the success of your proposal? How does the re-designed space meet the team’s criteria for judging success?
- Did the team work effectively? Was the process you followed effective? How might you work differently if you were to do the project again?
- What is innovative about the re-designed space?
- What part of the project did team members most enjoy? What was most difficult? What was most satisfying?
- What are the most important things team members learnt by re-designing a space and preparing a development proposal?
Development Proposal

Brief description of the development: ...........................................................................................................................................................................
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Issue of concern to users: ............................................................................................................................................................................................................
Site analysis plan

The site analysis plan describes existing condition and problems at the site. This can be done by annotating a plan view of the site and using photographs to illustrate an issue where appropriate.

This plan should refer to the area as it exists and that may be affected by the development. It might include information about:

- natural features such as watercourses, mature trees
- existing services such as drainage systems
- traffic ways such as roads and pathways
- nearby buildings or structures.
Plans and elevations

These drawings will clearly document the proposed buildings or works. If the plans are for alterations and additions, the new work must be coloured.

The plans and elevations should show the top view and the front and side views of the proposed development. It should be drawn to scale and include dimensions (sizes).

In preparing the plans and elevations it is important to ask yourself:

- Is there enough information to understand the form (shape) of the development?
- Is there enough detail to tell tradespeople what is to be constructed?
Other required plans and materials

This part of a development application might include:

- A plan to show how the development will be landscaped
- A plan to show the design and location of water services and systems
- An explanation of shadows that will be created by the development and that may impact on others.

A sample or display board can also be included to show details of surfaces, textures, colours and effects of materials to be used.
Model or photomontage

A model or a photomontage helps those who consider the proposal understand the visual impact of the development as well as the technical detail. **Photos of the model may be included here.**

In preparing a model or photomontage, it is important to ask yourself:

- Will the information provided help those who are involved in the approval process?
- Is more information provided than is necessary?
- How will the information be used? Does it suit the intended audience?
Statement of environmental effects

In preparing this section of your development proposal, you might include relevant information regarding environmental effects of the development.
Record of discussion with affected neighbours/members of the school community

For this section, it is important to include information that shows you have responded to concerns of people or organisations that will be affected by the proposed development.

- Who provided you with feedback?
- What feedback did they provide about the development?
- How does your proposal respond to the feedback that has been provided?
- What arguments need to be put forward to support the approval of your development?
Have you discussed the proposal with a council assessment officer or school authority?

For this section, it is important to include information that shows you have taken notice of advice provided by people or organisations that have the authority to approve the proposal.

- Who provided you with advice?
- What advice did they provide? About the development? About the approval process?
- How does your proposal respond to the advice that has been provided?
- What arguments need to be put forward to support the approval of your development?