



# 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 \_\_\_\_\_
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## 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) \_\_\_\_\_
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## 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

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## 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
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## 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)
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## 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
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## Decision & Authority

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