NEW-HOME DESIGN / 01

# DEFINE THE PROGRAM AND PRIORITIES

Describe needs and relationships, not a design. Keep the property identity, access and private documents outside this worksheet.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

**Project A / neutral label / no address or parcel identifier**

**People, household or use pattern / no personal identities**

**Daily activities and spaces that need support**

**Important room, outdoor or arrival relationships**

**Must-haves, preferences and future options**

**Open decision, conflict or priority to resolve**



Preparation only. Not architectural, engineering, site, survey, design, energy, certification, code, permit, environmental, contract or legal advice. Keep property, access, plan, account and security details private.

NEW-HOME DESIGN / 02

# MAP INFORMATION, PHASES AND TEAM ROLES

Ask who supplies, verifies, coordinates and approves each input or deliverable.

**Survey, site report or base document / type and status only**

**Known utility, access, climate or site question / no location detail**

**Concept options, review meeting and owner decision point**

**Design-development checkpoint and revision assumption**

**Consultant or specialist roles / coordination owner**

**Requested drawings, schedules, models, files and handoff**



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NEW-HOME DESIGN / 03

# CHECK PROPOSAL READINESS

Tick what is organized. These checks do not approve a design, system, certification, requirement or professional role.

- [ ] Every architect receives the same non-sensitive Project A brief
- [ ] Property identity, access, private plans and accounts stay outside
- [ ] Activities and relationships are separated from design solutions
- [ ] Must-haves, preferences, future options and unknowns are labeled
- [ ] Base documents are inventoried by type and verification status
- [ ] Owner decisions, consultant roles and review points are requested
- [ ] Performance or certification goals are framed as qualified-team questions
- [ ] Phase deliverables, revisions, formats and handoff are requested

**Open program, relationship or priority question**

**Unclear base-information, phase or consultant boundary**

**Missing decision, deliverable, revision or handoff detail**



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# QUESTIONS FOR THE ARCHITECT

Record the answer and where it appears in the proposal, phase list, responsibility matrix or deliverable schedule.

**Program: how are activities, spaces and relationships confirmed?**

**Information: what must be supplied, verified or coordinated?**

**Phases: what options, reviews and owner decisions are included?**

**Team: who coordinates each consultant and authority interface?**

**Goals: how are optional performance objectives documented?**

**Handoff: what drawings, models, files and open items arrive?**



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NEW-HOME DESIGN / 05

# COMPARE THE SAME PROJECT A BRIEF

Use Architect A and B. Clarify unlike program, base-information, phase or deliverable assumptions before comparing proposals.

**Architect A / B / proposal dates / shared Project A brief**

**Program, options, phases and decision checkpoints - A / B**

**Base information, consultants and goal coordination - A / B**

**Deliverables, revisions, handoff, exclusions and fit - A / B**

## READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start an Architect request. Share a non-sensitive Project A program, priority and design-services brief so participating pros can compete with proposals. Compare phases, checkpoints, consultant roles, optional performance-goal coordination, deliverables, revisions, handoff, exclusions and fit. A private site, base-document and qualified-professional review may be needed before a final proposal.

**One request. Every pro's best offer.**

Start a request

Participation varies. A private site, base-document and qualified-professional review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/architect/new-home-design

U.S. Department of Energy Building Science Education: How to Design for Performance (official reference)

U.S. Environmental Protection Agency: About Indoor AirPlus (official reference)



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