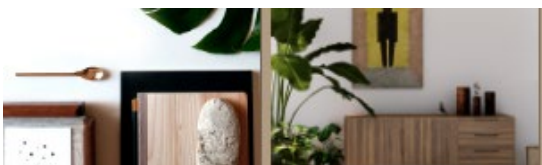




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Are You an Undiscovered Interior Designer? Part 2

Drawing & Running the Projects



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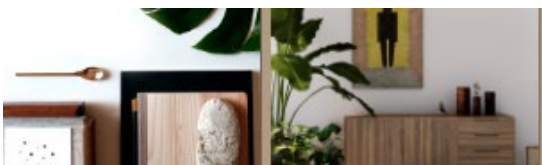
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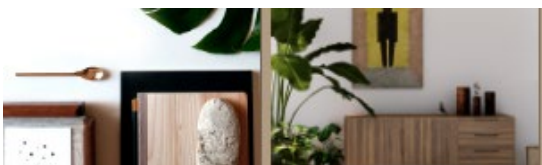
Introduction

Designers love their profession but often struggle with the complexity of running a professional interior design practice, either working for themselves or running a large practice with staff.

Interior design is not just the design of domestic and commercial interiors, there is also a lot of paperwork and business systems required and involved and tried and true professional systems to follow for the business side of the industry. As a designer you must also have the skills to communicate not only in discussion but also in creating documents to put a project together. The higher quality of the documentation the less risk to both yourself and your client. Less risk equals a better and more efficient and profitable business. Therefore, learning how to demonstrate and display to the client, confirm legal requirements and instruct the contractor with professional documentation is critical. To create these documents requires specific skills and knowledge including architectural drafting, construction, law, and project management.



You also need to have skills in managing people from all walks of life. This includes the tradesman who may just want to get the job done without any fuss, to the bureaucrat behind the counter at the local government body wanting detailed documentation for everything from the flammability of the materials used to the electrical and plumbing systems so that they comply with the law. There are also specialist areas that require additional knowledge including hospitality, commercial office design, retail, health care, aged care, industrial and a whole host of other.....[more info here](#).



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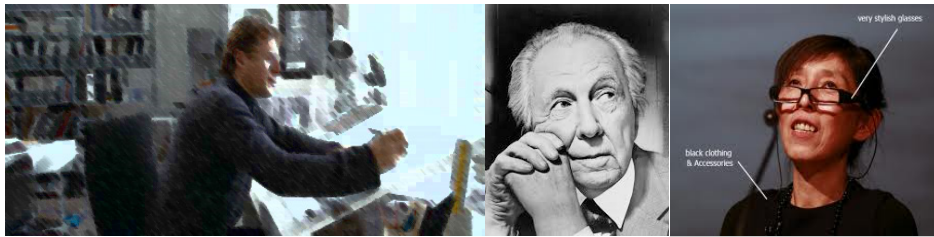
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Professional Designers



Professional interior design is a complex and law governed industry that has codes and systems that must be adhered to. Taking a professional business approach to the design industry will provide you with a sound foundation to work from and help you achieve a steady income rather than leaping in with a cavalier attitude to business, thinking you will pick up the skills along the way.

For professional interior designers, in the beginning, making a perceived profit is relatively easy, but making a real profit consistently and growing the business over time takes skill and strong management. Unfortunately, often the most creative people in the world are the least business savvy.

Gaining skills required to grow the business to be able to capitalize on the creativity and the professional interior design services that we offer is what will differentiate us from being great designers to professional interior designers in the interior design business, enabling you to combine those characteristics and create wealth for you and your client.

Those necessary skills are many and include good design methodology, the understanding and application of [.....more info here.](#)





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Drafting and Presentation



The designer must have skills to get his or her ideas across to the client and the constructor and they have to be done so in a fashion that makes them easy to understand and precise. To do so there are worldwide systems that have turned into a number of professions and they specialize in these skills such as drafting, illustrating and rendering and specification writing. As a designer you must have some skill in these areas not only to produce documentation but to ensure that you are able to “talk or write” the language of construction. We do this using these skills. Below is an outline of what is involved. If you want to undertake home renovation or become professional in the interior design field then you must learn these skills or at the very least have others understand what you are trying to have designed and constructed so that they may be able to produce the documentation for you.

