




















ACTIVITY	DESCRIPTION AND GOALS	SUB-ACTIVITIES	TYPE	ACTORS	TOOLS
Needs and goal	Informal expression of the individual and collective needs and goals of the end-users	Individual and collective needs AND goals/aims definition			
Programme of requirements	Definition of the specific requirements that will indicate the parameters on which to base the design and the strategies of the intervention.	Social, economic, environmental, technical, generic/real and functional requirements assessment/identification; Prioritization of requirements.			
Analysis	Collection of information from the site condition in terms of constraints, challenges and opportunity for the intervention. Task aimed to collect the general, qualitative, economic, functional, energetic and environmental performances of the project.	Site analysis; Building assessment; Community profile Analysis; Needs and goals analysis; Identification of KPI; Project feasibility; Energy analysis.			
Exploration and elaboration	Identification of the appropriate strategies and elements to be applied in the design process before the definition or selection of solution(s).	Exploration of possibilities; Exploration and elaboration of components: building system, materials and finishing, energy system; Structural design; MEP Systems installation design; Energy simulation.			
Creation and synthesis	Iterative elaboration of models with qualitative, quantitative, functional and technical characteristics basing on the translation of the elements defined in the analysis; exploration and elaboration activities and in the program of requirements. When the project has already been approved by the local authorities, minor aspects could be still modified.	Concept and design elaboration; Configuration of variations.			
Communication	Discussion on changes in upstream information or on design solution(s), along with the evaluation of the compliance of the project to the design performance set. Representation (drawings, models, reports) of the design solution(s) resulting from the elaboration and creation activities as the mean for the communication of the solution(s) defined to the end-users and stakeholders. This task is aimed to a proper transfer of the acquired knowledge between professional's team and the end-users. Furthermore it provides end-users with a complete building documentation on how building operates.	Feedback and refinement; Assessing KPI; Visualization of design; Information and training of end-users.	 		
Selection and decision-making	This activity is required when the design process is developed proposing different design solutions. It should be conducted according to the decision-making structure established.	Choices among alternatives	