**VII. Schematic Design**

**What Is It?**

* Schematic design is the beginning of the design process for a project. During schematic design, the scope of the project is confirmed, a design team is established and programming efforts are completed. Schematic design should establish the design intent as well as begin to identify any potential conflicts or issues to be addressed by the design team during documentation.

**Who Is Involved?**

* Project Planner
* Project Manager
* Customer
* Sr. Project Manager
* Director
* Sr. Director
* Director of Facilities Operations
* Director of Utilities & Energy Management
* Risk Management
* OEHS
* Police Department
* Computing & Information Technology
* Procurement
* Subject Matter Experts
* DLAR

**How/Process**

* The schematic design process occurs once a project is funded and is initiated by the Project Planner.
* During the schematic design phase, the Planner, design consultant (if applicable) and the customer should review the project request, intended usage, building code impacts and design intent in detail to ensure a complete project moving forward
* Deliverables may include but are not limited to:
  + Programmatic block plans
  + Initial floor plans
  + Elevations (as necessary)
  + Room Data Sheets
  + Finish Boards
* Depending on magnitude of changes, room numbers and space allocation discussions should be started with the Space Manager and Planner

**Checklist**

* Planning checklist

**Timeline Considerations**

* Depending on the scope of the project, the schematic design process can take a few weeks to a month or more.
* Once completed, the schematic design should be reviewed by the WSU team and the customer to confirm that design intent is documented and approved.

**Forms**

**Filings**

* 2.0\_Project\_Dwgs\_Specs/Issued\_Progress\_Dwgs/2.0\_SD\_Schematic\_Design\_Docs

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