

FIRST TIME FITOUT

FITOUT THINKING – Four Stages to Mastery

1. BIG VIEW THINKING

Getting the bigger picture set.

You need to start the journey with an overview of what is really required from your new premises. Think about why you're moving, what outcomes you need to achieve and when you need to achieve them. Your "Game Plan" should consider:

- Staffing – now and future
- Location – where is best?
- Clients – first impressions?
- Time – how soon?

Detailed "to-haves" are usually expensive, so thinking about them before handover will save you a lot of time, money and stress. It is always more economical to budget for these things at an early stage of the project. If you forget until the last minute, you'll be altering/moving other services to make space.

PRO TIP: Have a look at your existing office areas and consider what you'd change in a new office. Ask others for opinions too.

2. DETAILED THINKING

Considerations about the smaller things.

3. ACTION THINKING

Putting plans into place.

The lease is signed and plans are set. Your goal is to be ahead of the game, with the aim of keeping the project rolling along without any stoppages or delays. These things can stop action:

- No power on-site
- No amenities on-site
- Incorrect paperwork
- Non-compliance with OH&S
- Nominated key subcontractor not being informed

Completion thinking is like stage 3 except it happens faster and the consequences for missing something can cause major headaches. It's the end of the line - do or die - so how do you get through it? Checklists.

Write down everything that needs to happen and when, and make sure you keep everything under control.

4. COMPLETION THINKING

Where it all comes together.