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| *INSTRUCTIONS*  *Please complete this table as you analyse the brief for the Fast Eddie’s Barbershop project. You are to submit a version of this document with Assessment Task 1 and a completed version with Assessment Task 2.*  *All instructions are in red italics and should be deleted before submitting your document.*  *It is advisable to create a new row within the table for each option explored in the analysis. Instructions to do this are as follows:*   * *To insert a new row within a table, click within a cell in the row where you would like to include a row, find TABLE, LAYOUT on the menu ribbon (this will be different on Mac and PC versions of Word), select INSERT ABOVE or INSERT BELOW.* * *To insert a new row at the bottom of the table, click within the last cell of the last row and press the TAB key, a new row will automatically be created.*   *Please note this is an A3 formatted document in case you wish to print a hard copy.* |

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| **FAST EDDIE’S BARBERSHOP** – Project Requirements Analysis | | | | | Student | *Enter your name here* | |
| AREA | REQUIREMENTS | OPTIONS | ACTIVITY/TO DO LIST | RELEVANT STAKEHOLDER | RESULTS / FINDINGS | | FINAL SELECTION |
| *Area within the space e.g. cutting stations etc.* | *Requirements exactly as prescribed in the brief. Any additional items or thoughts should be listed in the OPTIONS column.* | *What are some of the possible things that can be used here to satisfy the brief requirements? This should explore a variety of options* ***before*** *initial concept stage.*  *It is advisable to create a new row per option to make your table easier to read.* | *List activities to explore each option. This would involve research and may include checking availability of materials, furniture etc. regulations and consolidating client preferences.*  *NB. Remember to ensure you source items from local suppliers or identify lead times, costings and metric dimensions if sourcing from overseas suppliers.* | *Who should be consulted per option e.g. client, carpenter, fire hydraulics expert, building management, etc.* | *This is where you record the findings of your research per option. These are options to be explored during the initial concept presentation stage.*  *You can copy and paste images here, remember to always reference where you obtained images and information from and record the date you accessed information.* | | *This is where you record your selection* ***AFTER THE FINAL CONCEPT PRESENTATION*** *i.e. after initial (Sketchpack) presentation to client. This will feed into your specifications and final Schedule for the client.  This column should remain blank until after your client has made their selection.* |
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