



**Academy of Architecture**  
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# Design And management Booklet, 2020

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## Project result

- Small booklet in pdf. **Hand in Thursday 23 January, before 17:00!**
- Focus on visualization with captions.
- Suitable for group presentation.  
(During the final presentation on 23 January we will ask some students to present their results to the rest of the group)



## **Content of the booklet**

**1. Introduction of the project**

**2. Process**

**3. Office organization**

**4. Project organization**

**5. Collaboration**

**6. Reflection**



## 1. Introduction of the project

- Brief description (with images) of the scope of the project: what is the assignment and what is the foreseen end result?
- Brief description of the main objectives
- Analysis of the critical constraints (time/money/quality)

## 2. Process

- Visualization of the main steps in the design process (workflow), related to the planning
- Analysis of the process: was the planning clear at the beginning of the project? Who is responsible for the planning? Does/did the project evolve according to planning? Etc.



### 3. Office organization

- Brief description of the office organization (firm size and general organizational structure)
- Involved team members and their roles: who is responsible?
- Analysis of the office organization

### 4. Project organization

- Involved team members, their interests and their roles
- Formal organization scheme (contractual lines: closed line)
- Informal organization scheme (organizational lines: dashed line).  
The informal organization scheme includes stakeholders outside the project team like beauty committee, municipality, local community, etc.
- Analysis of the organization: what is the difference between the formal and the informal organization? Who is/are the most influential parties and why?  
Etc.



## 5. Collaboration

- Analysis of the team functionality based on the questionnaire by Lencioni
- Spider diagram.

**!! Prepare with interviews!!**

## 6. Reflection

- Analysis of the most critical constraints / management issues
- Proposals for improvement