

## Assumptions

## Needs

## Expectations

## Outcomes

*Brief taking, reality checking, communicating design intent, making sure things work properly, making sure needs are met.*

### Context

#### 1. Goals

Educational, health, business etc

#### 2. Site and local

#### 3. Environmental

#### 4. Technical change

#### 5. The wider future

Targeted brief main headings

Are assumptions properly thought through and in the open at the outset?

Are user needs made crystal clear?

Are expectations managed appropriately and realistically?

Are likely and actual outcomes evaluated against the brief requirements?

### Qualities

#### 1. Space requirements

#### 2. Image

#### 3. Operational

#### 4. Building performance

including sustainability

#### 5. Cost

Are all points of interest properly represented and resolved?

Are risks and potential downsides realistically mapped out?

Are value propositions clear?

Are likely outcomes monitored against effects of change and potential volatility, e.g. for future adaptability?

Are targets met?

Does the building work as intended?

### Implications

#### 1. Users

#### 2. Organisational effectiveness

#### 3. Management

#### 4. Investment

#### 5. Strategy

Are strategic implications and consequences thought through?

Is usability and manageability for the occupier properly resourced?

Are user needs met?

What are the lessons for the future?