Academy of Architecture
Amsterdam University of the Arts

**Design
And
management**

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Coordinator professional experience**

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Project result

- Small booklet in pdf. Hand in Thursday 24 January, before 18:00!

- Focus on visualization with captions.

- Suitable for group presentation.
  (During the final presentation on 24 January we will ask some students to present their results to the rest of the group)

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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.

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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.

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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