This topic is about how to get your ideas across so that you can

- Sell the idea to the client.
- Collate the design for yourself and your client.
- Draw diagrams that accurately illustrate how an item is to be manufactured.





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It involves learning the practice of traditional drafting so that you can draw an item to scale and with your knowledge of construction produce a working drawing so that the item can be manufactured by tradespersons who are able to read such a drawing.

Areas that need to be learnt are:

- Measuring an existing item, be it a room or piece of joinery

[How to Site Measure](#)

Transferring those measurements to a piece of paper so that the lines drawn are accurate to a scale.

How to set up that drawing on a drawing board.

The principals behind basic angles and geometry for simple technical drawing.

How to make a drawing read correctly with line weights and the application of notes and dimensions.

The filing and storage of the drawing and how to distribute it legally.



How to draw simple one-point perspectives.

How to draw two-point perspectives.



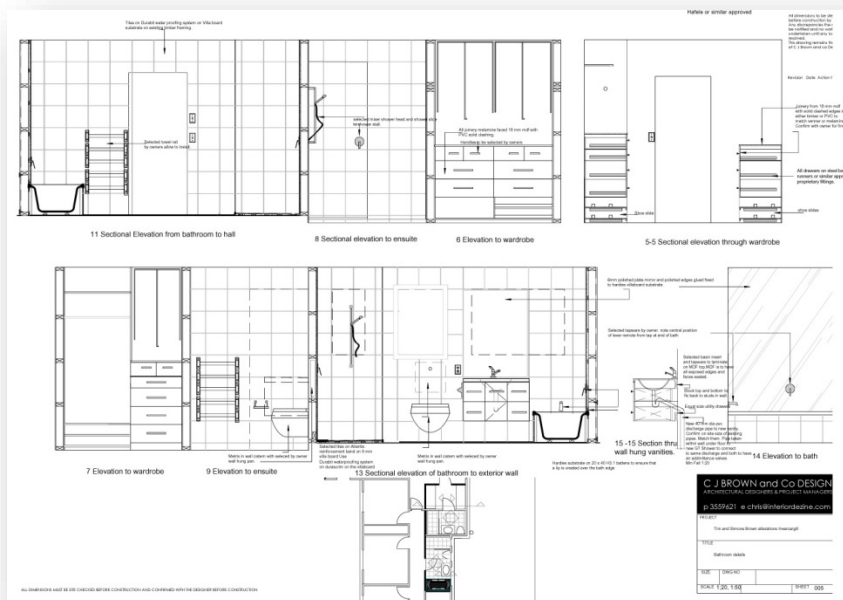


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How to render plans and perspectives for presentation.



An introduction to Computer Aided Design and Drafting







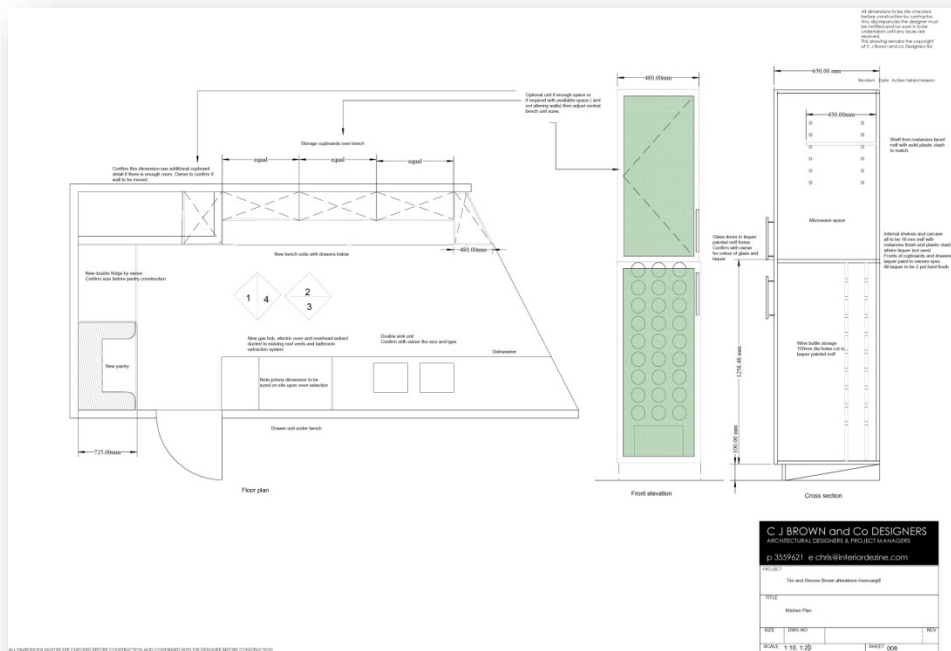
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For someone else to understand your designs and to construct from them, you and all those involved, need to use a common language or form of communication that can be understood by all parties. The old saying that a picture paints a thousand words could not be more apt for the design industry and so it is pictures that designers use as their main form of communication.

