

# PROJECT SCHEDULE MATRIX

To calculate an appropriate amount of time to successfully plan and complete your office acquisition:

- 1) Determine the process for selection of your architect
- 2) Determine what level of programming will work for your organization
- 3) Determine the number/size of buildings to be Fit Planned
- 4) Chose the level of construction for the project and associated time line
- 5) Add time for FF&E procurement and adjustments for Holidays

LEASING/PRE-DESIGN		DESIGN				BUILD-OUT		OCCUPANCY	
SELECT ARCHITECT	SPACE PROGRAMMING	FIT PLANS*	LEVEL OF CONSTRUCTION	SPACE PLANNING	CONSTRUCTION DOCUMENTS**	BUILDING PERMIT***	CONSTRUCTION**	MOVE-IN**	
<b>1-2 weeks</b> (Solicit referrals, contact 1-2, make selection)	<b>1-3 days</b> (1 programming meeting w/Space Planner, review and confirm meeting notes)	<b>1-2 days</b> per building studied - (Less than 5,000 SF ±)	<b>"PLUG &amp; PLAY"</b> (Ready for immediate move-in; no construction)	(N/A)	(N/A)	(N/A)	(N/A)	1-5 Days	
<b>2-3 weeks</b> (Solicit referrals, contact 1-2, interview & make selection)	<b>2-3 days</b> 5-10,000 SF +/- (Develop headcount info. And exist'g. space allocations, programming meeting w/Space Planner, review and confirm meeting notes)	<b>1-2 days</b> per building studied - (5 - 10,000 SF ±)	<b>"CARPET &amp; PAINT"</b> (finishes only, no wall or door changes)	<b>1-2 weeks</b>	<b>1 week</b>	(N/A)	<b>4-6 weeks****</b>	1-5 Days	
<b>2-4 weeks</b> (Solicit referrals, contact 2-3, Issue Request for Proposal, Interviews, make selection)	<b>1-2 weeks</b> 10-20,000 SF +/- (Develop headcount info. and exist'g. space allocations, programming meeting w/Space Planner, Write Draft Program, review and confirm, Issue Final Program)	<b>2-3 days</b> per building studied (10 - 20,000 SF ±)	<b>"MINOR REMODEL"</b> - Permit Req'd. (Move/change 5% or less of walls/doors, etc.)	<b>1-2 weeks</b>	<b>2-3 weeks</b>	<b>1-4 weeks</b>	<b>6-8 weeks</b>	1-5 Days	
<b>4-6 weeks</b> (Solicit referrals, contact 4-6, Issue Request for Proposal, Review Proposals, Short List 2-3, Interviews, make selection)	<b>2-3 weeks</b> 20,000 SF + (Develop headcount info. and exist'g. space allocations, 2-3 programming meetings w/Space Planner, Write Draft Program, review and confirm, Issue Final Program)	<b>3-4 days</b> per building studied (20 - 30,000 SF ±)	<b>"RENOVATION"</b> - Permit Req'd. (Move/change 50% or less of walls/doors, etc.)	<b>1-3 weeks</b>	<b>2-3 weeks</b>	<b>3-6 weeks</b>	<b>8-10 weeks</b>	1-5 Days	
<b>6-8 weeks</b> (Assemble Selection committee, Solicit referrals, contact 4-6, Issue Request for Proposal, Review Proposals, Short List 2-3, Interviews, make selection)	<b>3-6 weeks</b> 20,000 SF + (Assemble Planning Committee, Develop headcount info. and exist'g. space allocations, 2-3 programming meetings w/Space Planner & Committee, Write Draft Program, review and confirm, Issue Final Program)	<b>4-5 days</b> per building studied (40,000 SF +)	<b>"COMPLETE BUILDOUT"</b> - Permit Req'd. (move 50% or more of walls/doors, etc. or all new space)	<b>2-3 weeks</b>	<b>3-5 weeks</b>	<b>4-6 weeks</b>	<b>8-12 weeks</b>	1-5 Days	

## NOTES:

Days noted indicate working days and excludes weekends and holidays

\* Assumes Landlords provide CADD files of existing conditions prior to commencing work

\*\* Multiple Floor Projects add 1 week per additional floor

\*\*\* Varies per local jurisdiction, depending on scope. Some jurisdictions allow an over-the-counter submittal process which can save up to 3 weeks

\*\*\*\* Allow 2-6 weeks for the order and delivery of carpet

## WILD CARD VARIABLES:

Holidays: Add 1 week each for Thanksgiving, Christmas and New Years

Furniture Procurement: Furniture Fixtures & Equipment (FF&E) can take 8-12 weeks - consult with your architect.

Building Search & Lease Negotiations: Time required can vary - consult with your Broker

Data & Telecommunication system: Allow 4-6 weeks to select and procure

