

## FACILITY PLANNER/PROGRAMMER POSITION DESCRIPTION

### Position Title

Facility and Site Planner/Programmer

### Reports To

Chief Operating Officer (COO)

### Date Available

Immediately

### Purpose

All successful facility projects begin by understanding their mission and organizational, operational and functional requirements. Establishing these critical goals and objectives requires examination and exploration with the stakeholders who will be using the facility. The Facility Planner/Programmer acts as the facilitator in the development of these cornerstones, getting a client from “where they are, to where they want to be”

### Role/Responsibility

The responsibilities of the Facility Planner/Programmer will include the data collection and analysis task required to determine the facility requirements (Staff and Space) for Company’s clients.

Candidate must have knowledge in the application of interview techniques and in the development of data collection survey instruments. Must be willing to develop proficiency in the use of computer-aided Strategic Facilities Planning/Programming systems (i.e. Excel, PowerPoint, spreadsheet/desktop-publishing capabilities, Microsoft Word, etc.)

Other roles and responsibilities include;

- Explaining the value of Facilities Planning/Programming to employees and clients (sell the service)
- Preparing Facility Planning/Programming proposals and work plans
- Facilitating Planning /Programming workshops (Data Collection)
- Translating Facilities Planning/Programming data into facility design criteria (Data Analysis)
- Documenting Facilities Planning/Programming requirements

### Skills

The fundamental skills needed for this position are;

- Communication - listening, remembering, reading, writing, speaking and drawing
- Organization - of approaches, information, projects and people
- Management - leading Company’s project team and clients throughout the planning process
- Analysis - translating and presenting client requirements into meaningful design/facility data

### Experience

The candidate should have minimally completed a Bachelor’s degree in Architecture, Interior Design or Environmental Design, preferably with an emphasis in Strategic Facilities

Planning/Programming, Behavioral Studies and Operational Analysis. A minimum of five to seven years of planning / programming experience is required.

## FACILITY PLANNING/PROGRAMMING DEFINITION

Facility Planning/Programming for a proposed new building, or for the remodeling of an existing building, is the process of determining what is needed by its users and by others who are affected by it (such as owners, managers and the public). The facility Planning/Programming activity is the first step in the traditional design cycle, **PLAN-DESIGN-BUILD-OPERATE**.

The information necessary to build a new or renovate a building is contained within the Facility Planning/Programming report. The report will be used to communicate with the client the agreed upon organizational, operational and functional requirements. **The report is also the starting point from which an architectural designer will design the building.**

The elements of a Facility Planning/Programming document include;

- The mission of the clients business and facility
- FORM, FUNCTION, TIME and ECONOMY goals and objectives
- Staff forecasts and operational or workflow patterns necessary to efficiently do their jobs
- Space standards (national and regional guidelines for different types of space)
- Space forecasts (type, size and quantity of each space)
- Critical adjacencies between departmental units as well as within each unit
- Action/implementation plan showing how the project could be sequenced and built

The steps that are necessary for the development of a Facility Planning/Programming Report include;

### **Step 1: Project Planning - "Setting the Direction"**

The Project Planning Step initiates the planning process of the building. A one day planning session is conducted with the client's leadership team to establish the overall goals and objectives for the project as well as to identify those who will participate in steps 2 and 3 of the planning process.

### **Step 2: Need Assessment - Determining the Requirements"**

The Needs Assessment step of the Facility Planning/Programming process takes the client's Departmental Unit Directors and selective staff through an interactive planning process (workshops) designed to retrieve the data necessary to build the building. Order of magnitude cost estimates are developed early in the planning process to make sure that the site and facility requirements that have been established are in alignment with the agreed upon project budget.

### **Step 3: Master Planning - "Exploring the Options"**

The Master Planning step begins to take the data collected in step 2 of the planning process to formulate site and facility conceptual organizational layouts.