To describe how a cabinet is built in written form is nearly impossible.

For example: *"I would like you to make me a cabinet. It needs to be 2 meters long and half a meter in depth and 90 % of a meter high. I would like it to be made of mahogany with the grain shown to be quite a deep look and vertically run. The top of the cabinet needs to protrude over the leading face by 40 mm and be also 40 mm deep and I would like it to be rounded to a diameter of 20mm. In fact make it a bullnose with a slightly raised edge. The interior of the cabinet is also to be mahogany and to have three adjustable shelves inside it. Space the adjustment holes at 20 mm intervals and use chrome plated steel pegs to hold the shelves in position. Each peg should be about an inch long and not to protrude through the exterior of the cabinet. It will need to have four doors and they are to be hung on self-closing hinges with chrome plated steel d handles fixed 100 mm down from the top of the cabinet."*





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By the time you have finished writing all this and the instructions for the rest of the project you will have produced a book that is very large as well as very confusing. It is also difficult for the person manufacturing the cabinet to see at a glance your intentions and the details that you would like.

Now do not confuse this with a specification, which will be illustrated later in this book and is expanded on in the Project Management book. A specification is an outline document covering the specific industry standards and conditions of contract that are required.

Keep the written specification to a practical minimum and retain the detail and quantities of items on your drawings. The drawings are what you as a designer have a natural ability to communicate with.

You are the designer. Show your designs as drawings.

The [drawings](#) required for any project are usually in the following format:

- [Sketch Plan](#) - the initial concept plan used to identify practicality, legal and cost estimation parameters.
- Detailed Design - refining the design to ensure the aesthetic qualities are included and re-establish the costs, and then
- Working Drawings, Construction Drawings, “Blueprints” - the detail of methods of construction, materials and sizes, shows all the services on plans and the drawn scope of work.

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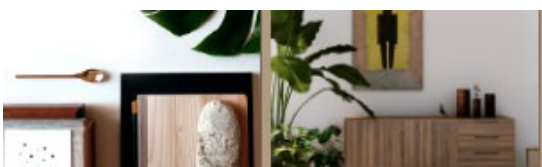
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Project Management



To actually have the design that you have developed requires more than a few ideas and sketches and even more than fully developed drawings. Careful planning and timing of the required stages of construction is required and we use project management to do this. This is the business side that a designer should understand. There is nothing more satisfying as a designer than seeing your project built and used and even more so if you have a happy client because the project went together smoothly. Here we outline the basics of project management for designers that will make each and every one of your projects run smoothly. To do this you need to understand the principals and basic requirements of project management and all those that participate in the project, the stakeholders.

The design process for a project, outlining the scope of work involved and how to work through it.



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In every project there are three major areas that need to be addressed:

Design

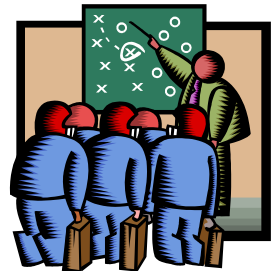
Cost

Time

As a designer you will naturally think that design takes precedent but if the costs, timeframes and quality are not given attention, then all the time and effort put into the design may be spoilt by factors that could have been controlled.

Depending on your view, this may be the boring part of the design process but is as equally important as the design, if smooth facilitation of the project is to take place.

