

STEP 3 - DETAILED DESIGN

Sometimes a particular project requires more detailed design work or planning. If the project has already gone through the Conceptual Design step and sufficient funding is in place to start construction, your ministry can request additional assistance. Detailed Design of the first phase of your development project is the goal of Step 3, reaching it usually takes 5-7 months. Here are the key parts:

Request Detailed Design

The following items help establish to eMi² that your ministry has understood and thoughtfully reviewed the Conceptual Design already produced for the project and outline the need for further assistance.

A : Send a resolution letter approved by your board or governing body expressing:

1. That the project Conceptual Design Documents have been reviewed by the ministry.
2. That there is agreement within the board or governing body as to the purpose, design, and function of the project.
3. An outline of the ministry's reasons why it is believed that further detailed design assistance from eMi² is required for the project.
4. An outline of the current development project funding level – both funds in hand and promised.
5. Whether the ministry will be able to re-invest in eMi²'s ministry as outlined here.

B : Send a set of the Concept Design Documents which contain the marks, comments, revisions, or questions you or others have about the project design.

C : Send a set of example construction plans which are common in your area. If possible, these example plans should be from the contractor / builder you plan to use to construct your project.

Design Consultation

If eMi² is able to entertain the Detailed Design request for your project, we will contact you about scheduling a design consultation visit to your ministry. To further refine the project design, discuss the type and nature of the additional plans required, and remove obstacles for construction, this additional consultation is critically important. The eMi² team leader or technical staff who will oversee the Detailed Design project will attend this meeting. At this consultation or shortly afterward, eMi² will be able to present the ministry a framework for the scope and schedule for the Detailed Design work. If there are extensive changes to the Conceptual Design, we may need to revise them first for review and approval before proceeding with Detailed Design.

Detailed Design Documents

If the scope and schedule for producing the Detailed Design Documents is acceptable to the ministry, we will proceed with the additional work in our office. Since eMi² relies on volunteer workers to support its ministry, the ability to produce additional design work in our office varies from season to season. Detailed Design plans are meant to be used directly by your project contractor / builder for construction of the project. They usually include foundation and structure plans and details, building wall layout plans with door and window information, basic details for water and wastewater services, etc.

Construction Support

eMi² is not able to provide full-time construction support to any project. It is strongly advised a construction manager / client representative who can speak the local language be hired who can assist you in the day to day management of the construction project. However, eMi² will attempt to support the project construction with site visits at key stages, such as:

- A** : Pre-construction meetings to discuss and review the Detailed Design plans.
- B** : Pre-construction layout of the building(s) on your site.
- C** : Mid-construction review of progress at a key stage(s).
- D** : Post-construction review.

These 2-4 day site visits are by 1-2 eMi² office workers involved with / familiar with your project, and may need to be combined with other project travel scheduled in your area. eMi² attempts to balance construction support of each project with its limited personnel and resources. The ministry will be asked to provide basic hospitality and to reimburse travel costs for this support.