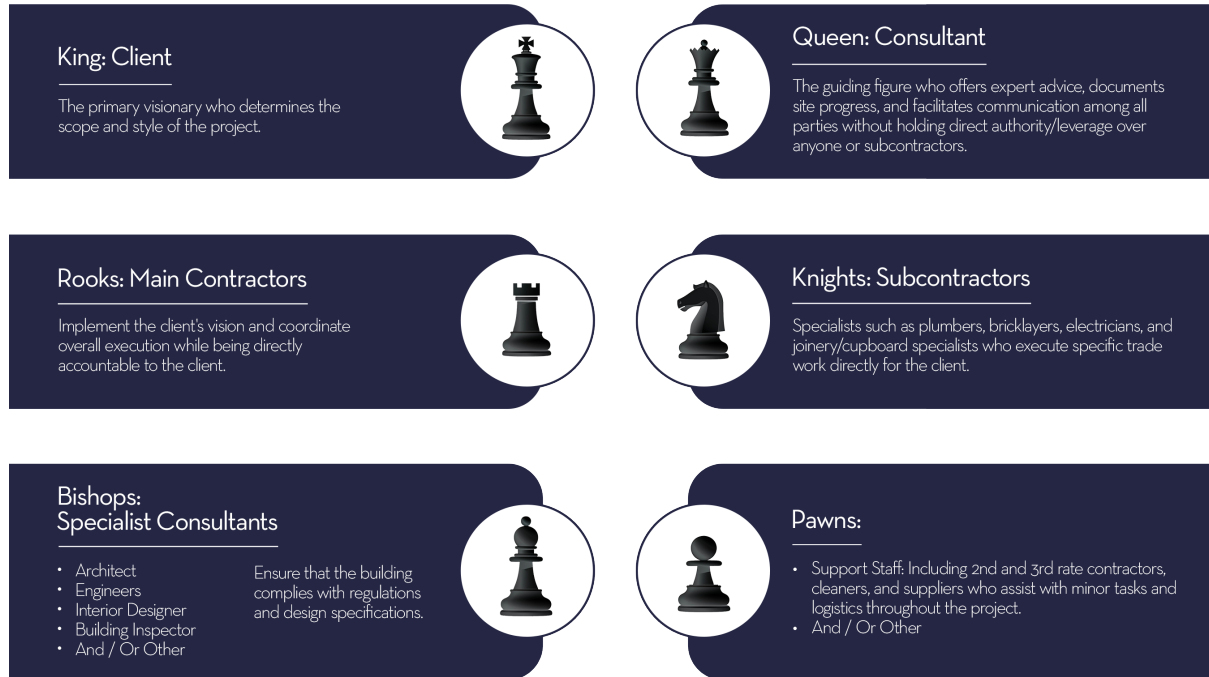


## CONSULTANCY:



## STRATEGIC ROLE OF CONSULTANCY PHASE 1-3: A GUIDED HAND WHICH ASSISTS IN CONSULTATION ONLY

### A SUPPORTIVE FUNCTION THAT AUGMENTS\* THE CLIENT'S VISION

The value of consultancy in interior design is often recognized when clients seek guidance throughout their projects.

The outlined roles below illustrate how our consultancy transforms your vision into reality by providing tailored advice and structured support. From assisting with design selections to facilitating site meetings, effective consultancy ensures that the project's direction remains aligned with the client's vision.

This service empowers clients who prefer a hands-on approach while allowing us to provide invaluable insights without taking direct responsibility for project execution.

*\*The phrase "a supportive function that augments the client's vision" emphasizes the role of consultancy as being complementary to the client's objectives rather than taking charge or leading the initiative. As this is not a Project Management Roll - see page 3 in this section for the detailed outline.*

*Overall, this phrase encapsulates the essence of consultancy as an enabler of the client's aspirations, rather than a directive force. It emphasizes partnership, collaboration, and enhancement of the client's initiatives.*

#### Disclaimer | Without Prejudice

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As Interior Architects, Project Managers, and Interior Decorators operating within a multi-faceted business framework, we aim to facilitate smooth operations. However, we do not assume responsibility for actions taken by second or third parties on-site, nor for any indemnity insurance, which should be provided by the main contractor. Compliance with relevant building regulations and indemnity coverage, as mandated by health and safety regulations in the construction industry, is essential. We appreciate the crucial roles played by all parties involved.

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## COMMUNICATION HIERARCHY:

### 1. Client

- The primary recipient of project updates and decisions.

#### 1.1. Consultant (Not a Project Manager)

- Provides updates on design selections and facilitates meetings, ensuring clear documentation of all discussions and decisions.

##### 1.1.1. Main Contractor

- Communicate essential project implementation details directly with the client.

###### 1.1.1.1. Subcontractors

- Address specific tasks and execute their work in accordance with the client's directives.

###### 1.1.1.1.1. Advisory Professionals

- Offer regulatory and compliance support as needed.

###### 1.1.1.2. Support Staff

- Report to the main contractor regarding specific logistical tasks.

## COMMUNICATION FLOW:

Should questions or issues arise, they are escalated accordingly:

1. From Subcontractor (1.1.1.1) to Main Contractor (1.1.1), then to the Client (1), with the Consultant documenting progress and suggestions without direct intervention.
2. If unresolved at any point, the Consultant provides necessary documentation and facilitates discussions as needed and then the client and contractor would settle these matters independently.

## FINAL COMPLETION

### Final Walk-Through & Handover

As consultants, we provide valuable guidance throughout the final completion process; however, it is important to note that we do not possess the authority to appoint contractors directly or to exert leverage over their operations. Our role is primarily focused on documentation and advisory services. During the final review, we will oversee the process to ensure that all project aspects are thoroughly addressed and documented before completion. If necessary, we will organize all relevant files and make copies available to the client upon request.

## ADDITIONAL RESPONSIBILITIES OF THE CONSULTANT:

### Design Support:

Offering expertise in selections for carpentry, tiling, fittings, fixtures, and overall styling.

### Documentation and Meeting Facilitation:

Organizing and documenting site meetings, agendas, and minutes to capture all relevant discussions for potential future reference.

### Client Liaison:

Maintaining clear communication and offering timely insights as the project develops, *while refraining from directing subcontractor performance.*

### Conclusion:

The role of an Interior Design Consultant is essential in overseeing and assisting clients throughout the project without taking direct responsibility for execution. By maintaining a structured communication hierarchy and providing expert guidance, we facilitate a smoother execution of your design vision.

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## PLEASE NOTE:

### Important Considerations Regarding Consultancy Versus the Necessity of a Project Manager:

*As a reminder, the absence of an appointed **PROJECT MANAGER** on any site may result in several critical aspects being overlooked, including:*

- *Detailed Planning: The absence of structured planning can lead to gaps in the project execution process.*
- *Implementation Oversight: Without dedicated oversight, the alignment of tasks and deliverables may be compromised.*
- *Communication Gaps: Effective communication among clients, and appointed teams might dwindle, leading to potential misunderstandings or misalignments.*
- *Timeline Management: The lack of a Project Manager may hinder the ability to ensure that timelines are adhered to, which can impact the overall project schedule.*
- *Cash Flow Management: Financial oversight can suffer, leading to unanticipated costs or budget overruns or even the misappropriation of funds.*

*It is essential to consider these factors when opting for a consultancy approach without Project Management.*

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