There is a straightforward process to project management but the underlying rule is risk management. The tool we use to counter risk is communication. If you can identify all areas that are subject to risk (i.e. others assumptions and others decisions) and then plan to control or monitor and deal with those situations you will be well on your way you are well on your way to the basics of good project management.





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The Lighthearted Rules of Project Management

1. *If anything can possibly go wrong, it inevitably will.*
2. *Absolutely everything takes longer than you think.*
3. *If you explain so clearly and explicitly that nobody could possibly misunderstand then somebody most definitely will.*
4. *The probability of anything happening is the inverse ratio to its desirability.*
5. *All delivery promised time frames must be doubled, manufacturers specifications of performance halved and salespersons claims of performance quartered.*
6. *Variables will not. Constants are not.*
7. *The simpler the modification appears to be, the greater the influence on the rest of the project.*
8. *Once you have exhausted all the possibilities and fail there will be a solution so simple and obvious and unfortunately more than obvious to all those observing.*
9. *There is never enough time to do it right the first time...[more](#)*

Within this subject you need to identify:

Identifying all stakeholders' resources and project parameters such as time and budget

A timeline (gant chart) to be read in conjunction with the Design Process article (design articles) or with the downloadable Design Process Scope. [Click here](#)

Planning the project is the first step to gaining the tools that are needed for running the project. Note that the design stages and documents develop and define the project; these are the working drawings (blueprints) and specifications. They develop and define the actual work that is to be done and dictate which trades will be involved in the project.





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- Sketch Plan - the initial concept plan used to identify practicality, legal and cost estimation parameters
- Detailed Design - refining the design to ensure the aesthetic qualities are included and re-establish the costs and then
- Working Drawings, Construction Drawings, "Blueprints" - the detail of methods of construction, materials and sizes, shows all the services on plans and the drawn scope of work
- Written Scope of Work and / or Specification - the documentation that establishes all the legal standards and local body authorities that the tradesmen are required to work and comply to. They are used to construct and accurately price from. Also includes finishes and an outline scope of work for each trade that is referenced back to the drawings.

Once these documents have been produced, they can then be used to define the quotations, timing, and form a contract with the main contractor or all the individual contractors. They will be the information that a contract is built around. They form the basis of a contract in the set of instructions of what to build and to what standard.

Every step of the project must be considered and planned to ensure that nothing is missed, even having a contingency (an additional sum of money set aside in case of unforeseen events) in place for those areas such as rotten framing that may raise its ugly head.

Never rely on others without their written assurance in the form of a contract and even then the work has to be supervised and monitored so that you are aware of each and every detail that is taking place. Most of all, never rely on a verbal agreement or handshake, even with friends or recommended contractors.





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Contracts

When you sign up to a contract you need to have the remuneration that has been quoted or agreed on and all the elements broken down as well as a description of what work is going to take place. This usually takes the form of a specification and drawings, which will establish the legal scope of work.

Ensure that everything is in writing. Too often something is included in a hearsay situation and at the end of the contract it is added to the bill. You thought that it was included in the main contract and appears as an extra. Therefore, you have to explain to the client why they have to pay extra for something that they thought was included. Very embarrassing and not a position that you want to put yourself in.

Remember in project management - Assume **Nothing**

Points to Consider Within the Building Contract

You cannot buy an item on hire purchase without a contract, they set out their costs and what you will have to pay them and when and what happens if you don't. The same theory should be applied with a building contract.

For example - the construction and fit out could take up to six months or six years on a large project and the main contractor will want money on the way through to pay for the work as he progresses. How much and how often are two of the main questions to be agreed upon. This is covered at the beginning when you set out your contract, how many stages and how many progress claims, and how much you will hold back until all the remedial work at the end of the project is complete. Then both parties are aware of their ongoing obligations.

(Note this system may be covered by specific law in your country.)





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For more on how to successfully run a project [click here](#)

[Professional Interior Design](#)

[Construction](#)

[Drafting – Drawing](#)

[Hospitality Design](#)

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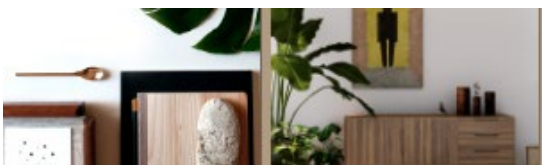
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