

## YOUR READINESS TO BUILD CHECKLIST

Name \_\_\_\_\_ Project Type \_\_\_\_\_ Date \_\_\_\_\_

*This tool gives you a clearer picture of your readiness, so you can step into your project feeling prepared, supported, and empowered. There are no wrong answers. Consider this your first step toward building with confidence.*

### HOW TO USE THIS CHECKLIST:

For each question below, **score yourself from 1 to 5 (where 1 is weak and 5 is strong)**.

Complete all 20 questions at your own pace, then calculate your total score.

See "Next Steps" on page 2 for guidance on your results.

### ASSESSMENT QUESTIONS

#### PROJECT FOUNDATIONS & APPROVALS

- |   | 1                        | 2                        | 3                        | 4                        | 5                        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Do you know whether your project requires planning approval and how council requirements may affect your design? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have a general understanding of how building permits work and the role of the building surveyor?          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you feel clear on the key specialists who may be involved in your project and how they work together?         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you understand the different roles your architect, engineer, and builder will play throughout your journey?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### DESIGN & DECISION MAKING

- |   | 1                        | 2                        | 3                        | 4                        | 5                        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 5. Do you feel prepared for the number of design decisions you may be asked to make along the way?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you understand how design choices can influence engineering requirements and construction outcomes?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you feel confident about which decisions are helpful to make early to avoid redesign later?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do you understand how your current ideas and selections may influence the way your project is built on site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### BUDGET, PRICING & CLARITY

- |   | 1                        | 2                        | 3                        | 4                        | 5                        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 9. Do you feel confident understanding what contributes to a builder's price and how costs are shaped throughout a project? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you understand how selections, specifications, and changes can influence your overall budget?                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you feel clear on what information is needed before a project can be accurately priced?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Do you understand how decisions made later in the process can impact cost and timing?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### PROCESS, ROLES & YOUR INVOLVEMENT

- |  | 1                        | 2                        | 3                        | 4                        | 5                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 13. Do you feel clear on who will guide coordination of consultants, approvals, and project milestones?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Do you understand the level of involvement and decision-making that may be required from you during the process? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Do you feel confident about what typically needs to be resolved before construction begins?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Do you understand how variations or changes are usually managed once building is underway?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### BUILDABILITY & SITE CONFIDENCE

- |  | 1                        | 2                        | 3                        | 4                        | 5                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 17. Do you feel confident that the information gathered so far supports a smooth and well-planned build?     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Do you understand how incomplete details can sometimes affect pricing accuracy or construction outcomes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Do you feel clear on how documentation quality helps reduce risk and improves project clarity?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Overall, how confident do you feel about the direction and readiness of your project right now?          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### YOUR SCORE

- Total number of each ranking
- x1 x2 x3 x4 x5
- Multiply by the number above

Add all five numbers to determine the percentage score that reflects your readiness

%

### OVERALL READINESS RATING

#### 80-100% **Well Prepared**

*Strong foundation with most key areas understood*

#### 50-79% **Getting Ready**

*Good progress with important gaps to address*

#### 20-49% **Early Stage**

*Normal starting point. Clarity will build as you progress*

### NEXT STEPS

1. OPTIONAL: Email your score to [create@buildersofarchitecture.com.au](mailto:create@buildersofarchitecture.com.au) to receive a FREE:

- Personalised assessment based on your score
- Resources to address your specific gaps
- Advice on your next priorities

*You'll get a response from our team within 24-48 hours.*

2. Save your completed checklist and revisit as your project evolves to track your progress.