VAD Associates - Velarde Architecture & Design

|Architecture Project Template

Resource Planner Template

This template structures an architectural project as a **resource-planning exercise**. It organizes information into **availability, allocation, and utilization** so scope, risk, and effort are visible early.

Purpose

Use this checklist to:

> Allocate design, approval, and construction resources deliberately
> Identify gaps, risks, and constraints before design begins
> Maintain balance between scope, budget, and schedule

Project Goals

> Allocate resources efficiently across project phases
>
> Prevent redesign, delays, and scope creep
>
> Identify regulatory and feasibility risks early
>
> Support sustainable project progress

Property Resources

- Address   _____
- Known violations or open permits   _____
- Survey availability   _____
- Year built (if known)   _____
- Existing building type   _____
- Lot size   _____
- Block & Lot (BBL)   _____
- Borough   _____

Scope Resources

- Project type (renovation / addition / new build)   _____
- Existing vs proposed use   _____
- Unit count (existing / proposed)   _____
- Must-have program elements   _____
- Nice-to-have elements   _____
- Long-term intent (sell, rent, occupy, refinance)   _____

Allocation Checklist

Confirm the following before design kickoff:

- ☐ Property information collected and verified
- ☐ Scope clearly defined and prioritized
- ☐ Budget range aligned with scope
- ☐ Timeline aligned with approvals and construction
- ☐ Decision-makers identified
- ☐ Roles and responsibilities understood

Regulatory Awareness (Risk Inputs)

> Zoning district known or unknown
>
> Landmark status (yes / no / unsure)
>
> Flood zone awareness
>
> Prior DOB filings or objections
>
> Community or site-specific constraints

Time & Financial Resources

- Target construction budget range
- Budget flexibility (fixed / flexible)
- Desired project start date
- Desired completion date
- Critical deadlines (financing, tenants, leases)
- Funding status (cash / loan / investor / TBD)

Rules

Do:

- Flag unknowns early
- Update allocations as information improves
- Treat approvals as resources, not assumptions

Don't:

- Ignore regulatory constraints
- Assume feasibility without verification
- Commit budget or schedule without clarity

Decision & Authority

- Primary decision-maker
- Other stakeholders with approval authority
- Required approvals outside the project team

Questions to Resolve Early

What approvals are required for this scope?

What decisions impact cost the most early on?

What risks could affect timeline or budget?

What can be phased now vs later?

Next Step

Once this checklist is mostly complete:

The project is ready for feasibility review

Scope confirmation

Design kickoff planning

Partial information is acceptable. Missing clarity should be flagged, not ignored.

Disclaimer:

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